



**HEF Reference Group Meeting
Wednesday 10th April 2019**

Learning Disability
Managed Care Network

No.	Agenda Item	Lead Person
1.	Present	
	Marina Callaghan NHS Forth Valley Heather Duff Project Manager LD MCN (Notes) Caroline Gill, Head of LD Nursing NHS Forth Valley (Chair) Susan Jackson NHS Lothian Peter Old NHS Borders	
2.	Apologies	
	Lorraine Kirkaldy NHS Fife Derek Phillips LD MCN Claire McCulloch Senior Transition Nurse NHS Fife	
3.	Minutes from previous meeting	
	Approved	
4.	Matters arising	
4.1	Lothian meeting with HSCP Managers	
	Outstanding and still to be arranged. Heather is currently liaising with SWE Cluster Manager for guidance.	Heather
4.2	FV HEF training for Loch View SCN	
	A band 6 at Loch View has been identified to take on admin rights and be HEF champion. Marina will arrange appropriate training and guidance.	Marina
	Agenda item	
5.	Update of HEF v3	
	<p>Dave will provide copy of V3 shortly for pilot and any fine tuning. HEF manual will be updated. Shared discussion about potential transition plan. Following on from discussion we agreed that very little had changed and there is no need for a detailed transition plan.</p> <p>NHS Borders current set up is for all nurses individually. Peter will set up new HEF as a team folder rather than individual nurses.</p> <p>NHS Lothian has two folders on the shared drive for HEF – one for Inpatient service and one for CLDN Service. It may be useful to have one folder with IP and CLDN folders within the one folder.</p> <p>Discussion about the amount of HEFs a patient can have if they go between IP Service and CLDN. We cannot change this unless we had one folder the whole LD service could access. This is not possible as only one nurse can access the folder at a time. In terms of data collection, the only relevance of this is how many times patients' co</p>	<p>Heather</p> <p>Peter</p> <p>Heather</p> <p>All</p>

	<p>morbidities would be counted. This will be discussed with ISD.</p> <p>We need to come to agreement when we commence HEF v3 about how we have a consistent approach to moving across to the new folder. For example if you are working with a patient and completed first HEF – follow up or discharge HEF will be done on new system. Further discussion required. Project Manager will consult Dave on this matter and feedback to the group.</p> <p>We need to consider a launch for HEF V3 – can we please begin to think about HEF day – do we want a ½ day or full day. What presentations would we want on the day? We are clear we want a clear presentation of what the HEF is and reminder that HEF is based on the determinants of health inequalities. It would be useful for each board to complete presentation on how they use HEF and their progress? Please can you feedback to Project Manager ideas for development of an agenda.</p>	<p>Heather</p> <p>All</p>
6.	Data Collection	
6.1	Data Protection	
	<p>There has continued to be ongoing discussion with ISD colleagues, LD MCN and Elaine Downie Data Protection Manager NHS Lothian. A data processing agreement (DPA) has been populated by Elaine and LD MCN. It is currently with ISD to agree. Once agreement reached it will be shared with Caldicott Guardian NHS Lothian for agreement and sign off. Once sign off complete, this will be shared with other three boards for consultation with their Caldicott Guardian.</p>	Heather
6.2	ISD data update	
	<p>Once Caldicott agreements in place we can plan for data collection process immediately thereafter.</p>	
7.0	HEF Updates	
7.1	NHS Borders	
	<p>No update.</p>	
7.2	NHS Fife	
	<p>Project Manager recently met with Claire McCulloch and Yvonne Beveridge. Fife HEF forum will cease. Project Manager will meet with Claire and Yvonne at agreed planned intervals to provide ongoing support.</p> <p>LD Service Manager retired last week. John Toland will retire in June.</p>	
7.3	NHS FV	
	<p>No update beyond agenda item 4.2.</p>	
7.4	NHS Lothian	
	<p>HEF training to be provided by Project Manager for West Lothian CLDN Team. Susan and Heather will liaise accordingly.</p>	Heather Susan
7.5	NHS Wales	
	<p>Project Manager was in Cardiff to attend NHS Wales HEF one day event. Project Manager presentation was well received. It was a very</p>	Heather

	<p>energising and positive day listening to Welsh Government support and Welsh CLDN feedback on their progress which includes data feedback.</p> <p>Further to the meeting Project Manager has formally emailed Isla McGlade Chair of the Scottish LD Nurse Lead group with request to raise HEF profile with Scottish Government and for consideration of HEF being included in Sustaining the Commitment. Sustaining the Commitment will require sign off from four UK countries CNO's/ raise profile across the UK with aspiration of further investment.</p>	Heather
7.6	Positive Commitment Conference	
	Project Manager will attend this conference at the end of April to present on HEF update at UK national conference. NHS Wales will provide HEF update as the conference as well.	Heather
8.	AOCB	
	<p>8.1 The group are very mindful that due to delays with the DPA and subsequent delay in data collection this will impact on Project Manager. Project Manager current secondment is until end of June 2019. Following shared discussion the group were concerned about:</p> <ul style="list-style-type: none"> • HEF v3 and need for launch raising the profile • Data collection and analysis and any other related tasks • Impact if CNO's agree to include HEF as part of Sustaining the Commitment • The group have asked for this to be highlighted to Derek Phillips Network Manager. Does SBAR require to be completed? <p>8.2 Derek Phillips will be stepping down in due course from his current interim Network Manager role. Network Manager post currently out to advert as well as the band 7 PBS Project Manager post.</p>	
9.	Dates of future meetings: Meeting room one SPC 12 – 2pm – feel free to bring lunch and I will supply hot drink.	
	<ul style="list-style-type: none"> • Weds 22nd May • Weds 3rd July • Weds 14th August • Weds 18th September • Weds 6th November • Weds 18th December 	