



**9<sup>th</sup> August 2007,  
Edenhill Hospital, Musselburgh  
11am – 3pm**

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

Fiona Cook welcomed everyone. Round table introductions were made and Emma Little from RCN Scotland was welcomed to the meeting.

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

**Present:** Fiona Cook (Chair), Dianne Allcock, Paula Ingram, Emma Little, Deborah McCraw, Emma Richards, Caroline Scott, Joyce Surfleet, Ria Tocher.

**Apologies:** Jenny Ackland, Susan Alexander, Armored Allen, Dorothy Armstrong, Madge Balfour, Penny Bond, Jane Camp, Marie Carey, Katrina Dees, Kate Earnshaw, Ailsa Espie, Mae Fallon, Jill French, Nahida Hanif, Irene Lavery, Mark Lees, Ansley McGibbon, Gail McSheehy, Lorna Milton, Jane Ormerod, Helen Pickering, Maria Pilcher, Anne Rae, Mary Sheils, Vivienne Simpson, Linda Sinclair, Helen Skinner, Judy Taylor, Vicky Thompson, Helen Walker, Liz Walker, Rhona Wallace.

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

#### **18<sup>th</sup> January 2007-10-25**

The minutes were adopted as an accurate record of events.

#### **19<sup>th</sup> April 2007 (AGM)**

The following amendment was noted:

Page 5, Item 15: Joyce Jeffray and not Caroline Scott would be working with Judy Taylor to revamp old documents on the website. Otherwise minutes were agreed

### **4. Proposed changes to constitution and logo**

Jane Christie, PPDNF Secretary, was unable to be present; her report in relation to constitutional issues follows.

#### Constitution

The following changes were ratified at the AGM and the constitution amended accordingly:

5.3 The office holders shall serve for 2 years, at the end of which they will be eligible for re election or may pass office to another elected member.

*Normally*, a member may only hold office for a maximum of 4 years.

5.8 *Normally*, the retiring chairperson would remain an *ex – officio* member of the committee for a year after standing down.

Also, it was agreed that PPDNF should become a multi-professional forum. Draft proposals for changes to the constitution and to name of the forum including the logo have been circulated to members for discussion and ratification at the meeting.

As the meeting was not quorate it was decided to discuss these issues and send amendments to the membership for comment.

### **Logo**

Caroline Scott reported that Elspeth Talbot of QMU had redesigned the logo to incorporate our new name – Professional and Practice Development NMAHP Forum. The logo was discussed and Caroline put forward a further suggestion that the bottom line under the flag should read “PPDNF SCOTLAND”. Those present agreed to the proposal and Caroline will ask Elspeth to make further changes. It was agreed that the updated logo would then be sent to the membership for comment.

Caroline also highlighted the fact that there is a page on the QMU website with information on poster design which may prove useful to PPDNF members.

### **Constitution**

Proposed changes to the constitution resulting from the agreement that it should become a multi professional forum had previously been circulated to all members. Further suggested amendments were received in writing from Armored Allen and Jill French and by those present.

The draft changes were accepted and those present agreed further proposed changes as follows:

- **1** The name of the Forum is the:  
Professional and Practice Development Nursing, Midwifery and Allied Health Professions Forum Scotland, known as the **PPDNF**
- **2.11** Should read - champion the role of professional and practice developers
- **2.13** Should read - provide peer support and facilitate the sharing of practice
- **2.14** Remove “in terms of improving patient care”
- **2.45 & 2.46** All abbreviations to be detailed in full with abbreviations in brackets e.g. Nursing and Midwifery Council (NMC)
- **2.45** Add NHS QIS
- **2.46** After (NMC) add Health Professions Council (HPC)  
After national add international and practice development drivers.  
Remove RCN  
Remove NHS QIS
- **3.1** Membership of the Forum shall be open to all NMAHP disciplines
- **3.2** Remove “in their own area of practice”
- **4.1** Should read - --- on any aspect from the membership without fear of misrepresentation.

A revised draft constitution and logo will be sent to the members for comment.

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

**Evidencing Practice:** No one from this group was present to provide an update.

**Presentation for HEIs/Information document:** Document has been completed and once logo has been agreed will be available for use with students.

**Practice Development Toolkit:** Group has lost membership and it was proposed that it should be reconvened to incorporate AHP representation. Ria Tocher volunteered to join. It was suggested that approaches might be made in future to NES / NHS QIS to share this work.

**Revamp of website documents:** Judy Taylor was unable to be present but had e-mailed Fiona an update. Caroline Scott put forward the suggestion that prior to all future changes to online documents PPDNF membership should be consulted.

**Benchmarking framework:** Caroline Scott and Dianne Allcock have done work in relation to the Forum name change but the tool has not yet been validated. Diane has used the tool and suggests that clarification is required in a number of areas prior to wider use and publication and that the document needs some revision.

