

**OPSWISE**

**Project Management Group**

**24/2/14**

**Room 16 Fron Heulog, School of Healthcare Sciences, Bangor**

**Minutes**

**Chair: Chris Burton**

**Present: Chris Burton (CB): Jo Rycroft-Malone (JRM): Steven Edwards (SE): Roger Williams (RW): Denise Fisher (DF): Sandra Nutley (SN): Diane Seddon (DS): Lynne Williams (LW)**

**Apologies: Brendan McCormack (BMc): Beth Hall (BH)**

1. Matters arising from last meeting –project Advisory Group (on agenda): Workshop (on agenda), protocol (on agenda):
2. Chair provided a summary of the workshop –the event was well represented by different stakeholders based locally and was productive in terms of initial work to develop study programme theory. The outputs included agreement that workforce development interventions should support a continuum of impacts for service users and their carers, staff, organisations and society more broadly. There was agreement that these impacts need to be aligned, and a range of influences were identified. Initial work to develop the programme theory will be guided by workshop participants’ responses to rank the array of questions that are relevant/important developed from workshop discussions (using Soft Systems approach). Work will now continue to continue to develop the programme theory in diagram form. SN asked about the team reviewing summary of questions -***agreed (to be circulated)***
3. Project Advisory Group meeting March 13th – group discussed membership and objectives for the day –the themes from the workshop/programme theory proposed as work item for Advisory group meeting, as well as testing out range of questions . Other objectives discussed: terms of references, knowledge mobilisation event. Advisory group also opportunity to seek out evidence we may not know about and will be important networking opportunity for study. Group discussed national representation –CNO Scotland has been invited (no response to date). Age NI invited (awaiting response). Group discussed progress of regulation –RCN representative at Advisory group may be able to inform and guide further. SE asked about clinical/service providers representation at Advisory group – e.g. clinical commissioning groups/organisational chief executive level/LETBE. Discussion also about personalisation agenda in England ***-action –to seek further representation to join Advisory group***
4. Initial search strategy –update provided on progress to date. LW and BH meeting next week to review search strategy.
5. Study protocol -report on progress provided –all comments on 1st draft have been received –process of collation to be completed this week and protocol recirculated. Protocol submission by end of March to BMJ Open journal ***action –LW to collate comments and recirculate draft by 28/2/14***
6. Knowledge mobilisation event 2015 –group discussed the idea behind this event. CB outlined that we can be creative e.g. virtual event/ sharing event with other national event. DF suggested linking up with Primary Care events which occur in Manchester/London annually. SE suggested contacting Professor David Price, Aberdeen. Other suggestions about liaising with Queens Institute in Scotland. ***Action: LW to provisionally book dates/venue in Manchester area –for review at later meeting***

* Any other business

DS –asked about co-production and social care and personalisation agenda –will send papers through

SN –asked about how we pick up on innovative approaches to workforce development –how we access information to show if they work and is there evidence? Group discussed how some innovation may emerge through wider evidence search.

CB –asked PPI members about how we can facilitate their contribution –***Action –glossary of terms and data extraction form example to be circulated. Ongoing evaluation to be added to next PMG meeting agenda***

CB –enquiry re progress report date –report due 1/5/14

Next meeting March 26th 9am

LW 25/2/14