



**8th November 2007,
Victoria Hospital, Kirkcaldy
11am – 3pm**

1. Welcome and introductions

Diane Allcock welcomed everyone, outlined the format of the day and there were round table introductions.

2. Present and apologies

Present: Diane Allcock (Chair), Madge Balfour, Jane Christie, Katrina Deas, Mae Fallon, Kevin Hurst, Mark Lees, Fiona Murdoch, Helen Skinner, Anne Simpson, Joyce Surfleet, Judy Taylor, Rhona Wallace, Helen Walker.

Apologies: Jenny Ackland, Leslie Alexander, Armorel Allen, Karen Bell, Penny Bond, Marie Carey, Fiona Cook, Tracy Donaldson, Myra Haggerty, Nahida Hanif, Paula Ingram, Lorna Janssens, Ron Johansen, Pauline Johnston, Dave Langton, Irene Lavery, Karen McCoubrey, Debbie McCraw, Ainsley McGibbon, Jackie McKeich, Elaine McKinlay, Jean McQueen, Fiona Murdoch, Ann Rae, Chris Rodden, Emma Richards, Caroline Scott, Lorraine Sherry, Vivienne Simpson, Linda Sinclair, Kim Smith, Rona Telfer, Vicky Thompson, Edna Mary Watson

3. Minutes from previous meetings

Minutes of the meeting 9th August 07 were accepted as correct

4. Proposed changes to constitution and logo

As the last PPDNF meeting was not quorate the proposed changes to the constitution have been circulated to the membership for approval. Jane has had no further comments or amendments. It was agreed that the constitution be updated and put on the website.

The draft logo has been updated with PPDNF SCOTLAND underneath. It was proposed that PPDNF should be in front of SCOTLAND within the blue semi circle. Jane to ask Caroline if this can be amended

5. Update from working groups

Evidencing Practice: Jane Christie has met with Jane Camp to discuss the way forward with publication; there are two papers developing 1.The process of developing a framework for person-centred practice 2.Using patients' stories to illustrate the framework

Helen spoke of a development at NES relating to Department of Health (2004) The Ten Essential Care Capabilities A Framework for the Whole of the Mental Health Workforce.

Joyce suggested that there may be links with Nolan et al (2004) Person- centred Practice. NHS Lothian were also doing a study in elderly care that might be relevant

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

Practice Development Toolkit: No further progress at present

Revamp of website documents: Minor changes have been made to bring Benchmarking and Risk tools up-to-date in current terminology and language.

It was felt that the competency framework needs further work in light of changes in policy, employment and politics still requires to be updated; the KSF outline needs to be integrated.

The tools were innovative and helpful at the time they were developed but practice has moved on. Diane noted that the scoring may need reviewing so that level 1 was poor and 5 was good; there also needed to be clarification on in-between scores. Any major changes would be circulated for consultation. In the meantime forum members were asked to consider: Are the tools appropriate to today's practice? How could they be used? Plus any further comments?

It was requested that Benchmarking and Risk Assessment tool be on the agenda for the next meeting

Writing for publication: Helen Walker is running this group

New NMAHP membership: A short life working group is being set up to take forward the process of engaging with Allied Health professionals and encouraging membership.

6. Action Learning Sets:

Five members have registered interest in joining an Action Learning Set. The next set is the day after the conference and is to be held at QMU; rooms to be confirmed. Please confirm with Jane if you can come.

7. Reports from Committee Members

Chairperson's Report – Diane Allcock reported on behalf of Fiona Cook

Fiona has drafted a letter to be sent to Scottish Government, NES and QIS and AHP Forum to inform them of the change of status of our membership

Fiona attended a think tank meeting recently at QIS to discuss the future of the QIS network and expectations of the national PDU from service. No decisions made, but useful discussion and connections made with other PD leads from around Scotland. Further meeting arranged for the New Year.

Fiona, Caroline and Moira all attending the International PD conference in Melbourne presenting a range of posters and papers

Action learning sets would welcome new members; please advertise amongst colleagues.

Vice-chair - Diane Allcock

The conference is on 20th November 07 at St John's Hospital, Livingstone. There are 70 delegates so far.

13 posters have been accepted, 3 rejected as not related to 'tools of the trade'. All presenters have been asked to attend the conference but for some this is not possible as they cannot be released.

The conference committee are making last minute preparations collating list, packs and preparing badges. Confirmations are being sent out once money is received. There are some birthday surprises that cannot be discussed but Mark reassured everyone that 'value for money' is important as the committee had a financial target of £2.5K to meet.

Everyone was asked to continue promoting the conference. Jane will send one more reminder to members about the conference and committee are prepared to accept last minute registration with payment on the day. Joyce will amend the website accordingly.

Treasurer Report - Mark Lees

The bank account has been change to Royal Bank of Scotland in Wishaw. Online access is not possible but Mark is receiving statements regularly. The account stands at £2159.70. Mark is liaising with Kate Coccozza regarding the £1500.83 still to be released from the old account.

