Minutes and Action Plan from a Steering Committee Meeting
held on 5th July 2013, 11.30am at Stroke House, London

Present: Diana Day Hazel Dickinson Ailsa Hutchings
Sine Clarke Chris Burton Stephanie Heath
Carol Croser (teleconference)

Apologies: Jan Kennedy Liz Lightbody Eileen Cowey
Alison McGinnes (mat leave)

**ACTION PLAN**

<table>
<thead>
<tr>
<th>Action</th>
<th>Person responsible</th>
<th>Deadline</th>
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<tr>
<td>1. Steering Committee to continuing to promote membership subscriptions in local areas and through NSNF road shows</td>
<td>All</td>
<td>Ongoing</td>
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<td>2. To confirm if ‘embolic stroke’ is included in RCN Neuro Forum</td>
<td>Carol C</td>
<td>Jan 2014</td>
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<td>3. Invite Amanda Cheesley (RCN) to next committee meeting</td>
<td>Clare G</td>
<td>Sept 13</td>
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<td>4. Link Blog to Website</td>
<td>Hazel D</td>
<td>Jan 14</td>
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<td>5. Identify lead from committee to manage Blog</td>
<td>All</td>
<td>Sept 13</td>
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<td>6. Improve Google search status of blog, so easier to find</td>
<td>Clare G</td>
<td>Sept 13</td>
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<td>7. CB to circulate generic log in for Blog to committee</td>
<td>Chris B</td>
<td>Sept 13</td>
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<td>8. Hazel to confirm attendances at Preston Road show</td>
<td>Hazel D</td>
<td>Sept 13</td>
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<td>9. Confirm re-booking of South East NSNF Road show</td>
<td>Diana D</td>
<td>Jan 14</td>
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<td>10. Approach RCN r.e. CPD credits for Road show</td>
<td>Carol C</td>
<td>Oct 13</td>
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<td>11. Contact Stroke Association Wales r.e. support for Welsh NSNF Road show</td>
<td>Chris B</td>
<td>Oct 13</td>
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<td>12. Hazel to send to Diana and Clare the Preston road show UKSF accreditation application</td>
<td>Hazel D</td>
<td>Sept 13</td>
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<td>13. Approach Claire FS to join Sub Group</td>
<td>Clare G</td>
<td>Sept 13</td>
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<td>14. Establish new chair for Practice and Service Sub Group</td>
<td>Clare G</td>
<td>Sept 13</td>
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<td>15. Identify nursing speakers for 2014 conference</td>
<td>All</td>
<td>Jan 13</td>
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<td>16. AGM report and Newsletter – all to contribute</td>
<td>Clare G</td>
<td>Nov 13</td>
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<td>17. Hazel to make changes to website as minuted in item 10</td>
<td>Hazel D</td>
<td>Oct 13</td>
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<td>18. Steph, Sine, Claire FS and Ian to send profiles to Patricia to collate and send to Hazel.</td>
<td>SH, IE, SC &amp; CFS</td>
<td>Nov 13</td>
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<td>19. To book NSNF stands at next Welsh (Chris B) and NI conference (Patricia)</td>
<td>Chris B/Patricia</td>
<td>Oct 13</td>
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<td>20. UKSF 2013 Conference – Patricia to book tables, order 2nd stand. Patricia to amend membership form on flyers for next order</td>
<td>Patricia</td>
<td>Nov 13</td>
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<td>22. Contact ICWP on joint project for review of SU nurse staffing</td>
<td>DD</td>
<td>Oct 13</td>
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<td>23. Review/update NSNF nurse staffing recommendations</td>
<td>Practice Grp</td>
<td>Jan 14</td>
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<td>24. Write to CLOTS 3 trial leads r.e. implementation of findings. Add comment on trial in Conference newsletter (CB)</td>
<td>Clare G &amp; Chris B</td>
<td>Nov 13</td>
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MEETING MINUTES

2. Minutes of last meeting Dec 2012
Minutes of last meeting held at UKSF were unavailable to review. They have been posted on the website.

3. Steering Committee Membership – Rachel Wells has stepped down from the committee. She was thanked for her contribution. Sine Clarke and Stephanie Heath were both welcomed to their first Steering Committee meeting. Two expressions of interest were circulated with the agenda, Claire Fullbrook-Scanlon and Ian Evans were both unanimously agreed to join the committee. Aim to approach NI or Welsh representative for next vacancy.

Action: Clare to check record of attendance/apologies, and approach those who have not attended 3 consecutive meetings.

NSNF Membership update – Over 250 current members, which usually increases during registration to UKSF due to discount associated with NSNF membership. ACTION: All agreed to continue to improve membership subscriptions, mainly through road shows and conferences.

4. RCN and the UKSF, NSNF and Intercollegiate Working Party
Carol Crosier on Steering Committee for the Neurosciences Forum at the RCN. She officially takes office from the 1st January for 4 years. The committee congratulated Carol on her successful appointment. Carol will be the NSNF’s formal link with the RCN. Diana queried if ‘embolic stroke’ is included in the Neurosciences forum, and asked Carol to confirm. All agreed to continue to establish closer working relationships with the RCN on stroke nursing matters.

