

**FUTURE NURSE AND MIDWIFE PROGRAMME BOARD**

**Held on Wednesday 12<sup>th</sup> September 10:00 – 12:00**

**Note of Meeting**

1	<b>Welcome and Review of Note of Meeting 27<sup>th</sup> June 2018</b>	
	<p>Karen Wilson welcomed members to the meeting and noted apologies – see Appendix 1.</p> <p>Comments on notes of the last meeting:</p> <p>Page 4 section 6 Clinical Simulation and Nursing Procedures</p> <p>In relation to the use of virtual reality technology Andrea Cameron indicated that the sentence around simulation in the previous note of 27<sup>th</sup> June was inaccurate. Andrea agreed to provide wording so that the minute was then an accurate record. Julia Scott and Andrea Cameron agreed to further discuss and progress the mapping exercise with members of SCEPRN.</p> <p><b>Action:</b> Andrea Cameron to provide wording correction for previous minute.</p> <p><b>Action:</b> Julia Scott and Andrea Cameron to discuss progression of deliverable 4.2 in workplan with SCEPRN members.</p>	<p>AC</p> <p>JS/AC</p>
2	<b>Terms of Reference approval (paper circulated prior to meeting)</b>	
	<p>Members of the group discussed the need for student representation within the Future Nurse and Midwife programme board. Maria Pollard confirmed that the students who had undertaken the Council of Deans student leadership programme would be keen to engage.</p> <p>Members also highlighted that College Development Network representation is required within the group.</p> <p><b>Action:</b> Group members agreed to feedback potential representatives to Lesley Whyte accordingly</p>	<p>ALL</p>
3	<b>NMC Standards verbal update</b>	
	<p>Anne Trotter confirmed that:</p> <ul style="list-style-type: none"> <li>• The NMC are about to embark on implementation events focussing on the new standards which will be covered over a series of workshops across the UK.</li> <li>• Supporting information has been developed on the practice supervisor role with further supporting information in relation to the practice and academic assessor roles to follow.</li> <li>• The Quality Assurance (QA) Framework for nursing, midwifery and nursing</li> </ul>	

	<p>associate education was published in August 2018 and is available on the NMC website at <a href="https://www.nmc.org.uk/globalassets/sitedocuments/edandqa/nmc-quality-assurance-framework.pdf">https://www.nmc.org.uk/globalassets/sitedocuments/edandqa/nmc-quality-assurance-framework.pdf</a>.</p> <ul style="list-style-type: none"> <li>• Mott MacDonald continue as the quality assurance service provider over the 2018-2019 period.</li> </ul> <p>Lesley Whyte asked about continuation of mentor preparation. Anne Trotter advised adopting a collaborative partnership approach with regards to transitional arrangements.</p> <p>Anne highlighted that within the new QA framework there is a new four-stage gateway process for approving the new education programmes. Gateway 1 – Part 1: Standards framework for nursing and midwifery education and Gateway 2- Part 2 Standards for student supervision and assessment. Anne advised that if considering an all Scotland approach to the standards for student supervision and assessment it would be prudent to start to plan for one submission on behalf of all the HEIs in Scotland. Equally if each individual HEI wishes to submit the national approach documentation with their individual submissions this is also acceptable.</p> <p>Kathy Duffy asked a question relating to the current cohorts of students and the timing of transition to the new standards for student supervision and assessment. Could transition for these students occur earlier than 2020? Anne Trotter indicated that transition arrangements for current cohorts could be submitted with programme approval for 2020 cohort.</p> <p>Maria Pollard indicated that colleagues within UWS had undertaken a mapping of the current standards to support learning and assessment in practice with the new standards for student supervision and assessment.</p> <p>Julia Scott stressed that the approach to transition to the new standards for student supervision and assessment should involve working together but that for current cohorts questions need to be considered - What model do we have for these students on programmes commencing prior to 2020, do we keep them on their current programme but with the a move to the student supervision and assessment standards or do they transition into the 2020 programmes?</p> <p>Anne Trotter stated that this is our choice and that any transition arrangements could be incorporated in Gateway 2.</p> <p>Susan Key highlighted that at present the standards for pre-registration midwifery education midwifery are not available and that this poses a challenge.</p>	
4	<p><b>Workplan approval, progress and future reporting process (paper circulated prior to meeting)</b></p>	
	<p>Kathy Duffy discussed the workplan and thanked those who have provided feedback on the outline plan.</p>	

