



**7<sup>th</sup> February 2008,  
Scottish Spina bifida Association (SSBA), Cumbernauld  
11am – 3pm**

### **1. Welcome and introductions**

Fiona Cook welcomed everyone, outlined the format of the day and there were round table introductions. Edna Mary Watson has asked to join meeting via videoconferencing facility but was unable to be available as planned. Fiona hoped that this facility could be developed for future meetings.

### **2. Present and apologies**

**Present:** Jenny Ackland, Diane Allcock, Armorel Allen, Moira Brown, Marie Carey, Jane Christie, Fiona Cook (Chair) Kevin Hurst, Mark Lees, Jackie McKeich, Lynn Railston, Caroline Scott, Mary Shields, Joyce Surfleet, Ria Tocher

**Apologies:** Caroline Adam, Susan Alexander, Madge Balfour, Karen Baxter, Penny Bond, Jane Camp, Katrina Deas, Kim Donaldson, Ailsa Espie, Mae Fallon, Karen Glass, Paula Ingram, Lorna Janssens, Jean Kennedy, Irene Lavery, Debbie McCraw, Elaine McKinlay, Gail McSheehy, Evelyn Ogilvie, Karen Percival, Helen Pickering, Lorna Milton, Ann Rae, Chris Rodden, Lorraine Sherry, Linda Sinclair, Helen Skinner, Paul Smith, Vicky Thompson, Helen Walker, Rhona Wallace

### **3. Minutes from previous meetings**

Minutes of the meeting 8<sup>th</sup> November 07 were accepted as correct

### **4. Matters arising**

Caroline is arranging for logo to be amended, as discussed last meeting

### **5. Update from working groups**

**Developing a Framework for Evidencing Practice** - Jane reported that a paper is being prepared for publication. A draft would be circulated to group by April 08.

**Presentation for HEIs/Information document:** Document has been completed and once logo is ready it will be on the website

**Practice Development Toolkit:** Caroline explained that the aim was to build a toolkit on the website that would develop over time. Copyright issues have been explored and resolved – work must be referenced where possible. The aim is to include examples of Practice development tools and techniques with an explanation of when and how these would be used. This would give others an opportunity to learn from each other and develop confidence in using different techniques. It would include a variety of different things to meet different needs. Examples given were icebreakers or developing a haiku (Japanese poem) to illustrate memories of a special person

**Revamp of website documents:** This is being led by Judy Taylor and Joyce Jeffray who were not present at the meeting. Caroline had got some feedback in Australia and from Brendan McCormack about the benchmarking tool. It was agreed it was a useful tool to help develop a practice development strategy but needed updating to integrate emancipatory and transformational PD. Caroline agreed to facilitate this at the 28<sup>th</sup> August 08 meeting.

## **6. Action Learning Sets:**

Fiona described the purpose of Action Learning Sets for the new members present; a facilitated group to promote reflective questioning leading to development of self and others. The aim is to make a difference to your own practice and to practice in the workplace. The skills could be used in a variety of formal and informal ways in the workplace.

In December there had been evaluation of 2007 Action Learning Sets. The dates for 2008 Action Learning Sets are planned and will be posted on the website. Fiona and Kate may not continue facilitation in the same capacity and would be discussing this with their sets in February. Fiona proposed one way forward, that a set be run for the facilitators of action learning sets. There was extensive discussion about the how new members should be integrated into sets and about succession planning for the facilitation of new sets.

Questions for further discussion at Action Learning in February:

- Should sets be time limited?
- Should those experienced in action learning be encouraged to facilitate new sets?
- Should there be a set run for facilitators?
- Should new members be joining a new set rather than be integrated into present sets?
- Is it important to experience different facilitation styles?

New members for action learning are invited to attend the next set 28<sup>th</sup> February 08.

The PPDF is looking for help from a set member with co-ordinating the action learning sets; this role would involve reminding set members of the date, times and venue prior to each meeting, liaising with set facilitators about new members and keeping the forum up-to-date. Let Jane know if you are interested.

The agenda was negotiated and those present agreed to have Reports from Committee members after lunch

## **7. Feedback from Forum Members**

**Mark Lees** – Involved in evaluation of family support services has shown that there are issues for older service users, proposals have gone for consultation. The Scottish Spina Bifida Association (SSBA) has two conferences planned.