Website Secretary Report - Joyce Surfleet

Statistics for August - October 2007:

The number of visits and visitors to the site has continued to increase even after the removal of the discussion board and we appear to be experiencing a genuine growth in visitor numbers.

Aug 07	Sep 07	Oct 07
936 visitors	1067 visitors	1138 visitors
1551 visits	1671 visits	2062 visits

In October, the most popular pages (apart from the main page) were the notice board, the McCormack presentation, the projects page, the notice board consultation about injections in near-patient areas, and the conference booking form.

Access to site:

- 43.8% of pages accessed directly (typing in or bookmarks)
- 39.1% through search engines
- 16.8% of pages were accessed through links from other sites, including NHSQIS.

In October the average visit length was 107 seconds. 4.7% of visitors spent more than 5 minutes on the site.

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

Website changes

The website will be updated in light of the PPDNF becoming a multi professional forum. The new logo will be incorporated and references to nursing will be changed to NMAHP. We ask for your understanding while we are developing the web site in recognition of these changes.

Secretary Report - Jane Christie

Membership at October 2007 is 212

12 new members have joined the forum since July 07; 3 are AHP's. Members join exclusively through the website and have heard about the forum from the following sources: 8 forum member, 1 other (FoNs), 3 internet search

There are an increasing number of spam applications for membership. There are no new to mailing list. Karen Percival has now moved to a job in Doncaster PCT and has asked to remain

as a member; this makes her the first member to reside outside Scotland. The conference committee asked that Karen be thanked for her contribution to this year conference preparation

4 members have email addresses that are no longer accepting mail and cannot be contacted so they have been removed from the database; Christine Hoy, Mairi Armstrong, Anne Marie Hawthorne

Since August there are 4 members whose emails are bouncing back. Jane will try and contact them by phone in the first instance but if no response then they will be removed from database prior to the next meeting; Pat Spencer, Alison Howley, Julie MacIntyre, Cathy Pollock

The updated database will be circulated to members with the minutes of the quarterly meeting. Members are asked to email PPDNF secretary to confirm that information held is correct or to advise of change of details. Thank you to the 4 members who have updated their information since the last meeting.

Feedback from Forum Members

Mark Lees - New job at Spina Bifida Society, evaluation of family support services and review of sickness policy

Mae Fallon - Secondment quality indicators and review of charge nurse. Last quarter has been involved in JBI Facilitation

Jane Christie - At start of third and final year full time PhD 'Promoting person-centeredness in hip fracture care'

Katrina Deas - New post IV antibiotics in the community, reducing travelling, across partner working to access competency

Kevin Hurst - Collaboration between Health Board, QIS and Care Commission to improve care of older people, CPN intervention in early dementia 2 year project

Fiona Murdoch - Developing call review matrix with scoring of the review. Using as a practice development tool

Helen Skinner – Joanna Briggs Project launching in December across Fife, unscheduled care pathway for dementia patients, flying start

Helen Walker - Introducing new assessment tool and revised care planning and report writing system; Clinical supervision for all; Practice Education Coordinator with forensic network programme; started PhD – Randomised Controlled Trial for people with schizophrenia

Madge Balfour - Hospital at night teams introducing support workers

Rhona Wallace - Induction for new starts; Action Learning for Nursing Auxiliary group who have had leadership training; mandatory training has to be a priority so time not always give to clinical supervision

Joyce Surfleet - RCN Leadership Programme; Nutrition Strategies; anticipates continuing to work with the Practice Development team within Lothian although the organisational change process not yet completed

Judy Taylor - Hoping to become part of team in Glasgow implementing clinical supervision and then audit for evidence

Diane Allcock – Induction for children and families teams; managing potential conflict; how health visitors engage – skills and competencies

Break for lunch

8. Values clarification – Joyce Surfleet & Jane Christie

The group were asked to participate in a values clarification exercise re PPDNF. Members were asked to put statements on 'post its' and place against five flip charts headed:

I believe the purpose of the PPDNF is.....

I believe this purpose can be achieved by.....

I believe the factors that inhibit are.....

I believe the factors that enable are.....

Other values that I consider important in relation to PPDNF are.....

The 'post its' were grouped in themes and the group were invited to discuss the process. It was agreed that more time was needed so at the next meeting new ideas could be added and sentences would be developed.

9. Any other business

Edna Mary Watson has asked if the forum could be held at a venue with video conferencing facilities to enable those in remote and rural areas to be able to join in. Ideas of possible venues were considered.

There is to be a development of a national Practice Development Strategy; Health Boards will be asked to involve key practice developers.

DPN news letter will be circulated to all

10. Dates of next meeting

7th February 2008, 11.00 to 15.00 Vale of Leven (tbc), Host: Judy Taylor

11. Dates of future meeting

8th May 2008, 11.00 to 15.00 (AGM) Spina Bifida Society, Cumbernauld, Host: Mark Lees

End August (tbc) Ninewells, Dundee, Host: Kevin Hurst