	<p>Timelines for each of the workstream outcomes has now been identified. Accountable officers based on the principle of a tripartite partnership approach, which is central to the standards, have also been identified on the workplan.</p> <p>Kathy asked for feedback from those present and highlighted the comments circulated prior to this meeting from Lynn Kilbride in relation to timelines.</p> <p><b>Workstream Outcome 1. - A national model developed for under graduate and post graduate practice learning with a workforce of practice supervisors, practice assessors and academic assessors, supported by a network of PEFs/CHEFs, with alignment to a refreshed education career and development pathway.</b></p> <p>Fiona McQueen asked the group what their thinking was around timescales associated with this work. The group provided comments around the crucial element of timing and the requirement for Part 1 of the gateway to be ready for April 2019, whilst still working on Gateway 2 in relation to the supervision and assessment. Group members highlighted that January 2020 is not long away so the need for keeping to the deadlines identified in the workplan is key.</p> <p>Members asked if the groups have the correct representation? Kathy confirmed that the lead groups and contributors identified on the workplan should provide appropriate representation or through their associated networks identify appropriate representatives.</p> <p><b>Action:</b> Lesley Whyte asked the group to consider any wider representation that may be required, with previous suggestions around student representation acknowledged. and for group members to get in touch if they have other ideas around how representation can be enhanced.</p> <p>Fiona McQueen asked the group to consider perhaps encouraging those seeking personal development to join and to think about drawing in representatives out-with the traditional boundaries. Also, to consider how future practice would evolve and perhaps identify individuals at the cutting edge of current practice.</p> <p><b>Workstream Outcome 2. – A quality practice learning environment with robust data sets to enhance the undergraduate and post graduate learner experience and to inform capacity requirements for placements, supervisors and assessors.</b></p> <p>Kathy reported that deliverables 2.1, 2.2. and 2.4 are already in progress. The QSPP review, deliverable 2.3, will commence in December 2018 and will encompass a wider approach to include other health and care partners e.g. SSSC. Kathy reported that a recent focussed scoping of care home placement capacity has been undertaken. Four AEIs had provided permission to access information from QMPLE in relation to currently audited care homes placement utilisation. This short exercise revealed that these placements are currently is not being utilised to capacity.</p> <p>Susan Key agreed undertaking a wider scoping under deliverable 2.4 was required but requested the group think about the quality of placements and not just capacity.</p>	ALL
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	<p>Fiona McQueen was keen to ascertain from the group how confident they were in being able to obtain feedback from students and the wider profession and asked how such feedback provided was actively being embraced? Caroline Hiscox highlighted there is a need to work together to support and enable acceptance of challenge and feedback and offered to take this back to nurse directors to ask if anything else could be achieved to support this agenda. She concluded this discussion by asking the group to be mindful of the importance of student feedback for AEIs but also how crucial it is to service and to ensure that the undergraduate experience is considered.</p> <p><b>Action:</b> Caroline Hiscox to raise the issue of feedback mechanisms with SEND members</p> <p>Karen Wilson mentioned the work on recruitment and retention which is about to begin and highlighted work that Health Education England is currently undertaking under the title of RePair (Reducing pre-registration attrition and improving retention). A key item is around the quality of mentorship and how important this is to students. Anne Trotter added that the RePair project has identified challenges in the practice setting and has provided evidence of what is most challenging for students. This information should be available shortly and Anne agreed to forward a link to access the information to the group accordingly.</p> <p><b>Action:</b> Ann Trotter to send link to NES admin officer once available for onward circulation.</p> <p>Andrea Cameron added the difficulties encountered by remote and rural communities and that it would be useful to look at mapping of placement locations and retention issues.</p> <p><b>Workstream Outcome 3 – Consideration of indicative content for undergraduate topics which will be further developed through post-graduate pathways and associated CPD</b></p> <p>This workstream is the responsibility of SCEPRN.</p> <p>Julie Scott asked for some clarification on deliverable 3.2 - scoping existing national resources – and how best to pull this information together. Karen Wilson highlighted that it perhaps makes sense to consider some key topics within the new standards e.g. public health, some skills within the annexes such as venepuncture etc. as an opportunity for AEIs to share development and resources.</p> <p>Susan Key stressed how important it is to think bigger than topics, by asking how can we make things different, what do we really need from our nurses and midwives? Will there be a focus for instance on children’s mental health?</p> <p>Karen Wilson indicated that the planned future nurse vision day event which will be held in early December with COD and SEND members will provide an opportunity for such discussions. Lesley Whyte highlighted that there are a lot of resources such as the promoting excellence framework which AEIs may find useful.</p>	<p>CH</p> <p>AT</p>
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	<p>The group agreed that there was no wording required to be changed for Workstream 3 apart from 3.3 where an accountable officer should be a lead midwife and that this needs to be added to this group.</p> <p><b>Action:</b> Kathy Duffy to identify midwifery lead to support deliverable 3.3.</p> <p><b>Workstream Outcome 4 - Refreshed national approaches</b></p> <p>This workstream is already progressing with Kathy Duffy and Alice Wilson content that some of these items are already coming to fruition such as the QMPLE feedback tool and the work in relation to the practice assessment document which is being looked at through SCEPRN.</p> <p>Andrea Cameron asked the group if the practice assessment documentation (PAD) would be going digital. Julie Scott confirmed that this is an aspiration for the future but that the PAD will be initially available through paper copy, as AElS had varying IT platforms and student IT access in health boards and other placement areas was variable.</p> <p><b>Action:</b> John Lees agreed to discuss the current status of student IT access with Karen Wilson.</p> <p><b>Action:</b> Anne Trotter stated that she is also aware some areas of UK are moving towards a digital IT practice assessment document and that she would provide us with any information relating to this.</p> <p><b>Workstream Outcome 5 - Prescribing-ready content developed (undergraduate) to facilitate commencement of postgraduate prescribing programme V150 following registration.</b></p> <p>The group discussed deliverables 5.1 and 5.2. The non-medical prescribing groups are looking at this and there was agreement from the group on this being the best way forward. Julia Scott brought to the groups attention the national day being held at the beginning of December with prescribing leads. Kathy Duffy offered assistance from the Future Nurse and Midwifery programme board members if required for this forthcoming day and the planned workshop.</p> <p><b>Action:</b> JS to confirm date of December workshop</p> <p>Caroline Hiscox mentioned that she is keen to understand the current workforce's role in supporting undergraduates in this role but slightly apprehensive as to how service will accept this role and although work will be undertaken by nurse directors it may be prudent for it to be picked up through the workstreams. Karen Wilson allayed fears by confirming that this will be undertaken through the visioning day.</p>	<p>KD</p> <p>JL/KW</p> <p>AT</p> <p>JS</p>
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	<p><b>Workstream Outcome 6 - A well informed workforce, supported by national communication plan</b></p> <p>This work was discussed within other agenda items; however, Alice Wilson asked the group to go back to the beginning of the workstream paper and discuss concerns around quality, capacity of supervisors and assessors and the need to take board partners with us on this work as preparation is required within boards as well. Excellence in Care will not provide the group with all feedback required but QMPLE will provide a lot of this information and this needs to be topic specific linked. The group mentioned the very real concerns in workforce around prescribing ready and discussions at the deputy nurse directors group and Alice Wilson confirmed that they would like to be involved in the visioning day.</p>	
5	<p><b>Clinical Simulation and Nursing Procedures update</b></p> <p>Julia Scott mentioned an event in Glasgow planned for the following week where discussions will begin on items such as some of the advanced skills within the nursing annexes and prescribing ready. This will then be taken to the next SCEPRN meeting to consider a national approach and appropriate assessment strategies. Anne Trotter cautioned that some skills may not be readily available to all students from the four fields of practice and of the need to discuss how simulation would support the skills agenda.</p>	
6	<p><b>Communication Plan and revised Stakeholder Map</b></p> <p>Lesley Whyte talked to the proposed communication plan which was circulated prior to the meeting and asked the group how best to engage people and what they think about the use of the RACI model?</p> <p>The group agree that the College sector as a key group need to be added to this table. Other professional bodies, such as social work also need to be included and the group need to think creatively about practice learning environments and interprofessional learning and these key groups potential input.</p> <p>Fiona McQueen asked the group to consider the need to prepare Scotland for the New Nurse whilst affirming the role and contribution of nurses and midwives currently working in the field. The need for informing but affirming should be taken forward, also campaigning and interlinkages with the national SG careers and recruitment campaign and other partners such as the third sector. Fiona highlighted that there requires to be more strategic narrative crafted to enable joining together to think about practical items and opportunities available to all of us.</p> <p>It was agreed that the communication's plan would be updated with these items and circulated before the next meeting for comment.</p> <p><b>Action:</b> LW to update communication plan and circulate prior to the next meeting.  <b>Action:</b> LW and JL to facilitate linkage between FNM and national careers and recruitment programme</p> <p>Kathy Duffy highlighted that on a practical note the NES website information is available to this board containing NMC information etc. and providing a one stop for information useful to boards which can be cascaded through the Practice Education infrastructure.</p>	LW LW/JL

