



AGM: 12 May 2005, Easterhouse HC, Glasgow

Present:

Diane Allcock, Susan Begg, Penny Bond, Jane Camp, Marie Carey, James Cassidy (Treasurer), Jane Christie, Fiona Cook (Chair), May Fallon, Kate Lambie, David Langton, Julie Peacock, Ann Rae (Joint Secretary: minutes), Chris Rodden, Caroline Scott (Joint Secretary Minutes), Joyce Surfleet

Apologies received from:

Dorothy Armstong, Moira Brown, Kevin Hurst, Michelle Jamieson, Bernadette Kerry, Irene Lavery, Mark Lees, Ansley McGibbon, Lorna Milton, Kathy Munro, John Nordon, Jane Ormerod, Karen Percival Shirley Robertson, Vivien Simpson, Linda Sinclair, Rhona Wallace, Edna May Watson, Susan Watt

Fiona welcomed everyone to meeting and thanked Diane for hosting the meeting and providing hospitality. All agreed.

Minutes from AGM dated 13 May 2004 Accepted.

Chairperson's report

Fiona talked to the Chairperson's report posted on website.

Treasurer's Report

James provided an overview of the current financial position. His report will be available on the website in due course. **ACTION**

Auditing of books taking place in June. Income from Conference will be used to cover running of website.

Secretaries' Report

Ann outlined the secretaries report which was distributed with the AGM agenda and will be posted on the website. **ACTION**

Briefing Reports

Conference:

Kate Lambie discussed the evaluation report which was distributed with the AGM agenda. This will be posted on the website with a final conference report in due course. A conference pack will be produced to support future events. **ACTION**

Evidencing Practice

Jane Christie reported on progress with the evidencing practice framework. Jane will investigate how we can ensure copyright is protected to enable sharing information. Group are prioritising publication of the work.

Presentation at next meeting.
ACTION

Facilitation Toolkit

Caroline Scott reported on the web-based toolkit. John Norden (Bell College) is keen to be involved in developing a PD toolkit. John is an expert on sourcing information / copyright etc. and is assisting the group to have toolkit specifically for PPDNF. Payment agreed for his technical expertise approx £700.

Action Learning Sets

Kate Coccozza had prepared an evaluation report on the Action Learning Sets. Kate will be asked if this can be posted on the Web.

ACTION

Practice Development Strategy

Refer to Chairperson's report regarding progress of group

Practice Development School

Penny Bond reported the QIS has been in discussion with RCN to collaborate in delivering the school 31 October - 5 November 2005 at Beardsmore, Clydebank. Penny invited interest of being a co-facilitator from PPDNF. Format and balance of presentation and action learning is being discussed; views of PPDNF are welcome of what worked well in the past. Will be opened to AHP colleagues

Changes to constitution agreed at AGM

- 5.1 Change to "the Forum shall be managed by elected office holders consisting of a Chairman, Vice Chairman / Conference Lead, Treasurer, Secretary and Website Manager".
- 5.2 Change "will be held in April or May".
- 5.3 Change "signified" to "confirmed electronically or in writing".

ACTION

Election of Office Bearers

A democratic process for voting was discussed and agreed.

Anonymous voting took place in 2 rounds with Ann Rae (as committee member standing down) counting votes and acting as 'returning officer'.

Nominations for Chair (2) and Vice Chair (4) had been received.

First round of election

Chair - Fiona Cook - re-elected
Vice Chair - Diane Allcock - elected

No nominations had been received for Secretary. Nominations for secretary were sought from all attendees at the AGM.

Second round of election

Secretary - Jane Christie - elected

Website Manager - Caroline Scott - elected

Treasurer - James Cassidy term of office continues until AGM 2006.

Following the election of office bearers it was agreed that the process was democratic and would be beneficial to be incorporated into the constitution for future. Additionally assumptions in the event of an office bearer standing down could be made explicit. The committee will suggest amendments to the constitution to be ratified by electronic voting of the whole membership. ACTION

Discussion took place regarding roles and responsibilities of office bearers and agreed a profile of each role would be useful. ACTION

Multi-professional PPDNF

It was agreed at the 2004 AGM to re-vote on the PPDNF becoming multi-professional at the 2005 AGM. It is 2 years since vote not to include AHPs in the Forum. A discussion took place as to be strengths of remaining uni-professional or multi-professional. It was agreed that the whole PPDNF Membership would be asked if they agree for a working group

to be set up to explore at the potential for making PPDNF multi-professional. ACTION

Priorities for 2005/2006 -

A small group discussion took place for the way forward in 2005/2006

Potential Speakers for 2005

- Jane Stokes - Practice Development Strategy
- DPN Network Member
- NES - Anne Wales - Managed Knowledge Network
- Susan Hamer - Editor of Practice Development Journal
- Inter-professional issues speaker
- NES Practice Development Literature Review - successful bid team to provide an overview of this proposal.
- Jane Christie - Evidencing Practice
- Alex Mathieson - writing for publication
- RCN person to present on Facilitator skills / coaching (Juliet Peacock will explore)
- Promoting a Research Culture - PPDNF Member
- Developing Resources on line - Vivienne Simpson
- Active research who is generating new knowledge relevant to Practice Development, eg Jenny Gordon, Jo Hockley

2005/2006 Working Groups

- Evidencing Practice Continues - Jane Christie (lead)
- Practice Development Toolkit - Caroline Scott (lead)
- Inter-disciplinary Exploration Group (to be set - up if PPDNF membership agree)
- Conference Group - Diane Allock (lead) group members to include Kate Lambie, Karen Percival, May Fallon, Susan Alexander (?), James Cassidy - Finance only,
- Practice Development Strategy - (hold meantime pending national progress)

Minute of Last PPDNF Forum

10 February 2005. Accepted except that the first set of minutes sent out was dated incorrectly (stated 19 August 2004). No action required as minutes on website are correct.

It was agreed that downloading items such as minutes and the constitution from the website would be better if in pdf format as printing from the site directly ran to several pages. ACTION

It was agreed that large documents sent through the email were often blocked by servers and a link to the PPDNF webpage where possible would be preferable. ACTION

AOCB

Chris raised the concern about the NES transferability of clinical skills project which requires evidence of IV, venepuncture and cannulation as a whole and cannot be just one skill. PPDNF will write to NES expressing their concerns. Chris will draft a letter and forward to Fiona for discussion by the committee.

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

Date of Next Meetings

All meetings subject to confirmation.

Date: 28 July 2005

Meeting: PPDNF

Venue: Edenhall Musselburgh

Host: Kate Lambie

Date: 12 October 2005

Meeting: PPDNF

Venue: Stirling

Host: May Fallon

Date: 19 January 2006

Venue: tbc

Host: tbc

Date: 27 April 2006

Meeting: AGM

Venue: NHS24 Clydebank

Host: Susan Begg