NIHR

Improving skills and care standards in the clinical support workforce: a realist synthesis of workforce development interventions

Project Management Group teleconference 18th November 2013

Chair: Dr Chris Burton

Present: Professor Jo Rycroft-Malone (JRM), Dr Chris Burton (CB), Professor Brendan McCormack (BMc), Professor Sandra Nutley (SN), Dr Diane Seddon (DS), Lynne Williams (LW), Dr Beth Hall (BH).

Minutes & action points

* Chair opened the meeting with project overview, aims and objectives of meeting. Group members introduced themselves and provided an overview of their contribution/area of expertise to the project
* Project governance document –CB outlined BU role as sponsor, permissions, consultation work. Project management will be through Project Management Group and Project Advisory Group. **Action: Project Governance document *agreed***
* Authorship document -CB outlined expectations through lifetime of project –Document to be used as guiding framework **Action: Authorship document *agreed***
* Project Advisory Group –discussion around format of the group,

stakeholder analysis to elicit who are the key stakeholders. Stakeholder mapping exercise discussed. Need to consider types of engagement/phases/active engagement around theory development/ constructs/ dissemination (BMc). **Action: Revise and redraft Stakeholder Group Strategy (PAG)**

* PPI Terms of Reference –the group agreed two members to join Stakeholder Group & PMG. Discussion around what are the desired outcomes of PPI for the project. Constituency. **Action: Proposal to revise PPI ToR based on meeting discussion**

**Objectives for next meeting:**

* Decide on project title
* Provision of detailed project plan
* Revised PPI strategy/ToR
* Revised Stakeholder group strategy
* Initial theory areas from scope of literature
* Protocol for publication

AOB:

* JRM –how to mobilise knowledge around process of review –living project /share review/ provide exposure to project/
* Ways to raise profile –web/blog/ discussion/ -need detail –e.g. video theory development meeting –key stages of review –
* CB -patron –high profile –need someone interested in support workforce older people

**Next meeting: to be arranged via Doodle (plan for 6/12)**

LW 19/11/13