



**AGM: 27<sup>th</sup> April 2006,  
NHS24, Clydebank, Glasgow  
11.00 to 15.00**

**1. Present:**

Armored Allen, Diane Allcock, Susan Begg, Penny Bond, Jane Camp, Marie Carey, James Cassidy (Treasurer), Jane Christie (Secretary), Fiona Cook (Chair), May Fallon, Ann Marie Hawthorne, Kate Lambie, Mark Lees, Debbie McCraw, Margaret Murray, Karen Percival, Caroline Scott (Website Secretary), Ria Tocher

**2. Apologies received from:**

Dorothy Armstrong, Moira Brown, Kate Coccozza, Janice Elliott, Ailsa Espie, Anne Fairlie, Colette Grieg, Myra Haggerty, Nahida Hanif, Christine Hoy, Kevin Hurst, Bernadette Kerry, Jo McAllen, Ann Rae, Chris Rodden, Margot Russell, Vivienne Simpson, Joyce Surfleet, Liz Walker, Rhona Wallace, Arlene Wood

Fiona welcomed everyone to meeting and thanked Susan for hosting the meeting and providing hospitality.

**3. Guest Speaker**

Professor Frances Mair, GP gave a presentation about e-medicine project. See slides attached

**Annual General Meeting**

**4. Minutes from AGM dated 12th May 2005 Agreed**

**5. Chairperson's report**

Fiona gave the Chairperson's report which will be posted on the website  
**ACTION**

**6. Treasurer's Report**

James provided an overview of the current financial position. Conference fees from 2005 are still being chased up. The website is high cost but is value for money. Thanks to Internal auditor in South Glasgow for support in auditing PPDF accounts. PPDF don't want to have to introduce membership fees, having conference this year will help with income. The Treasurer's report will be posted on the website  
**ACTION**

**7. Secretaries' Report**

Jane outlined the secretaries' report which will be posted on the website.  
**ACTION**

Data protection will be discussed at next meeting. **ACTION**

**8. Website Secretary's Report**

Caroline gave the Website Secretary's Report which will be posted on the website. **ACTION**  
Evaluation of the Website notice board is being considered. **ACTION**

Break for Lunch

## 9. Briefing Reports from working groups

### a) Conference:

Diane discussed issues relating to conference in June. See report attached

**b) Evidencing Practice** Jane reported on progress with the evidencing practice framework. See report attached

**c) Presentation for HEI's** Fiona reported that there is presentation planned at QMUC to try this presentation and to evaluate the response.

**Facilitation Toolkit** Caroline reported that there is now and opportunity to collaborate with the DPN to develop the facilitation toolkit. It was agreed that this was an acceptable way forward. Caroline to arrange for group to meet John Driscoll, DPN. ACTION

**Action Learning Sets (ALS)** Fiona reported that ALS 2005 was evaluated in January and report is being prepared to go on the website. ACTION

Caroline reported that the website has been updated with the dates for this years sets.

**Practice Development Strategy**  
This is on hold until national strategy is in place.

**10. Office Bearers voting** There were no nominations for treasurer. James Cassidy was re-elected.

It as agreed that Diane Allcock will become second signatory for finance purposes

**11. Priorities for 2005/2006** The priorities identified were:

- Evidencing Practice
- Facilitation toolkit
- Conference 2006
- Website development
- Potential speakers:  
Alna Robb  
Rowena Murray

**12. Minutes of Last PPDNF held 19<sup>th</sup> January 2006 - agreed**

## 13. Matters arising

Fiona and Caroline had attended the DPN extraordinary meeting

PPDNF have sent flowers have been sent to Judy Taylor who was involved in serious accident on Christmas Day

Fiona and Caroline have submitted an abstract re Evaluating PPDNF to Enhancing Practice conference in October 2006

## 14. Open Forum

Jane Camp has submitted abstract for poster about observation audits in immunization for Enhancing Practice Conference in October

Ann Marie Hawthorne has RCN Clinical Effectiveness post and has input into SIGN Council, Quality Improvement, Risk and Clinical Governance and Research news

Mark Lees has a new head of PD so it is a time of transition

Kate Lambie spoke of the challenge of single system working

Susan Begg reported about role development and role expansion within NHS24 which will involve support networks and national coaching framework

Marie Carey noted that projects continue; it is a time of transition

May Fallon spoke of recent impact on demand at front door which was requiring a MDT approach to discharge

Armored Allen is AHP new to the group

Margaret Murray involved in competencies for Clinical support workers

Diana Allcock noted that support and supervision is high on the agenda. Competency work is now finished

James Cassidy is presenting a concurrent session at NES Conference about adult and children with learning disabilities who have complex needs. He is also undertaking critical incident review and development of protocol for learning disabilities in main stream adult services.

Caroline Scott noted that BSc (Hons) and PG Cert Community Health Nursing Programme are being revalidated on Tuesday and PD is a core module.

Also, QMUC is looking at research capacity across Lothian

## 15. Any other Business

Caution must be taken in putting documents from other organisations on the website. For copyright purposes written permission must be sought. Using electronic links would be an easier approach.

Fiona thanked everyone for attending and contributing to what had been a constructive AGM and wished them a safe journey home.

## 16. Date of Next Meeting

Date: 20th July 2006

Time: 11.00 to 15.00

Venue: State Hospital, Carstairs

Host: Helen Walker

## 17. Dates of future meetings:

Date: 11<sup>th</sup> October 2006

Time: 11.00 to 15.00

Venue: St John's Hospital,  
Livingstone

Host: Mark Lees

Date: 18<sup>th</sup> January 2007

Time: 11.00 to 15.00

Venue: Easterhouse Medical Centre,  
Glasgow

Host: Diane Allcock

Date: 19<sup>th</sup> April 2007

Annual General Meeting

Time: 11.00 to 15.00

Venue: Ayr

Host: Anne Fairlie