



**Paediatric LTV Education Group
1st February 2024 2-3pm via Teams
Notes**

	<u>Agenda Item</u>	<u>Actions</u>
1	<p>Welcome & Introduction</p> <p>Janice Fauset-Jones welcomed attendees to the meeting and introductions were made.</p> <p>In attendance:</p> <p>Anna Parry, Nurse Educator, NW PCC SiC LTV ODN Chloe Bulmer, Team Leader Community Complex Care and LTV/NIV, Greater Manchester Deborah Peddie, Team Leader for Children’s Community Nurses, Blackpool Elaine O’Brien, Nurse Consultant, Alder Hey and Clinical Advisory Support for LTV ODN Eleanor Moore, PBE, Oldham Elizabeth Tahsin, LTV Specialist Nurse, RMCH Florence Bergquist, Alder Hey Gemma Williams, LTV Educator, Alder Hey Janice Fauset-Jones, Lead Nurse, NW LTV ODN Joanne Hill, Claire House Lauren Sampson, RMCH Louise King, ODN Management Support Officer, NW PCC/SiC/LTV ODN Natalie Wilkinson, LTV Physio, Alder Hey Nicola Bie, Senior Team Leader for Children’s Continuing Care, Wirral Nicola Colebrook, ICCNT, Alder Hey Sam Collins, RMCH Sarah Ashworth, Ward Manager, Oldham Stuart Wilkinson, Consultant, RMCH Tracy Drew, Parent Educator for LTV, RMCH</p> <p>Apologies: Alison O’Leary, Emma Anderton, Lisa Harvey, Joanna McBride, Russell Ashworth</p>	
2	<p>Notes from last meeting</p> <ul style="list-style-type: none"> - Shared for info with agenda - Minutes agreed by group - Any requests for changes, please send to louise.king@mft.nhs.uk 	
3	<p>Actions from last meeting</p> <ul style="list-style-type: none"> • Elaine stated that she will contact Lynda Brooks regarding obtaining permission to share professional boundaries training resources – Action on-going • Membership - Janice will look to enhance representation across the localities and include NWAS representation – Complete 	EO

	<ul style="list-style-type: none"> • Training Flow chart for LTV – Janice to change flowchart to ‘direct LTV care’ and ‘indirect LTV care’ – Complete • National competencies - Janice and Anna will liaise the Kate Atkinson (ODN Data Analyst) regarding developing a version that can be filtered to tailor it to different patients’ requirements – To be discussed today • Study Days 2024 – Louise will check availability of the Engine Rooms in Birchwood, Warrington – To be discussed today 	
4	<p>Workplan Update</p> <p>Shared by Janice:</p>  <p>NW ODN LTV Education Group W</p>	
5	<p>LTV / Tracheostomy Competencies Update</p> <p>In December 2023 the National LTV Collaborative released their competencies for LTV training and tracheostomy training, and we agreed in the North West that we would adopt these so that we are all doing the same thing. The Educators from Manchester and Alder Hey along with Janice, Anna and Elaine are looking at these competencies to check that they include everything necessary and pull-out relevant sections for parents. Following discussion, it has been agreed that initially we will go with this in paper version, but in the longer term will look to develop an electronic version. Consider is also being given to adopting the Pan London version, which is separated into sections for DGHs, carers, parents etc. Once agreed, the competencies will be added to the ODN website under the education section.</p> <p>In terms of who needs to complete the competencies needs to be assessed on an individual basis e.g. how many staff does the particular child require at school etc. Elaine agreed to collaborate with Liz on a document to address this. This could become a regional document.</p>	EO/ ET
6	<p>Study Days 2024</p> <p>Dates:</p> <ul style="list-style-type: none"> - We have funding for 4 study days for this year; 2x invasive and 2x non-invasive - The group agreed on the following dates for the study days: <ul style="list-style-type: none"> o Tuesday 30th April 2024 (IV) o Tuesday 11th June 2024 (NIV) o Tuesday 17th September 2024 (IV) o Tuesday 12th November 2024 (NIV) <p>Venue:</p> <ul style="list-style-type: none"> - Engine Rooms, Birchwood, Warrington - Refreshments and lunch to be included <p>Delegates:</p> <ul style="list-style-type: none"> - 30 delegates plus staff/presenters (approx. 50 in total) - Priority booking period to be offered to the individuals who were on the waiting list from last year’s event <p>Time:</p> <ul style="list-style-type: none"> - 9am to 5.30/6.00pm was proposed (to try and ensure people arrange childcare etc and don’t have to leave early for school pick up for example) - A longer day will ensure more time for the simulations 	

	<ul style="list-style-type: none"> - The time the venue is available until will be confirmed <p>Pre-Work Presentation:</p> <ul style="list-style-type: none"> - Build upon last year’s pre-work to include more - Cover alarms and theory of mask fitting - Try and keep to under an hour - Longer pre-work will mean less lecturing on the day <p>Programme Topics/Speakers:</p> <ul style="list-style-type: none"> - Have workbook for staff to work through on day - Last year’s NIV programme can be tweaked (rep sections to be taken out) - Include lot of practical work, simulations and troubleshooting - More time for networking to be factored in – Lunch / breaktimes <p>Advertise & Booking:</p> <ul style="list-style-type: none"> - Flyer to be developed 	
<p>7</p>	<p>Any Other Business</p> <p>LTV Course:</p> <ul style="list-style-type: none"> - Anna is in the process of developing an LTV course along with Elaine and Janice. This would be a 2- or 3-day course that would run alongside the HDU course, and would go into a lot more detail about LTV. <p>LTV Education Strategy:</p> <ul style="list-style-type: none"> - Anna is in the process of writing an education strategy. This will be shared when ready. <p>Terms of reference shared for new members of the group:</p>  <p>NW ODN LTV Education Group To</p>	
<p>8</p>	<p>Next Meeting</p> <p>22nd February 2024 2-3pm via MS Teams</p>	