	<p>The links are provided below:</p> <p><a href="https://www.nes.scot.nhs.uk/education-and-training/by-discipline/nursing-and-midwifery/practice-education/scottish-future-nurse-and-midwife-programme-board.aspx">https://www.nes.scot.nhs.uk/education-and-training/by-discipline/nursing-and-midwifery/practice-education/scottish-future-nurse-and-midwife-programme-board.aspx</a></p> <p><a href="https://www.nes.scot.nhs.uk/education-and-training/by-discipline/nursing-and-midwifery/practice-education/nursing-and-midwifery-council-(nmc)standards.aspx">https://www.nes.scot.nhs.uk/education-and-training/by-discipline/nursing-and-midwifery/practice-education/nursing-and-midwifery-council-(nmc)standards.aspx</a></p>	
7	<p><b>Standing items</b></p>	
	<p><b>Post Registration Transforming Roles –</b></p> <p>The focus of this work is on District Nursing, General Practice Nursing etc. whilst joining up with pre-registration work and what is required at each point. New registrants will have a new set of skills.</p> <p>Lesley Whyte commented on the Advanced Nurse Practitioner work and the effort in methodology regarding the use of the Educational Needs Analysis (ENA) and Service Needs Analysis (SNA) tools and the current work on commissioning models. Lesley stressed that if anyone would like more information on this work she would be happy to provide an update.</p> <p><b>Widening Participation –</b></p> <p>Jane Cantrell provide an update on the widening participation report which came out in December last year with 13 recommendations and highlighted that this work has potential crossover with the future nurse programme. Many of the recommendations sit with NES. Recommendation 3 is to develop a common articulation framework into nursing and midwifery careers in Scotland and highlights the importance of college involvement regarding access courses and apprenticeships. Jane also highlighted the marketing campaign taking place within Scottish Government including elements such as recruiting more men into nursing.</p> <p>Karen Wilson also mentioned a website being prepared for those who do not choose traditional routes into this profession and potential development of this as a tool.</p> <p><b>Midwifery Standards progress update -</b></p> <p>Susan Key provided the group with information relating to the thought leadership group which meets again in October. At this meeting they will look at the final draft version of the midwifery standards and provide comments prior to year- end with the plan that the final draft standards will be available for consultation in February 2019.</p> <p>Anne Trotter discussed a series of October engagements which will consider midwifery skills and discussions around how these skills are written. There is currently an appetite to have skills under each domain and not contained within an annexe however this will be discussed at the 22<sup>nd</sup> October meeting and then at a seminar prior to a November meeting.</p>	

