

PROFESSIONAL NURSING & MIDWIFERY STRATEGY GROUP

Present:	Andrew Harrington Tracey Collins Elaine Donald Lynn Karstadt Tracy Moran Maxine McVey Sue Plummer Pat Reid Jill Steene	Deputy Director of Nursing, Quality & Risk (Acting Chair) Acting Head of Nursing, Burns & Plastics Lead Nurse, Clinical Support Head of School of Nursing & Midwifery, University of Hertfordshire Head of Practice Development Head of Nursing, Surgery & Anaesthesia Acting Head of Nursing, Cancer Services Head of Nursing, Acute Medical Care Head of Midwifery/Nursing
In attendance:	Sheila Marsh Pauline Gilroy	PA to Director of Nursing, Midwifery, Quality & Risk Tissue Viability Clinical Nurse Specialist (Item 8)

1. Apologies

2. Minutes of Previous Meeting

3. Matters Arising

Tracy Moran raised concerns regarding the implementation Trust wide of the red tray system. She was advised that there had been difficulties with the size and heat resistance of the trays, but this had now been resolved and the appropriate trays were on order. It was agreed that an audit of their use should be incorporated in the Food & Nutrition Benchmarking at the end of 2004.

TM

The group was advised that there were still a number of 'Observations' to be completed. It was agreed that Tracy Moran would provide the Heads of Nursing/Midwifery with details of those areas outstanding within their Divisions to ensure that they were completed speedily.

TM

The group was advised that if a member could not attend the meeting, then it was

appropriate for them to nominate a representative to attend on their behalf. The Terms of Reference were agreed with the following amendments to titles being noted:

- ~ Director of CRIPPAC, University of Hertfordshire
- ~ Head of School of Nursing & Midwifery, University of Hertfordshire

The new format for the agenda was agreed.

4. Nursing & Midwifery Strategy

4.1 Practice:

♦ Wrist Band Audit ~ June 2004

Tracy Moran outlined the results of the audit, with it being noted that overall Trust compliance was 99%, although concerns were raised regarding Letchmore Ward, (WGH). Difficulties being experienced with the size of the wrist bands were discussed, together with the consistency of information being recorded, particularly when the patient number was missing. Tracy confirmed that the next audit would be undertaken in September 2004, with an amendment to the form to ascertain why a patient was not compliant in wearing a wrist band. She agreed to circulate the audit form electronically to Heads of Nursing/Midwifery for onward dissemination.

TM

♦ Patient Information Leaflets ~ Wrist bands

A leaflet developed in the Cancer Centre, explaining to patients the reasons why it was important for them to wear a wrist band, was circulated by Tracy Moran. It was agreed that this was a useful leaflet, with Tracy Moran agreeing to discuss with Gary Etheridge the introduction Trust wide of a similar leaflet.

TM/GE

♦ Medical Device ALERT ~ Enteral Feed (Nasogastric)

The group discussed the implications regarding the change from using blue litmus paper for checking nasogastric tube placement, to using pH indicator paper/strips. It was acknowledged that clarification was required regarding the correct method of ordering and supply to standardize the product Trust wide. Andrew Harrington agreed to raise this issue with Gary Etheridge in order for him to ascertain the correct procedure.

AH/GE

♦ The Future Management and Direction of Practice Development in WHHT

Andrew Harrington outlined the purpose of the discussion paper and invited Tracy Moran, in conjunction with Kim Glanney, Education Support Nurse, to present the proposals to the group. Tracy explained that the loss of Confederation funding for the Clinical Facilitators from 5 posts to 2 posts had resulted in a significant impact on clinical areas, and that the Confederation funding for the 2 WTE posts, now called Education Support Nurses, had a very clear focus to incorporate the learning environment as a whole and to increase student capacity within clinical areas, whilst expanding to clinical areas currently without students. She explained that since the Education Support Nurses had been in post, difficulties had been experienced in clinical areas regarding expectations of the level of support which the Education Support Nurses should provide and that this situation was no longer tenable.

Tracy presented the two proposed options outlined in the discussion paper, which

were discussed and considered by the group in detail, particularly with regard to the Divisional funding implications of the proposals. It was considered that Option Two was the most appropriate proposal and that a further discussion was needed with Gary Etheridge in order to agree a way forward.