It was suggested that the document should be sent to members for proposals with a deadline for responses.

As the document has been designed to be used in a “team approach”, it was requested that a variety of NHS Lothian teams assist with this validation process.

Emma Little informed the meeting that the Quality Improvement Hub at RCN Scotland were also working on a benchmarking tool.

**Risk Management tool:** Caroline and Diane have completed work on this and would appreciate members piloting this tool again when opportunities arise

**Competency tool:** It was felt that this document still requires to be updated.

NHS QIS are reported to have a Practice Development job description but it is not known whether there is a KSF outline.

**Writing for publication:** Some members of the Forum are attending a group run by Helen Walker.

**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:**

There is capacity for new members in some sets and a further invitation will be sent out to members to take part. Members are to be encouraged to register interest through Jane Christie.

Fiona and Jane will be presenting a 3-year longitudinal study of PPDNF Action Learning at the International Practice development Conference in Australia.

## **7. Reports from Committee Members**

### **Chairperson’s Report – Fiona Cook**

The Developing Practice Network (DPN) are considering merging with the Foundation of Nursing Studies (FONS) who have supported them with administration support in the past. Their membership will be asked to vote on this proposal at the forthcoming AGM.

The 2007 Scottish RCN / NHS QIS Practice Development School has been postponed on a temporary basis.

Caroline and Fiona were asked to attend a meeting at QIS where the way forward for practice development in Scotland was debated.

Several PPDNF members will be attending the international Practice Development Conference in Australia. Moira Brown, Caroline Scott, Fiona Cook, Penny Bond and Kate Cocozza have all had presentations accepted.

**Vice-chair - Diane Allcock**

**The 2007 conference** celebrates the PPDNF's 10<sup>th</sup> Year and the conference committee are inviting founding members as guests.

St John's Hospital, Livingstone has been secured as a venue with no charge to the PPDNF.

The programme is now finalised and will be sent to mailing list and posted on website next week. Abstracts have been received for posters – final decisions regarding numbers have yet to be made.

A number of applications to attend have been received with a request for an invoice, the conference committee propose that this method should be adopted with the addition of a clause on the form for management endorsement.

**Treasurer Report – Given by Fiona on behalf of Mark Lees**

A new account has been set up and the final paperwork is being prepared for the transfer of signatures.

**Website Secretary Report – Joyce Surfleet**

**Statistics for April – July 2007:**

The number of visits and visitors to the site has been increasing rapidly.

<b>Apr 07</b>	<b>May 07</b>	<b>Jun 07</b>	<b>Jul 07</b>
926 visitors	1110 visitors	999 visitors	1110 visitors
1451 visits	1608 visits	1363 visits	1632 visits

In July, the most popular pages (apart from the main page) were the notice board, the McCormack PowerPoint presentation from the 2006 conference, the January minutes and the main projects page.

**Access to site:**

60.8% of pages accessed directly (typing in or bookmarks)

25.5% through search engines

13.4% of pages were accessed through links from other sites, including NHSQIS and DPN.

In July the average visit length was 80 seconds. 3.7% of visitors spent more than 5 minutes on the site.

The top 10 countries visiting the site in December were (bearing in mind that some UK visitors will be interpreted as being US-based by the software) were:

USA, Spain, EU, UK, Russia, Australia, Latvia, Canada, China, Vietnam and Italy

Some additional links have been added to the site and Joyce plans to evaluate the response to notice board submissions.

**Secretary Report – Given by Joyce on behalf of Jane Christie**

**Constitution** – see 4

**Membership** at July 2007 is 202. Fifteen new members have joined the forum since April 2007. 3 of these 15 are AHPs. Members join exclusively through the website and have heard about the forum from the following sources;

- 10 from forum members
- 3 from internet searches
- 1 another source.

Three who work in Ireland, England and Nigeria have joined the mailing list.

4 members have email addresses that are no longer accepting mail and cannot be contacted so they have been removed from the database. 5 members whose emails are bouncing back will be removed from the database if they cannot be contacted by other means.

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 nine members who have updated their information since the last meeting.

### **8. Creative contribution to the PPDNF journey**

Fiona and Caroline are writing an article and presenting a poster at the conference in Australia about the PPDNF. They asked those present to create an image depicting what the PPDNF means to them as individuals and how it supports practice development, using a variety of craft materials. The resultant “creations” and verbal descriptions will be used as the basis of the article and poster.

An enjoyable time was spent in creative endeavour and the participants are looking forward to seeing the finished work.

### **9. Date of Next Meeting**

8<sup>th</sup> November 2007, 11.00 – 15.00, Victoria Hospital, Kirkcaldy

### **10. Dates of Future Meetings**

7th February 2008, 11.00 to 15.00

8<sup>th</sup> May 2008, 11.00 to 15.00 (AGM)

Venues to be arranged