



Share
Good
Practice

A guide to sharing practice and quality
developments with other colleagues



NIPEC NCNM

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Mission Statement of the National Council

The Council exists to promote and develop the professional role of nurses and midwives in order to ensure the delivery of quality nursing and midwifery care to patients/clients in a changing healthcare environment.

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Preface

This guide has been produced to help you prepare details of practice and quality developments that you are, or have been involved in, to share with other colleagues through the medium of the All-Ireland Practice and Quality Development Database.

The database is made up of a number of sections or fields. Some of these fields have menus linked to them that you are asked to select from. Others are blank to allow you to type in the specific information that you want to share.

This guide contains instructions to help you through the process of putting details about your practice and quality development initiatives on the database.

You will find guidance on how to access the database, how to register as a contributor, how to add a project, how to update a project already on the database, how to search the database and who to contact if you need help.

NIPEC and the NCNM are committed to sharing good practice and we look forward to receiving your projects.

Contents

Background	1
How to Access the Database	2
How to Register	3
How to Add a Project	4
Quality Assurance Procedures	10
How to Update a Project	11
How to Search the Database	12
If Help is Needed	14
Guidance Notes	14
Help and Support	14

Background

NIPEC designed and developed the on-line database, and in collaboration with the National Council for Nursing and Midwifery (NCNM), ROI, have modified it as an All-Ireland resource, to raise awareness and promote the sharing of good practice to enhance health and social care delivery throughout the island of Ireland.

The Development of Practice database provides a focal point for gathering and disseminating good practice, recognising innovation and personal achievement, and raising awareness of practice initiatives throughout Ireland. It is designed to provide information and encourage access to examples of good practice within the nursing and midwifery professions. This should avoid unnecessary duplication of effort and enhance networking opportunities.

NIPEC and NCNM will act as host agents and will be responsible for the ongoing management and maintenance of the database. We will not judge the standard of any individual submission nor accept any legal liability or responsibility for the content.

Using the Database

How to Access the Database

Republic of Ireland Users

You can access the database via the NCM website www.ncnm.ie and click on the link to the Development of Practice Database.

Northern Ireland Users

You can access the database via the NIPEC website www.nipec.n-i.nhs.uk/database

This will bring you to the homepage of the database and the following menu options:

- [Register](#)
- [Add Project](#)
- [Update Project](#)
- [Search Directory](#)
- [Guidance Notes](#)



How to Register

Before you place your project on the database you need to register.

To do this, click on [Register](#) from the main menu and complete your name and contact details as requested.

Click [Register](#) at the end and the system will issue you with a Username and PIN.

First Name	AN
Surname	Other
Address	Your Address
PostCode	BT12 345
Tel. Number	123456789
E-mail Address	youremail@address.com
Organisation	Your Organisation
	<input type="button" value="Register"/>

Keep your Username and PIN safe as you will need them when you want to enter a project or update a project already on the database.

Registration Information	
Name	AN Other
UserName	AOther002
PIN	8743
Please make a note of this username and PIN which will allow you to add your project information to the directory and edit it if changes have to be made.	

How to Add a Project

When you want to place a project on the database, select **Add Project** from the main menu.



1. First enter the Username and PIN that you were given when you registered. If you do not remember what they were please contact:

Republic of Ireland Users

NCNM by email: reception@ncnm.ie or telephone: +353 (1) 882 5300

or for Northern Ireland users

NIPEC IT Department by e-mail: mark.jamison@nipec.n-i.nhs.uk

or telephone: +44 (0) 28 9023 8152.

2. Enter your project details according to the information requested (see diagram below). Guidelines for completion are available to read on-screen or to print (see Guidance section for more information).



3. A number of fields are supported by menus. Select the most appropriate response from the menu to represent your project.

There are also a number of free text fields to be completed.

Category of Project

Select the most appropriate category for the project from the menu provided.

Category of Project

Subject Areas

Keywords

Other

- Audit
- Benchmarking
- Care Pathways
- Cost Improvement
- Literature Review
- ✓ Other
- Practice Development
- Quality Improvement
- Research
- Service Improvement
- Value For Money

Subject Areas

Select up to three categories that best reflect the subject area of your project.