**Marie Carey** - Involved in adult literacy and numeracy

**Kevin Hurst** - Chairing a multi-professional group to develop a Self Administration of Medicines Policy and associated staff education & training

**Lynn Railston** - In 5<sup>th</sup> week working at NES is attending a variety of meetings to glean information for development plans

**Mary Shields** - Involved in Infusion device training in West Lothian

**Jackie McKeich** - Developing the Practice development role in the prison service, involved in audit of evidence-based practice

**Caroline Scott** - Working with Fiona to video a critical conversation in relation to practice development. QIS have invited input to a two day conference about practice development Friday 14<sup>th</sup> March 08

**Moira Brown** - Involved in national review of Senior Charge nurse role within inpatient wards and implementing a set of clinical quality indicators for nursing project. The aim of the review is to create a modern role that will enable frontline leaders to maximise their contribution to delivering safe and effective care, with in the context of current policy. Charge nurses will be able to use the quality indicators e.g. at present indicators include nutrition, falls, pressure area care and monitoring and observation to continuously monitor and improve quality of care.

**Joyce Surfleet** - Supporting clinical supervision in Lothian/Borders in Mental Health; links to Right, Relationships and Recovery

**Jenny Ackland** - Involved in introducing acupuncture in podiatry; looking at increasing technical and clinical skills. Working with Physiotherapist and pharmacist to increase health promotion

**Ria Tocher** - Now 3 months into leadership and compassionate care post. Involved in 'appreciative enquiry'; stories and observations of care will be used to develop a framework. Also involved in influencing undergraduate curriculum, managers in the NHS and offering support for newly qualified nurses

**Fiona Cook** - Involved in technical PD, induction and mandatory training and transformational PD through supporting charge nurse review, community nursing review, action learning sets, infrastructure transition, compassionate care and development of a Practice Development module.

**Diane Allcock** – Supporting the Health Visitors Review; involved in exploring team mentoring for student nurses within children and families and also looking at staff nurse development programme. Undertaking masters dissertation

**Jane Christie** - In third and final year full time PhD undertaking an action research study working with multi-professional team from variety of settings along patient journey of care to promoting person-centeredness in hip fracture care; capturing some very exciting, rich data from team, patients and carers, the next eight months involves writing a thesis for submission in September 08.

**Armored Allen** – Lanarkshire PD posts are in the process of being made substantive; important themes are working together, leadership, action learning and developing therapeutic relationships.

## **8. Lunch**

## **9. Reports from Committee Members**

### **Chairperson's Report - Fiona Cook**

Enhancing Practice conference Holland October 8,9,10. All encouraged to submit abstracts

Scottish PD summer school on hold at the moment

Scottish strategy for PD to be worked on by a small group working with QIS

NICE document on PD FC to circulate

AGM in May Diane will not be continuing as vice chair and does not wish to be chair. What is the best way forward? Fiona is canvassing interest in chair position. It needs to be someone with dedicated commitment and backing from their organisation.

Retiring chair stands as ex-officio member for 1 year

Secretary - Jane to stand another year, Website secretary - Joyce planning to stand another year but would let Fiona know very soon if this was not going to be possible, Treasurer - Mark to stand another year  
AHP would be welcome on the committee.

### **Vice-chair - Diane Allcock**

Organising the conference is the responsibility of the vice chair. Diane circulated the conference report to those present; Joyce is to arrange for it to be on the website. It was agreed that the birthday theme had worked very well; a big thank you to all involved

DA has approached Paul McGee SUMO cost £2000 plus travel expenses per half day for a presentation. Sources of funding were discussed

### **Treasurer Report - Mark Lees**

It has been a really busy time over the last few months, getting the money in for the conference, paying bills and balancing the books.

The books have been audited and given the all clear by Lorraine Wilson – Book keeper for the Scottish Spina Bifida Association (SSBA) – a £50 gift voucher was presented as a thank you.

There is an outstanding £1586:83 in the old PPDNF account, Kate Cocozza is organising for this to be transferred into this new account from the old PPDNF account, Mark is in discussion with Kate about transferring this to the new account.