	Permission will then be sought from the NMC council to ask for consultation to begin.	
8	<b>A.O.C.B</b>	
	<p><b>Parliamentary Launch of the new NMC Education Standards 17 October 2018</b></p> <p>Karen Wilson advised the group of the launch on 17<sup>th</sup> October and Karen agreed to assist with widening the response to attendance at this event.</p> <p>Julia Scott asked about the Council of Deans meeting with SEND around national approaches and Karen confirmed this would be covered at the Vision Event and that everyone from the group would be invited. Lesley indicated that invitations to the visioning day will be circulated shortly.</p> <p><b>Action:</b> Lesley Whyte to circulate invitations to the Visioning event being held in December</p> <p><b>Action:</b> The group asked that the agenda be amended for future meetings to show a change in timing of the next meetings which will aim to finish at 12 noon.</p>	LW AH
9	<b>Dates of Future Meetings</b>	
	<ul style="list-style-type: none"> <li>• 26 November 2018 10am till 12pm, NES Offices Westport Edinburgh</li> <li>• 7 February 2018 10am till 12pm, NES Offices Westport Edinburgh</li> <li>• 29 May 2019 10am till 12 noon, NES Offices Westport Edinburgh</li> <li>• 28 August 2019 10am till 12 noon NES Offices, Westport Edinburgh</li> </ul>	
<b>Agenda Item</b>	<b>Action List</b>	
1	Andrea Cameron to provide wording correction for previous minute. Julia Scott and Andrea Cameron to discuss progression of deliverable 4.2 in workplan with SCEPRN members.	AC JS/AC
2	Potential representative suggestions to be provided to LW for the College Development Network to be invited to join the programme board.	ALL/LW
4	<p>Lesley Whyte asked the group to consider any wider representation that may be required, with previous suggestions around student representation acknowledged. and for group members to get in touch if they have other ideas around how representation can be enhanced.</p> <p>Caroline Hiscox to raise the issue of feedback mechanisms with SEND members</p> <p>Ann Trotter to send link to NES admin officer once available for onward circulation.</p> <p>Kathy Duffy to identify midwifery lead to support deliverable 3.3.</p> <p>John Lees agreed to discuss the current status of student IT access with Karen Wilson.</p> <p>Anne Trotter stated that she is also aware some areas of UK are moving towards a digital IT practice assessment document and that she would provide the group with any information relating to this.</p> <p>JS to confirm date of December workshop</p>	ALL  CH AT KD JL/KW AT  JS
6	Lesley Whyte to update communication plan and circulate prior to the next meeting. Lesley Whyte and John Lee to facilitate linkage between FNM and national careers and recruitment programme	LW LW
8	Lesley Whyte to circulate invitations to the Visioning event being held in December	LW



