 

**OPSWISE**

**Project Management Group**

**26/3/14**

**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): Diane Seddon (DS): Lynne Williams (LW): Beth Hall (BH): Brendan McCormack (BMc)**

**Apologies: Sandra Nutley (SN): Denise Fisher (DF)**

CB welcomed everyone to the meeting, and provided opportunity for introductions around the table and on the phone.

1. Matters arising from last meeting –circulation of theory questions (*on agenda*), project Advisory group (PAG) membership (*on agenda*), study protocol paper, and Knowledge Mobilisation(KM) event progress (*on agenda*), ongoing evaluation of meetings (*on agenda*), glossary of terms and data extraction forms examples (*on agenda*)
2. Project Advisory Group (PAG) meeting March 13th –CB and LW provided a report of the meeting –aims and outcomes. It was agreed that themes discussed were similar across workshop and Advisory group. Advisory group provided further insight into national and regional work & innovations at organisational level. The group provided suggestions for accessing other stakeholders and were willing to continue to support study. Suggestions about possible study outputs were provided by the Advisory group which have been collated. The group were happy to provide feedback on development work. ***Next meeting –July 29th. Venue –London TBC.***
3. Initial programme theories -the work to date from the scoping of the literature, stakeholder work and bid have been summarised in an initial programme theory paper and a range of questions drawn from stakeholder engagement, and developed using soft systems approach. However, need to ensure no other important questions are missed out at this stage. JRM commented re need to give thought to potential volume of evidence base and volume of questions (in view of realist approach). BMc asked about boundaries between e.g. HCA and registered nurse roles and if embedded within questions. RW asked about governance/regulation issues –***Action: PMG members asked to check initial programme theory paper by end of week. Then, this and range of questions will be cross-checked, and PAG members invited to prioritise questions***
4. Study protocol –discussion re title to reflect realist approach –using RAMESES guidelines as standard. KM event- LW checking for potential conferences/events –agreement across group that we should target regional and national implementation type events, and include RCN Older people’s Conference (as recently attended by BMc). ***Action: protocol paper ready for submission to BMJ OPEN.***
5. Glossary of terms and data extraction forms examples –***circulated***
6. Objectives for next meeting:

* report back on priority setting exercise for theory area questions and reduced set of theory area questions (BMc suggested considering subdirection of other questions)
* LW to report back on Ethical Approval process for phase 3.

1. Any other business

* BMc –University of Ulster logo on study documents - query re change of contract progressing –JRM to discuss with Nyree Hulme
* BH asked re outputs –plan of intended and other outputs would be useful –***LW to draft***
* CB asked re how we evaluate group on a regular basis (e.g. organisations of meetings) –members to forward any comments via email

Next meeting April 23th 9am

LW 26/3/14