

**Meeting of the Steering Committee for the Policy for Graduate, Specialist and Advanced Nursing/Midwifery Practice**  
**26<sup>th</sup> May 2017, 10<sup>th</sup> Floor Conference Room, Department of Health 10.00am**

<b>Meeting called by:</b>	Dr. Anne-Marie Ryan (AMR)	<b>Type of meeting:</b> Inaugural Meeting of the Steering Committee to oversee the demonstration projects for the interim policy for graduate, specialist and advanced nursing and midwifery practice.
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<b>Invitees:</b>	Members of the Steering Committee
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<b>Apologies</b>	
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<b>Purpose of the Meeting:</b>	<p>Inaugural meeting of the Steering Committee:</p> <ol style="list-style-type: none"> <li>1. To obtain a common understanding and buy-in of the project mandate</li> <li>2. To identify high level requirements and/or issues from steering committee members</li> <li>3. To foster team building and establish working relationships and lines of communication</li> <li>4. To obtain oversight of the project processes including procurement of the education programme</li> <li>5. To obtain agreement on the criteria and process for demonstrator site selection</li> </ol>
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<b>By the end of the meeting we will have:</b>	Discussed and determining the oversight role of the steering committee.
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<b>Agenda Item</b>	<b>Whom</b>	<b>Notes</b>	<b>Time</b>
1. Welcome and Introduction	AMR & Group	All introduce	10 mins
2. Presentation on the draft policy	AMR	PPT	20 mins
3. Overview of the project plan	AMR	Excel sheet – high level	10 mins
4. Terms of Reference	Group	For note with the project plan	5 mins
5. Membership	Group	Brief discussion on missing personnel	10 mins
6. Conflict of Interests	AMR	Form for completion	5 mins
7. Methods of working incl. subgroups	Group	Agree TOR and scope of work for future discussion	15 mins
8. Agree the success criteria	Group	For discussion	10 mins
9. Communications - Newsletters	Group	For discussion	5 mins
10. Overview of consultation to date	AMR	Doc for information	5 mins
11. Analysis of data from consultation	Group	For information	5 mins
12. Tender for the education programme	ONMSD	Timelines	5mins
13. Criteria for Selection of Demonstrator Sites	Group	For discussion	10 mins
14. Schedule of meetings & Date of next meeting	Group	List and dates to be agreed	5 mins

**Documents to be brought to the meeting; Nil – all documentation will be supplied**