Intercollegiate Working Party: Diana Day will feedback to the NSNF Steering Committee and Amanda Cheesley (RCN) after each Intercollegiate Working Party meeting. Chris B has asked to step down from the IWP. Chris represents the RCN, so the RCN will need to consider nominating another representative?Carol. Currently 3 nursing reps on the ICWP (Amanda Jones, Diana Day and Chris B), all represent the RCN.

Diana has recently met with the RCN, and agreed lines of reporting from the ICWP, which will include reporting monthly to the NSNF and RCN. Diana will also communicate directly with Carol.

Clare has spoken to Amanda Cheesley (Chair of RCN Neurosciences Forum) and invited her as RCN representation at the next NSNF meeting. All agreed. Action: Clare to invite.

5. Blog Update
Blog is titled UK Stroke Nursing. It has been set up by Chris, but he will not be able to manage it as an ongoing project, therefore it needs to be a joint committee responsibility. Blog could be used to circulate newsletters, consultations, and reports from the UKSF.

Action: Link to Blog from Website once Blog established ? Jan 2014 & vice versa
Action: Chris to circulate generic email, username and password so all committee can access blog
Action: Committee to agree one lead responsible for blog
Action: Google search for blog and NSNF website – CG

6. Regional Road shows update
1. Preston – good attendance. CG attended as chair. Unable to confirm number of NSNF members who attended. **Action: Hazel to confirm.** Accredited by UKSFT, and received good feedback.

2. East England – Diana and Moira arranging joint road show – initially had 30 applicants, but had to cancel as most cancelled due to being unable to be released from the ward/travelling expenses. Hoping to join up with Jan Kennedy and host North London/East England road show.

3. South Coast – Steph Heath is organising roadshow in Bournemouth

4. Wales – Chris B can provide infrastructure/venue to host a road show, but would be unable to arrange speakers. Suggest 2 one north and south(Cardiff)? Cath can help with North Wales (Llandudno). Clare/Steph to approach South Coast speakers r.e. roadshow in Wales.
   **Action: Chris to contact Stroke Association Wales if they have any education funding, then liaise with Clare G/Steph H r.e. speakers and date.**

HD suggested that in the future with all degree profession, there will be a renewed focus on managing their own CPD, and more responsibility to self develop/self fund. Discussion on imaginative ways to fund nurse education, including charitable funds, DoH project funding, SRN funding for research staff.

Can the roadshow days get RCN CPD credits? **Action: Carol – to approach RCN r.e. CPD points or joint working/joint roadshows.**

Accrediting through SSEF – can be costly. Can they be jointly accredited? Can they be videoed and put on website? Try to do for Bournemouth conference. SSEF – can we get a reduced rate/block payment for roadshows?

**Action: Hazel to send to Diana and Clare the Preston road show application**

7. **Sub Group Update**
   **Practice and Service Development**
   Chair Clare Gordon, Vice-chair Rachel Wells (now stepped down), Moira is also subgroup member, Diana has agreed to be a member on the subgroup. Carol also expressed interest along with Steph Heath.

   **Research and Education Sub Group** – this group will be key in linking the SSEF to the NSNF. Liz Lightbody Chair Chris Burton Vice-chair Also Hazel and Ailsa are on this group. **Action: Approach Claire FS to join this group.**

   **NB Subgroup members do not have to be Steering Committee members, and can join subgroup for specific projects.**

   **Nurse Practitioner role – a joint subgroup project**
   Discussion in response to meeting with approx 30 nurse practitioners – concern over number of Band 5 nurses being used to outreach and assess acute patients. Education and training for this varied widely.
Committee agreed when assessing a patient in A&E, you are achieving all the outcomes set out in page 4 RCN Nurse Pract document. Discussed among group about whether all Trusts need Acute Stroke Nurse Practitioner or Acute Stroke Assessment Nurse/Specialist Nurse. Also controversy of those nurses who have the training and skills of a NP, but because they do not have the NP degree, are not recognised.

Most common are Band 7 Nurse Spec or Nurse Pract, some Band 6, but now with the economic climate, some band 5s too. Agree that triage/diagnosing and recommending treatments should not be a Band 5.

**Action:** Defining difference between Nurse Spec and Nurse Pract and our recommendation of knowledge and skills of those titles. And recommend how Nurse Spec can progress to Nurse Pract. Value of having these roles out of hours/improving out of hours quality.

Also concern about attention on hyperacute. Matron role in rehab, but not nurse pract. Could we look at other speciality nurse rehab roles e.g. spinal. **Action:** as RCN Neuro group – Carol.

**Action:** Research Group – online survey on what Bands and responsibility response nurse / senior support or supervision/ training and preparation for the role. Email to all Trusts participating in SSNAP. ICWP have all the contacts, but NSNF owns the work. By end of Sept. Diana to check if ICWP are willing to send out on our behalf. The questionnaires will inform our argument for publishing the recommendations.

