

RECORD KEEPING INVENTORY OF DOCUMENT/ INFORMATION SENT/PROVIDED TO ANNE MILLS, NURSING OFFICER, DHSSPS

Accessed at DH1/12/274307

Date	Item/Action
24 th September 2012	Email with letter sent to Executive Directors of Nursing (May 2012) in relation to the production of Record keeping Standards in Northern Ireland
7 th September 2012	Email with following documents attached: <ul style="list-style-type: none"> • Regional Record Keeping Initiative (RRKI) Final Report (2010) • Literature Review Record Keeping in Nursing (2009) • RRKI Progress Document (2011)
30 th August 2012	Email attaching Flow Chart of progress to date and chronology of work in relation to record keeping.
26 th July 2012	2 hour meeting with Project Lead NIPEC to update on Recording care Project and previous work – direction provided to website and record keeping mini website.
2 nd July 2012	Letters to 3 members of Steering Group who were not regularly attending to seek alternative membership/encourage attendance. (DHSSPS, UNISON and RCM membership).
July 2011 – present	All papers for the Recording Care Project Steering Group have been sent to DHSSPS representative on this group – Anne Mills – prior to meetings.
18 th October 2012	Email attaching last Project progress report tabled at Steering Group 3 rd September 2012 and inventory.