HoN/GE

♦ **Self Harm Policy**

Andrew Harrington confirmed that NICE had recently issued comprehensive Guidelines on Self Harm, and that the principles of this document would be incorporated into the Trust's Self Harm Policy that he was developing. Due to time and workload constraints, he invited a member of the group to collaborate with him on the development of a draft policy that would be presented at the next meeting. It was agreed that Pat Reid would assist in the development of the policy.

AH/PR

♦ **Pressure Ulcer Incidence Report ~ April to June 2004**

Pauline Gilroy, Tissue Viability CNS, was welcomed to the meeting to present the Pressure Ulcer Incident Report for April to June 2004. It was noted that there were 45 more reported cases of hospital acquired pressure damage than was identified in the last quarter, together with a rise in the number of cases of patients being admitted with pressure ulcers. However, it was noted that the data collection was more robust which was reflected in the increased figures. It was noted that there was also an increase in Grade 3 pressure ulcers, with Pauline identifying the clinical areas affected and the reasons why they had developed.

It was agreed that Pauline would circulate to the Heads of Nursing/Midwifery the full document in order that they could address areas of concern.

PG

4.2 Education & Workforce Development:

♦ **Education Update ~ verbal**

Andrew Harrington reported that no new applications would now be considered for courses and that due to an increase in the cost of the orthopaedic course, the uptake would have to be reduced on this course. He outlined concerns surrounding funding of all courses and confirmed that MSc courses would not be fully funded, with a maximum of 75% support. Group members were requested to ensure staff returned all appropriate paperwork promptly, to allow the re-allocation process to be instigated where appropriate.

It was confirmed that although 250 requests, which met with the appropriate criteria to join the Nurses Adaptation Programme, had been received by Sean Mallon, Nursing & Midwifery Recruitment & Retention Manager, only 24 could be supported through the current programme mechanism. Andrew Harrington requested consideration be given to Divisions supporting Sean with this programme to enable the intake number to increase, which would in turn reflect in the vacancy rates. This request was discussed and it was decided that this increase in support to Sean would not be feasible at the present time.

♦ **Nursing & Midwifery Council "Consultation on a Standard to Support Learning and Assessment in Practice"**

The group were asked to consider this document and agreed to return comments to Andrew Harrington by 3rd September 2004.

ALL

5. Divisional Nursing & Midwifery Agenda Items

♦ **Standardization of Shift Patterns ~ Consultation Paper**

Maxine McVey confirmed that the consultation paper had been widely circulated for consideration and had been endorsed by the JCC. She asked the group members to consider the document and to agree the appropriate consultation period and implementation procedure, which would be reported back to the JCC. The group were asked to endorse one of the options, which were outlined in detail. It was acknowledged that such a change to working times would be a culture change for nursing staff, but after consideration the group endorsed Option 1B.

The implementation of the consultation process was discussed. It was agreed that Maxine McVey would compile a timetable to be disseminated to Modern Matrons/colleagues for comment, returned to the group for endorsement and this would then would be presented at the October '04 JCC meeting.

It was noted that Midwives were not included in the document, as they had recently implemented changes to their shift patterns, however, Jill Steene was invited to consult with midwifery staff on the proposals.

MMcV

JS

♦ **Specialist Nurse Annual Reports**

It was noted that the production of Specialist Nurse Annual Reports were ad hoc within the Trust, with Andrew Harrington confirming that it was an expectation that all Clinical Nurse Specialists within the Trust produced an Annual Report. It was thought helpful if a template could be provided to standardize the document, with Gary Etheridge being asked to provide guidance on this.

GE

♦ **Bank and Agency Usage April ~ June 2004 & Internal Audit of Bank & Agency Timesheets**

Concerns were raised regarding the reporting system for NHSP, with confirmation given that a new software package would shortly be introduced. A manual audit exercise by NHSP had identified a number of areas of concern:

- ♦ During July 2004, the Hemel site requested twice as much bank/agency usage as the Watford site
- ♦ Requests were being made to cover annual leave
- ♦ Requests were being made to cover vacancies
- ♦ It was identified that there was currently no robust system in place for identifying the volume of overtime being undertaken by nurses/midwives

The group were asked to consider the Internal Audit of Bank & Agency Timesheets, which had identified anomalies in the authorization procedure and the need to improve the checking mechanisms. It was agreed that the Audit's recommendations would be fed back at Divisional Sister/Charge Nurses meetings.

