



Learning Disability
Managed Care Network

HEF Reference Group Meeting
Wednesday 26th June 2019

No.	Agenda Item	Lead Person
1.	Present	
	Derek Phillips Interim Network Manager Caroline Gill Head of Nursing NHS Forth Valley Peter Old NHS Borders Claire McCulloch NHS Fife Heather Duff Project Manager HEF (notes) Susan Jackson NHS Lothian	
2.	Apologies	
	Marina Callaghan CLDN NHS Forth Valley	
3.	Minutes from previous meeting	
	Approved	
4.	Matters arising	
	Within the agenda.	
	Agenda Items	
5.1	HEF+ Scottish Version update on set up and implementation	
	HEF+ Scottish Version has been set up in all four board areas: implementation in progress; with previous version closed down.	All
5.2	User manual and power point	
	Shared with Team Leaders and senior Charge Nurses to share with teams; please support nurses to read and understand the changes to our new version HEF as well as support implementation.	All
6	Data Protection	
6.1	Update on DPA	
	Once Lothian Caldicott signed off; other boards signed off within a week with ISD sign off received a week later. Full sign off in place with master copy forwarded to Caldicott Guardian in the four boards and ISD.	
6.2	Update on data collection process/data cleanse and aggregation of data	
	Data has been forwarded securely on nhs.net email from the four boards. Project Manager has systematically worked through the data from all wards/teams for errors/deleted appropriately (with minimal intervention required. Project Manager has been in receipt of aggregation tool from HEF author which has allowed Project Manager access to the "hidden data". Project Manager has aggregated data for all teams/wards which was not without its learning! Project Manager tabled a write up summary of aggregation, user errors and issues with different versions of excel etc. Project Manager talked through this with the group.	

6.3	The way forward	
	<p>Action Plan</p> <ul style="list-style-type: none"> • Project Manager will send each board their data • Project Manager will contact Gordon Fleming NSS ISD by email copying it into Derek with update on data cleanse/quality check with need for costs for data analysis (agreement that data last time was presented in a complex way with perhaps not the correct choice of graphs/presentation style) • Further discussion required by HEF ref group about data analysis requirements • Project Manager will circulate info submitted to NSS ISD • Project Manager will contact Adam data analyst in Wales on his process of data analysis 	<p>Heather Heather</p> <p>All</p> <p>Heather Heather</p>
7.	HEF Updates	
7.1	Scottish Borders	
	Setup and implementing new version.	
7.2	NHS Fife	
	Set up and implementing new version. Realisation there is a HEF training need with IP Service nurses: Yvonne and Claire will address this with rolling training programme.	
7.3	NHS Forth Valley	
	Marina is on annual leave, set up and implementation will be in place on her return from holiday.	
7.4	NHS Lothian	
	<ul style="list-style-type: none"> • Project Manager remains HEF admin for Lothian. Two others will be identified as HEF admin to support this role. • Susan will continue to be Lothian rep at regional HEF ref group • Lack of clarity who will provide HEF training etc for Lothian • Susan and Heather will arrange to meet with Scott Taylor Lothian Professional lead to clarify roles/responsibilities. • Heather will seek consent from SWE CLDN team leader to share the caseload supervision check list with HEF integrated within it across the boards. 	<p>Susan/Heather</p> <p>Heather</p>
8.	Continued role and function of HEF reference group	
	<p>HEF reference group will continue for agreed dates this year. The importance of regional collaboration and support is crucial; as well as continued promotion of the HEF. LD MCN will continue to host meetings. HEF can potentially be incorporated into the Learning and Development seminars.</p> <p>Acknowledgement of the importance of HEF as an outcome measurement tool to identify and evidence reduction in health inequalities and the role of the LD Nurse.</p> <p>Caroline (as chair) will coordinate HEF agenda. Minutes/notes will be completed by group members on a rotational basis (all taking turns).</p>	<p>All</p> <p>All</p> <p>Caroline & All</p>

	There will be a new Network Manager in post over coming months who may attend the group (though acknowledging Derek's ongoing commitment and support and understanding of the data).	
9.	AOCB	
9.1	Sharing HEF+ Scottish Version with other board areas in Scotland	
	Request from the Scottish LD Nurse Leads Group for use of the new version of HEF. Project Manager consulted with Isla McGlade Chair of the SLDNL group who advised it would be useful to develop a SBAR proposal for consideration by the Scottish Government with request for £500 per board fee (for boards out with the MCN). Project Manager will discuss this further with Isla and how best to progress this.	Heather
9.2	2019 HEF audit	
	We reviewed the current HEF audit tool in place; agreeing minor amendments. Audit will run over the month of July with responsibility for each board to administer and complete data analysis. Outcome from data analysis will be shared with regional HEF ref group.	Heather & All
10.	AOCB	
	The group thanked Heather for her ongoing commitment and passion about the HEF. This is her last day in post as the Project Manager. Heather will remain in email or phone contact for general advice/guidance as appropriate. Heather is very appreciative of the sterling support from each board over the past 4 years 7 months which has not always been smooth sailing!	
11.	Date of future meetings	
	All meetings 12 – 2pm meeting room one Strathbrock Partnership (room booked) <ul style="list-style-type: none"> • Weds 14th August • Weds 18th September • Weds 6th November • Weds 18th December 	