All in all, the PPDNF account is looking healthy

### **Conference Statement**

<b>Income</b>	<b>Expenditure</b>	<b>Balance</b>
£3832:32	£788:98	£3043:34

### **PPDNF Accounts Statement**

<b>Description</b>	<b>Income</b>	<b>Expenditure</b>	<b>Balance</b>
<i>Conferencing Fees</i>	£3832:32	£788:98	£3043:34
<i>Website Fees</i>	-	£612:20	£2431:14
<i>Interest</i>	£10:33	-	£2441:47

I will be producing a quarterly accounts statement to the PPDNF Committee, all accounts will be available to review at any point.

### **Website Secretary Report - Joyce Surfleet**

#### **Statistics for November 2007 – January 2008:**

The number of visits and visitors to the site has continues to increase and numbers are remaining high. There was a small dip over the holiday period which is not unexpected.

<u>Nov 07</u>	<u>Dec 07</u>	<u>Jan 08</u>
1135 visitors	940 visitors	1179 visitors
2354 visits	1878 visits	2376 visits

In January, the most popular pages (apart from the main page) were the notice board, the McCormack and Manley presentations from 2006, the main 2006 conference page, the projects page, and the conference and meetings pages.

#### Access to site:

- 52.7% of pages accessed directly (typing in or bookmarks)
- 26.2% through search engines
- 20.8% of pages were accessed through links from other sites, mainly NHSQIS.

In January the average visit length was 72 seconds. 3.2% of visitors spent more than 5 minutes on the site.

The top 10 countries visiting the site in January (bearing in mind that some UK visitors will be interpreted as being US-based by the software) were: USA, EU, Spain, UK, Australia, Latvia , Germany, South Korea, Canada.

#### **Website updates**

##### New logo

Unfortunately the website has still not been updated as planned. We are waiting for a final version of our new logo which will incorporate changes resulting from the PPDF becoming a multi professional forum. The new logo will be appended to all relevant documents and all references to nursing will be changed to NMAHP. We continue to ask for your understanding while we are developing the web site in recognition of these changes.

##### Conference

The 2007 conference report and some of the presentations will be added to the site as soon as possible.

##### Spam

The website secretary receives a high volume of, computer generated, spam e mails sent through the notice board. The Webmaster has suggested a possible solution to this, adding a further stage to posting a notice on the notice board which must be completed on a personal basis. This intervention will require a one off payment of £80; this proposal was agreed

#### **Secretary Report - Jane Christie**

Membership at January 08 is 232

22 new members have joined the forum since November 07; 9 are AHP's. Members join online via the website and have heard about the forum from the following sources:

- 12 Forum member
- 6 other (Conference flier)
- 4 internet search

2 members have email addresses that are no longer accepting mail and cannot be contacted so they have been removed from the database; Cathy Pollock, Sarah Lawrie

There are 8 members whose emails are bouncing back. Jane has left phone messages but if no response then they will be removed from database by the next meeting.

Pat Spencer	Alison Howley	Lorna Janssens
Lorraine Johnstone	Mags Simpson	Russel Preston
Julie MacIntyre	Sheila Wheeler	

The updated database is circulated to members with the minutes of the quarterly meeting. There are difficulties with emailing at present and this maybe due to Health Boards changing email addresses. Members are asked to email Jane to confirm that information held is correct or to advise of change of details.

Thank you to the 10 members that have updated their information since the last meeting.

**10. Values Clarification** – This work is to be postponed until May meeting

**11. Presentation from Moira Brown** – Using Patient Stories in Practice Development

**12. Any other business**

Writing for publication – Fiona will speak to Helen about arranging another meeting in June

**13. Dates of next meeting**

8<sup>th</sup> May 2008, 11.00 to 15.00 (AGM) Crosshouse Hospital Host: Moira Brown

**14. Dates of future meeting**

Thursday 28<sup>th</sup> August 08 Ninewells, Dundee, Host: Kevin Hurst

Wednesday 19<sup>th</sup> Nov 08 Venue: tbc

Thursday 12<sup>th</sup> Feb 09 Venue: tbc

Thursday 30<sup>th</sup> Apr 09 Venue: tbc

If anyone would be willing to host a future meeting please let Jane know