**Action:** Practice & Service development subgroup could develop recommendations for Band 5/6/7 – draft of recommendations by stroke forum. Discussion on vicarious liability of Band 5. Also need to include role of nurse supporting telemedicine.

**8. UKSF** – on the UKSF Steering Committee aims is to improve nursing engagement with the conference, with the plan to contact Chief Nursing Officers for support – CG contacted Welsh and English CNOs asking to meet to support the SSEF for nursing development. Waiting Response.

Timetable for Nurse and Therapy joint training day with workshops – running all session twice. Each session will have academic and clinical speaker, to encourage discussions/engagement in transferring into practice.

Discussion around the possibility of supporting new nursing evidence of smaller studies to present either side of the AGM to grow new speakers ? in larger forum programme (not training day), get more original nursing scientific contributing, even if smaller studies or ongoing studies, and offer the NSNF support to work up into a good abstract.

**Action:** All to look for next year’s speakers, even in non stroke speciality. Approach people with good projects and offer NSNF support to write abstract. Will be asking for speakers in Jan.

**Action:** All to contribute to AGM Report. Ask Alison for financial report

**Action:** Patricia to organise tables/stands

**Action:** Liz to speak to Patricia re banner and flyers

Flyer needs membership form amended to include contact number for applicant in case email is incorrect.
NSNF Representation at NI and Wales
Need to establish larger membership from NI and Wales. Possibly have a NSNF stand at the next conferences. Wales: Chris B offered to man stand, as he is already attending.
NI: Cath has offered to go to NI conference. NSNF to support Cath’s conference fees/expenses and UCLAN research team to help on stand.

9. UKSF Speakers Expenses
UKSF – last 3 years contributed £1000 towards Nursing speaker. Need to ensure that this contribution is used for the development of Nursing knowledge. Think about expanding the nursing speakers outside of the stroke speciality. Little broader discussion on what the NSNF would like out of the UKSF, but there is NSNF representation on the UKSF.

Action: Agree to commit to next year, and need to increase membership, but NSNF would like to agree speaker.

10. Website
UCLAn updated entire Website in March. New format looks good. Cannot put photos on of Steering Committee. Caroline and Liz will always be at top of list on website as they are UCLAN employees, so ? have a document with current members on??
Action: Hazel to make office bearers more prominent on members list.

Linda Campbell is now SSNF rep, and has recently returned to work after a long period of leave. Hazel to change SSNF rep to Linda Campbell on website.
Action: New members to send Job titles and profile / profile updates to Patricia, Patricia collate and sned to Hazel.

Action: CG to email constitution and Hazel to check recommendation documents on Website. CG to send recommendations for Staffing and ESD.

11. Finance Update
Finance – discussed finance report sent by Alison.

12. 2013 Conference Newsletter
It is always appreciated and popular by conference attendees. Patricia – needs to email members if they have anything interesting to go in newsletter.
Topics so far:
Diana – ICWP
Blog/Website - Chris
NICE Rehab guidelines – comment from NSNF Clare to draft
SESF – Hazel to ask Caroline
Advanced Practitioner project – Ailsa
Nurse Staffing link between staffing and deaths – Diana Day
Roadshows next year
NET SMART nurses – Hazel to approach
Any trials since RCP Stroke Guideline publication – Chris Marie-Curie palliative care study. Diana INTERACT 2 study, ICONS, OTCH, Hazel’s trial.

13. AOB:
(a) Stroke and Cardiac Networks are changing to larger Cardiovascular Networks. CG expressed concern about rehabilitation agenda being neglected, although this seems to vary between regions. The NSNF needs to be aware of this and all members to feed in about their local CV Networks priorities.

(b) Stationary – Diana Day has banner. Agreed need to have at least 2. Hazel and Moira have a supply of pens. Patricia to arrange a second banner and pens. Liz Lightbody organised

(c) Nurse staffing on Stroke Unit
ICWP meeting – T Rudd report initial data from Sentinel/SSNAP suggest stroke outcomes are worse at hospitals with poor staffing. Link this to recent Francis Report. ICWP has asked to work with RCN to do a piece of work on this, but RCN also has campaign. Grateful ICWP is picking up this piece of workThis complements the Nurse Pract work lead by the NSNF too.

Action: Diana to d/w Tony re NSNF interested, linking with the RCN
Action : Practice sub group to review of nurse staffing recommendations from NSNF as done so long ago, it is now out of context with modern stroke services.

(d) CLOTS 3 trial.
Query from members on implementation of evidence. Background level of mobility is not reported – culture of ward of mobilising patients. Would nurses consider mobilisation as often if on boots? Significant more skin breaks – local researchers inform not related to compression boots. What were the breaks? How did the researchers determine that they were not related?

Action: Put implications of trial in newsletter. Welcome trial. Difficult in journal article to provide the detail to implement. Ask a meeting with trial leads to discuss the implementation.

Date of Next meeting Friday 20th September 11.30 to 3pm, Stroke House, London.