Subject Areas

Keywords

Midwifery

Mental Health

Cancer Care

- Midwifery
- ✓ Mental Health
- Cancer Care
- ICT
- Community Care
- Paediatrics
- Learning/Intellectual Disability
- Palliative Care
- TSN/Equality/Human Rights
- Acute Care
- Older People

Keywords

Select up to five keywords from the menu that would help retrieve your project during a search.



The next five sections are asking for specific information about your project. You can either type in this information directly or copy it from a Word document.

Background to Project

Describe why you did this project (100 words).



Methods

Describe/list the activities you undertook to inform your project (200 words).

Methods - What activities did you undertake to inform your project?

Main Findings

Report the results from you project (200 words).

Main Findings - What were the results you found?

Key Recommendations

Describe what needs to happen now to realise the improvement (100 words).

Recommendations - What needs to happen now?

Learning Outcomes

Describe the learning outcomes that resulted from this project (100 words).

Actions - What are you going to do to improve practice?

Please note – in the interests of ‘Data Protection’ do not include the names of colleagues in your report. It is best if you use only the job titles of individuals you would like to refer to.

Team Membership

Enter the Name, Occupation Group and Organisation of up to 8 Project Team members. Select the Occupation Group from the menu available.

Team Membership - Who else worked on this project?

Name	Occupation Group	Organisation
	Adult Health Professional	
	Care	
	Catering	
	Chaplain	
	Clerical	
	Clean	
	Dentists	
	Domestic Services	
	Estates Services	
	External Agency/Company	
	Finance	
	Information Technology	
	Laundry	
	Management	
	Medicine	
	Midwifery	
	Nursing	
	Occupational Therapy	
	Pharmacists	
	Pharmacy	
	Physiotherapy	
	Portering	
	Radiology	
	Scientific	
	Social Work	
	Speech & Language Therapy	
	Technical	
	User Rep	

Funding Information

Granting Body	
Amount	
Granting Body	
Amount	
Granting Body	
Amount	
Granting Body	
Amount	

Funding Information

Enter details of any funding body and approximate value of any funding received.

Funding Information

Granting Body

Amount

Academic Study

If your project was completed as part of a course of study, select the qualification awarded on successful completion from the menu available.

Academic Study ✓

Key Contact - if not Project Leader Name Job Title Work Address Post Code

- Certificate
- Certificate - recordable at NMC (NI Only)
- Degree (leading to registration)
- Degree (Post Grad)
- Diploma (Higher)
- Diploma (leading to registration)
- Diploma (Post Grad)
- Diploma (Post Registration)
- Diploma / Degree (Specialist Nurse)
- Masters
- PhD

4. When all fields are completed click **Submit**.

Submit

Submit to Development of Practice Database

5. A confirmation message will be displayed on-screen to confirm that the project has been submitted.

Thank you for your contribution to the Development of Practice Database. When it has been reviewed and approved you will be notified by e-mail.

Quality Assurance Procedures

Your project will now be forwarded to NCNM (ROI Projects) or NIPEC (N.I. Projects) for Quality Assurance. Our Quality Assurance procedures focus only on Data Protection and Data Integrity issues. For example, for Data Protection we will check that you have not used the names of colleagues in your project; for Data Integrity we will check that all the fields are completed accurately and for typing errors that may prevent your project being retrieved during a search. There will be no judgements made on the academic standard of the projects.

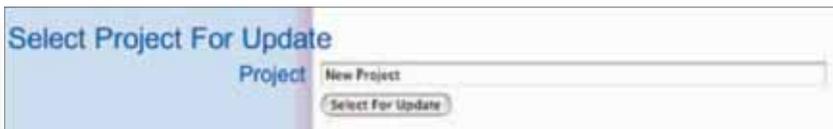
When the Quality Assurance procedures are completed your project will be loaded onto the database and a message will be sent to the e-mail address that you registered with to confirm that.

Please note – projects are not accessible until they have been quality assured and loaded onto the database.

