



21st October 2009, 11am – 3pm
The Sensory Centre, Camelon, Falkirk

1. Welcome and introductions

Mark Lees welcomed everyone and expressed thanks to everyone for coming; round table introductions given by all.

Present: Diane Allcock (treasurer), Armorel Allen (vice-chair), Jane Camp (web-site secretary), Marie Carey (committee member), Jane Christie (secretary), May Fallon, Mark Lees (chair), Arlian Mallis

2. Apologies:

Susan Alexander, Penny Bond, Moira Brown, Lorna Cameron, Kate Coccozza, Katrina Deas, Caroline Dickson, Jennifer Duthie, Ellie Forbes, Myra Haggarty, Paula Ingram, Jean Kennedy, Bernadette Kerry, Irene Lavery, Lorna Loudon, Pauline McIntyre, Fiona Morrison, Sandra Munro, Helen Ogg, Marina Shannon, Lorraine Sherry, Mary Shields, Linda Sinclair, Helen Skinner, Joyce Surfleet, Judy Taylor, Rhona Telfer, Vicky Thompson, Ria Tocher, Helen Walker, Edna Watson, June Wood

3. Minutes from previous meeting 30th June 2009

Minutes were accepted as correct

4. Matters arising

a. Confirming new committee

The following positions were confirmed:

Fiona Cook	President
Mark Lees	Chair
Armorel Allen	Vice chair
Diane Allcock	Treasurer
Jane Camp	Web secretary
Jane Christie	Secretary
Judy Taylor	Committee member
Marie Carey	Committee member

b. Approving Amendments to constitution

Proposed amendments to the constitution were agreed for this year (see attached). Copy will be uploaded to website

Recent comments had been received regarding Section 4 of the constitution. After discussion, it was agreed that amendments were needed. A draft of this would be sent out for consultation to the full membership in preparation for review at the next AGM.

5. Committee Report from Chair

The Chair thanked the Vice Chair and committee for all their hard work in making this year's conference a success. The bank balance is healthy, £5874, with a large profit from the conference. Membership currently stands at 253 (2 new members and 3 withdrawn). There has been an increase in the number of hits on the website, with the average stay of approximately 3 minutes. Access to the website has been recorded as from all around the world.

6. Updates from working groups

- a. **Evidencing practice** - Work is ongoing
- b. **Practice development toolkit** - No further development at present
- c. **Revamp of website documents** - The reviewed documents are awaiting upload on to the website.
- d. **Development of teleconference facilities**

A letter is to go out to all members asking them to identify facilities in their own Health Board. It was suggested that future Forum meetings could be planned to take place in one central location which has video-conferencing facilities, and that "satellite" groups could link in via video-link, so as to improve access to meetings for the wider membership. The cost of providing this facility has to be investigated and suitable venues identified. There is a request for volunteer members to take this forward.

e. Action Learning Sets

Skype groups; Evening set has not met recently; daytime set has had problems but when working is good, despite some difficulty with visual access.

Face to face group in Edinburgh has had good attendance and outcomes. The other group has not met. An evaluation will take place in December.

PPDNF action learning sets count as level 3 supervision (Driscoll 2000). This fact could be used to attract more members.

7. Shared issues:

- May Fallon has been evaluating programmes of care re inpatient patient experience. Outcome based. Offering Support to Senior Charge nurses via ALS but there has been a poor uptake. Various suggestions including influencing line managers to identify the need to attend per Senior Charge Nurse Objectives.
- Jane Christie is writing up her thesis on promoting person-centeredness in hip fracture care.
- Armored Allen is working on several initiatives including AHP team Leader objectives, Clinical Supervision, generic Practice Development
- Jane Camp is organising a conference on non-medical prescribing for next Monday. Writing speech for keynote speaker – strategy, themes etc,
- Diane Allcock working on the Family Health Record – an audit tool is being piloted. Also developing guiding principles for Health Visitors – clinical effectiveness steering group to monitor changes.

- Mark Lees is involved with Clinical Governance frameworks for non-medical prescribing; there has been no standard approach. Mark is experiencing challenges with matriculation for further studies

8. Lunch was provided for attendees.

9. AOCB

- A meeting will be set up with QIS end Nov/Dec, to discuss working together. Penny Bond has been in touch to propose dates.
- Debated whether full reports need to be posted on the website, since there is world-wide access. Annual “report of reports” is already posted. It was agreed that post-holders should send quarterly reports to Chair, who will provide a summary report at the meetings. Full reports will only go on the website on an annual basis.

10. Dynamic development and evaluation

Due to several members having to leave early, it was agreed that use of the nominal group technique to explore the needs of the group might be inappropriate. Instead a healthy discussion took place about possible ways to format future meetings. It was agreed that it would be useful to survey all members through “Survey Monkey” to find out what was needed and wanted. Questions were formulated and will be sent out for piloting to before sending to all members. The results should inform both the future programme, and also the content of the 2010 conference.

11. Next meeting: Wednesday 20th January 2010, venue to be arranged

12. Future meetings: Thursday 22nd Apr 2010 (AGM) Venue tbc

Members are asked if they can offer a venue for future meetings