



**Paediatric LTV Education Group  
21<sup>st</sup> December 2023 2-3pm via Teams**

**Minutes**

	<b><u>Agenda Item</u></b>	<b><u>Actions</u></b>
<b>1</b>	<p><b>Welcome &amp; Introduction</b></p> <p>Janice Fauset-Jones welcomed attendees to the meeting and introductions were made.</p> <p>In attendance:            Joanna McBride, Network Director, NW PCC SiC LTV ODN            Janice Fauset-Jones, Lead Nurse, NW LTV ODN            Louise King, ODN Management Support Officer, NW PCC/SiC/LTV ODN            Anna Parry, Nurse Educator, NW PCC SiC LTV ODN            Russell Ashworth, Clinical Educator, Lead for TEL &amp; Simulation, Alder Hey            Elaine O’Brien, Nurse Consultant, Alder Hey            Alison O’Leary, WellChild LTV Nurse Specialist Alder Hey            Gemma Williams, LTV Educator, Alder Hey            Elizabeth Tahsin, LTV Specialist Nurse, RMCH            Tracy Drew, Parent Educator for LTV, RMCH</p> <p>Apologies:            Linda Partridge, Sarah Ashworth</p>	
<b>2</b>	<p><b>Notes and actions from last meeting</b></p> <p>Previous minutes shared for information and agreed.</p> <p>Actions from last meeting:</p> <ul style="list-style-type: none"> <li>- Invasive training day - Elaine is going to look into availability for a room at Alder Hey. This is likely to be going into 2024 – On today’s agenda</li> <li>- Elaine stated that she will contact Lynda Brooks regarding obtaining permission to share professional boundaries training resources – Action on-going</li> <li>- Membership - Janice will look to enhance representation across the localities and include NWAS representation – Action on-going</li> <li>- Group to review the Flow Chart, Work Plan and ToR and send any comments to <a href="mailto:Janice.Fauset-jones@mft.nhs.uk">Janice.Fauset-jones@mft.nhs.uk</a> prior to the next meeting – On today’s agenda</li> </ul>	<p align="center"><b>EO</b></p> <p align="center"><b>JFJ</b></p>

**3 Workplan**

Janice updated the group on the group’s work plan:



NW LTV ODN Education Group Workplan 2023 / 2024

Assessment criteria	Red = Problem meeting criteria	Amber = Good progress made with work on-going	Green = Criteria fully met
---------------------	--------------------------------	---	----------------------------



LTV				
Key Performance Indicator	Objective	Expected Timeframe	Completion	Lead
Complete a catalogue of existing training and education <a href="#">materials</a>	Collect and review what training and education materials already exist, what they cover and the quality/ <a href="#">usability</a>			EO'B
Understand where current education frameworks came <a href="#">from</a> and support of evidence base around modern training (such as simulation)	Complete a literature review concerning model of training in the care for children on LTV			AH / EO'B
Understand the care provision gaps in step down and support services and identify where training needs to be provided so CYP with LTV’s needs can be met	Questionnaire to step <a href="#">down</a> and support services <a href="#">eg</a> DGH educators / A&E's / NWAS / Hospices / CCNT	Nov 2023		JFJ / AP
Establish a training and education framework.	Agree as a region a list of competencies for LTV Training	Nov 23		Education Group
	Complete flow chart advising training skills required based on provision of direct / indirect care to <a href="#">LTV</a>	Nov 23		JFJ / AP
	Complete a central database of training materials and exemplars (? ODN website / education platform)	March 24		







	Create training programmes to ensure all gaps are <a href="#">filled</a>	March 24		
Formulate a delivery plan for LTV Training & Education (multi professional)	Identify the resources required <a href="#">eg</a> competencies, SIM doll, classroom access, funding	Dec 23		
	Utilise a variety of training delivery modes <a href="#">including</a> : Simulation, face to face study days, e-learning, <a href="#">webinars</a> , direct support in local area from educators			
Audit	Keep a register of professionals accessing training days / events / individual bespoke <a href="#">training</a>			
	Collect feedback via evaluation <a href="#">forms</a>			

**4 Terms of Reference / Statement of Intent**

The group agreed that the ToR can be considered final.



NW ODN LTV Education Group To

<p><b>5</b></p>	<p><b>LTV / Tracheostomy Competencies</b></p> <p><u>North West ODN agreed list of competencies</u></p>  <p>NW ODN Agreed list of competencies</p> <p><u>Training Flow chart for LTV</u></p>  <p>LTV training flow chart.pdf</p> <p>Comments on flowchart:</p> <ul style="list-style-type: none"> <li>- For staff needing an awareness, it is intended that they wouldn't need to complete any competencies, they would just be directed to training/videos on the ODN's website</li> <li>- Change flowchart to 'direct LTV care' and 'indirect LTV care'</li> </ul> <p><u>National competencies</u></p>     <p>LTV Collaborative LTV Collaborative LTV Collaborative LTV Collaborative LTV Sign Off Compe LTV Competency GuTracheostomy Sign ( Tracheostomy Comp</p> <p>Comments on National competencies:</p> <ul style="list-style-type: none"> <li>- Group agreed that these competencies will be adopted and used for all healthcare professionals.</li> <li>- A modified version will be developed for parents and carers.</li> <li>- 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</li> </ul>	<p>JFJ</p> <p>JFJ/AP</p>
<p><b>6</b></p>	<p><b>Study Days 2024</b></p> <p>Invasive event – Proposed for late April NIV event – Proposed for early June</p> <p>We are considering holding the event at the Engine Rooms in Birchwood, Warrington, so will check availability for the venue, and with the speakers.</p> <p>Planning for these events will be discussed at the next meeting.</p>	<p>LK/JFJ</p>
<p><b>7</b></p>	<p><b>AOB</b></p> <p>No items raised.</p>	
<p><b>8</b></p>	<p><b>Next Meeting:</b></p> <p>1<sup>st</sup> February 2024 2-3pm via MS Teams</p>	