

CNO LETTER TO DAME DEIRDRE HINE - 1 DECEMBER 2010

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From the Chief Nursing Officer  
**Professor Martin Bradley**

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Your Ref:  
Our Ref: DH1/10/204376  
Date: 1<sup>st</sup> December 2010

Dear Dame Deirdre

**Nursing Records**

Thank you for your letter of 26 November 2010 regarding nursing records. In the autumn of 2008 I had a meeting with the Trust Nursing/Midwifery Governance Leads. At that meeting we discussed standards of record keeping and how these influenced the quality of patient/client experience and care.

Following that meeting we commissioned the Northern Ireland Practice and Education Council (NIPEC) to develop tools to facilitate improvement in the standards of record keeping and to develop an audit tool to assess the quality of record keeping. The audit tool was subsequently piloted over five clinical areas.

Out of this a series of products have been produced. I enclose these for information and have tabbed each document for ease of reference:

- |  |       |
|--|-------|
| • Regional Record Keeping Initiative – Final report  | Tab 1 |
| • Evidencing Care: Improving Record Keeping Practice | Tab 2 |
| • A Guide on Mandatory Requirements                  | Tab 3 |
| • A Guide on Admission and Risk Assessment           | Tab 4 |
| • A Guide on Care Planning                           | Tab 5 |
| • A Guide to Discharge Planning                      | Tab 6 |
| • Audit Tool   | Tab 7 |

All of these resources are available on line from the NIPEC website:  
<http://www.nipec.hscni.net/recordkeeping/>

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On the week commencing 20 December 2010 an e-learning self assessment tool should be added to the resource.

In addition I have asked Mary Hinds, Director of Nursing, Public Health Agency/HSC Board, to take forward the implementation of this work in partnership with the Directors of Nursing and NIPEC. This will include consideration of the potential for a regional nurse record.

NIPEC will also consider a bid from the Trusts to provide some development funding to progress the learning and the use of these bids.

I trust this is helpful.

Yours sincerely,

**Martin Bradley**  
Chief Nursing Officer

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