	The group asked that the agenda be amended for future meetings to show a change in timing of the next meetings which will aim to finish at 12 noon.	AH
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#### Appendix 1 – Membership

<p>CNOD, Scottish Government</p> <ul style="list-style-type: none"> <li>• Fiona McQueen (CHAIR) – in attendance</li> </ul>
<p>Nursing and Midwifery Council (NMC)</p> <ul style="list-style-type: none"> <li>• Anne Trotter – in attendance via telephone</li> </ul>
<p>Nursing and Midwifery Council Thought Leadership Group</p> <ul style="list-style-type: none"> <li>• Ross Cheape NHS Forth Valley - apologies</li> <li>• Karen Thompson NHS Lanarkshire – in attendance</li> </ul>
<p>NHS Education for Scotland (NES)</p> <ul style="list-style-type: none"> <li>• Karen Wilson NMAHP Director – in attendance</li> <li>• Lesley Whyte Associate Director (Nursing) – in attendance</li> <li>• Susan Key Associate Director (Midwifery) – in attendance</li> <li>• Kathy Duffy Head of Programme (Practice Education) – in attendance</li> <li>• Jane Cantrell Head of Programme (Pre-Registration Education and HCSWs) – in attendance</li> <li>• Allison Hall Senior Officer (Notes) – in attendance</li> </ul>
<p>Council of Deans</p> <ul style="list-style-type: none"> <li>• Maria Pollard, University of West of Scotland – in attendance</li> <li>• Lynn Kilbride, University of Dundee - apologies</li> <li>• Andrea Cameron, Abertay University – in attendance</li> </ul>
<p>Chair of the National Strategic Group for Practice Learning</p> <ul style="list-style-type: none"> <li>• Alice Wilson, Deputy Nurse Director, NHS Dumfries and Galloway – in attendance via video conferencing</li> </ul>
<p>Scottish Executive Nurse Directors Group</p> <ul style="list-style-type: none"> <li>• Caroline Hiscox – NHS Grampian – in attendance</li> <li>• Nicky Berry – NHS Borders - apologies</li> </ul>
<p>Scottish Care</p> <ul style="list-style-type: none"> <li>• Swanran Rakhra – apologies</li> </ul>
<p>Scottish Collaboration for the Enhancement of Pre-Registration Nursing Group (SCEPRN)</p> <ul style="list-style-type: none"> <li>• Maggie Carson University of Edinburgh – in attendance</li> <li>• Julia Scott, University of Stirling – in attendance</li> </ul>
<p>Royal College of Nursing</p> <ul style="list-style-type: none"> <li>• Ellen Hudson - apologies</li> </ul>
<p>Fiona Gibb Lead midwifery educator, Robert Gordon University – in attendance via video conferencing</p>
<p>John Lee, Professional Advisor for NMAHP Education, CNO Directorate, Scottish Government – in attendance</p>

Royal College of Midwives <ul style="list-style-type: none"><li>• Mary Ross-Davie, Country Director for Scotland – in attendance</li></ul>
Queens Nursing Institute Scotland <ul style="list-style-type: none"><li>• Clare Cable, Chief Executive and Nurse Director – in attendance</li></ul>
Professor Alex McMahon Executive Director, Nursing and Midwifery and Allied Healthcare Professionals Executive Lead, REAS and Prison Healthcare NHS Lothian - apologies