ALL

♦ **Internal Audit ~ Patient's Cash & Valuables**

An internal audit "Patient's Property Procedures" was circulated and noted, with the group being asked to cascade this information to their Divisions to ensure that the appropriate procedures were being followed.

ALL

◆ Divisional Nursing & Midwifery Exception Reports

Burns & Plastics ~ Recruitment was at 100%.

Cancer Services ~ Sue Plummer updated the group on the negotiations regarding the transfer of services to East & North Hertfordshire which was due to take place in April 2005.

Acute Medical Services ~ Pat Reid reported that major changes were planned in a phased approach commencing October 2004, with Level 3 at Watford Hospital being re-configured to accommodate a further 14 beds; Cassio Ward to be increased to 33 beds; Hornets Ward would be re-located to Margaret Ward; CCU reduced to 10 beds, in a relocated area on Hornets Ward. She also outlined further changes which were envisaged for Level 4, WGH in 2005 and the opening of the new Stroke Unit at Hemel Hospital in September 2004.

Surgical & Anaesthesia Division ~ Maxine McVey reported on the initial stages of the project work which was considering the proposed Surgi-centre at Hemel Hospital, with Ophthalmics moving to St Albans Hospital. It was proposed that ENT be moved from the St Albans site to be relocated at Watford and Hemel sites.

Corporate Nursing & Midwifery Division ~ Andrew Harrington reported that the Quality Department were experiencing staffing difficulties and there would be several vacancies from September 2004, which would impact on the service. It was noted that Susan Hollins, Lead Chaplain, would be leaving the Trust at the end of September 2004, and the Chaplaincy Team was to be re-named "The Spiritual and Pastoral Care Team". Susan's post would be re-configured and would be advertised as a "Spiritual Care Co-Ordinator".

Clinical Services Division ~ Elaine reported on the utilization of space exercise at Watford Hospital and the proposed changes.

6. National Initiatives

◆ Agenda For Change ~ Update

Sam Norman was welcomed to the meeting to give an update on the implementation process of Agenda For Change. Presentation handouts, together with a copy of the joint statement issued by the Shadow Executive of the Shadow NHS Staff Council on 11th August 2004, were tabled and reviewed by Sam. She explained the outcomes of the early implementation process outlining the exceptions with regard to unsocial hours and on-call arrangements.

It was acknowledged that the new pay arrangements were subject to final Union ballot which would take place in October/November 2004.

Sam outlined in detail the project structure, job evaluation, matching group and training programmes. The group discussed generic job descriptions for nurses/midwives, together with the evaluation processes in detail, with concerns being expressed regarding the volume to be completed within the specific timeframe.

7. Minutes for Noting

Wound Care Committee Meeting ~ 4th June 2004

8. Items For Noting

- ◆ NMC Circulars:
 - New NMC register: new fitness to practice processes and procedures (enclosed)
 - New NMC register: Midwives rules and standards (enclosed)
 - New NMC register: Specialist Community Public Health Nurses (enclosed)
 - New NMC register: Requirements for good health and good character (enclosed)
 - Reporting lack of competence: A guide for employers and managers (enclosed)
- ◆ The Chief Nursing Officer's review of the nursing, midwifery and health visiting contribution to vulnerable children and young people

9. Any Other Business

- ◆ Burdett Trust Research Project ~ Pat Reid identified Croxley Ward.
- ◆ Comments received from Rosie Sanderson on behalf of a patient were relayed, with the request that staff speedily remove bedpans, which had been left in inappropriate areas.
- ◆ An update of an IRP Action Plan for Patient G was noted. The group were asked to remind staff of the importance of accurately recording observations of specific requests from medical staff in the medical notes".
- ◆ Jobs on Line ~ Andrew Harrington informed the group that all Trust jobs were going to be advertised by this means in future.
- ◆ Congratulations and good wishes were extended to Sue Plummer on her new position with East & North Herts Hospitals Trust, with Andrew Harrington thanking her for her contribution to the group on behalf of Gary Etheridge and Strategy Group members.

Date of Next Meeting:

Date: 5th October 2004
Time: 1.00 pm - 4.30 pm
Venue: Executive Meeting Room, Trust Offices, Normandy Court

IT IS REQUESTED THAT ALL MOBILE TELEPHONES ARE ON AN ANSASERVICE
DURING THE COURSE OF THE MEETING, UNLESS ONCALL