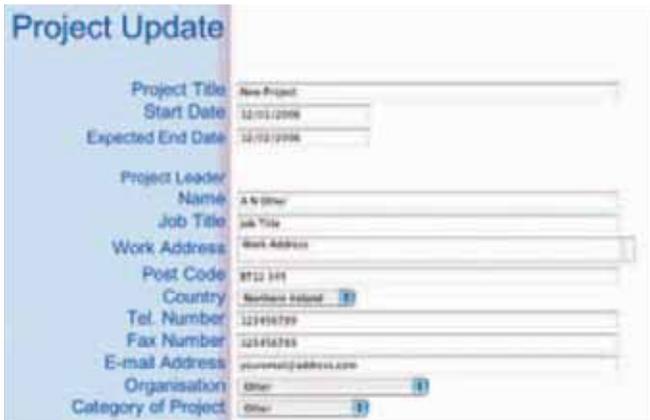
How to Update a Project

The Database will accept projects that are still in progress. We would ask, therefore, that when work in progress has been submitted, that the Project Lead updates the database when necessary. Please follow the instructions below.

1. Select **Update Project** from the main menu.
2. You will be asked for your Username and PIN.



3. All projects linked to your Username will be listed. Then select the project you wish to update. When all relevant fields are updated, click **Select for Update**.
4. The revised project will be forwarded to NIPEC or NCNM to be quality assured as described on the previous page.



Please note – projects are not accessible until they have been quality assured and loaded onto the database again.

How to Search the Database

You can search the database by a number of methods including an open keyword search. This will search the titles and project summaries for matches with your choice of keyword.

By Category

If you wish to search by category, select the appropriate category from the menu and click [Search Directory](#).



By Subject Area

If you wish to search by subject area, select the appropriate subject area from the menu and click [Search Directory](#).



By Keyword

If you wish to search by keyword, select the appropriate keyword from the menu and click [Search Directory](#).



By Country

If you wish to search by country, choose from either Northern Ireland or Republic of Ireland and click [Search Directory](#).

View All

You can also click [View All Directory Titles](#) to list all projects on the database in alphabetical order.



Then select the project that you wish to find out more about from the list.

If Help is Needed

Guidance Notes

Guidance notes are available to help with completion of the database sections or fields. These can be read on-screen or are available as a PDF document for printing.

Guidelines for completion of Database Pro forma (Pro forma as .PDF file)	
<u>1 Project Title</u>	Please enter the title of the project. This is a mandatory field*
<u>2 Start Date</u>	Please enter the date that the project started in dd/mm/yyyy format
<u>3 Expected End Date</u>	Please enter the date that the project is expected to end in dd/mm/yyyy format
<u>4 Project Leader</u>	Please enter the name of the person who leads this project or is the contact (4a) Job Title – Please enter the Job Title of the Project Lead (4b) Work Address – Please enter the work address of the Project Lead (4c) Postcode – Please enter the post code for the work address (4d) Telephone Number – Please enter the telephone number of the Project Lead (4e) Fax Number – Please enter a fax number for the Project Lead (4f) E-mail address – Please enter the e-mail address of the Project Lead if applicable
<u>5 Organisation</u>	Please select the type of organisation where the project was carried out from the menu
<u>6 Category of Project</u>	Please select the most appropriate category for this project from the menu provided. Or use the 'Other' category
<u>7 Subject Area</u>	Please tick a maximum of three boxes that best reflect the subject areas of this project
<u>8 Keywords</u>	Please enter up to five keywords from the menu that would best retrieve this project during a search. (5keywords.as.PDF file)
<u>9 Project Summary</u>	(i) Background In approximately 100 words please describe the key factors which lead you to do this project (ii) Methods In approximately 200 words please outline how you carried out this project (iii) Main Findings In approximately 200 words please list the main findings of this project

Help and Support

Should you experience any difficulty in accessing or submitting your project to the database, please do not hesitate to contact:

Republic of Ireland Users

Mary Farrelly, Professional Development Officer, NCNM or Sarah Condell, Research Development Officer, NCNM on:

Telephone: +00353 (1) 8825300 E-mail: practicedevelopment@ncnm.ie

Northern Ireland Users

Bob Brown, Senior Professional Officer, NIPEC on:

Telephone: +44 (0) 28 9023 8152 E-mail: Bob.brown@nipec.n-i.nhs.uk

Suggestions for Improvement

If you have any ideas or suggestions that you think would improve the database or make it easier to use we would like to hear from you. Please contact any of the officers named with your suggestions.

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*National Council for the
Professional Development
of Nursing and Midwifery*

*An Chomhaille Náisiúnta d'Fhorbairt
Ghairmiúil an Altránaís agus
an Chnuáimhseachais*

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