





Notes
Paediatric LTV Education Group
18th April 2024 2-3pm via Teams

	<u>Agenda Item</u>	<u>Action</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, ODN Educator, PCC SiC LTV ODN Chloe Bulmer, Greater Manchester Community Team Elaine O’Brien, Nurse Consultant, Alder Hey and Clinical Advisory Support for LTV ODN Elizabeth Tahsin, LTV Specialist Nurse Flo Bergquist, Wellchild Parent Educator Nurse Specialist Alder Hey Gemma Williams, LTV Educator, Alder Hey Janice Fauset-Jones, Lead Nurse, NW LTV ODN Lauren Sampson, NIV Specialist Nurse, RMCH Lisa Flannery, Alder Hey Louise King, ODN Management Support Officer, NW PCC/SiC/LTV ODN Natalie Wilkinson, LTV Physio, Alder Hey Sam Collins, Parent Educator, RMCH Tracy Drew, Parent Educator, RMCH</p>	
2	<p>Notes from last meeting</p> <ul style="list-style-type: none"> - Shared for info with agenda - 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 • LTV / Tracheostomy Competencies - Janice will inform the LTV Collaborative of the changes made in the North West – Janice has let the LTV Collaborative know about the changes made to the LTV competencies in the North West. No update re tracheostomy competencies. To be sent to ENT teams. • Janice asked that the group do a final proof-read of the documents to check everyone is happy. Please respond by 5th April 2024 if you have any comments – No comments received. • Anna will make a few formatting changes to improve the appearance of the documents, logo size etc – In progress. • Once agreed by this group, the competencies will go through the ODN guidelines ratification process. Janice will liaise with Helen Blakesley regarding this – It has been confirmed that this will not be necessary, as this is competencies rather than a guideline. • Study Days 2024 - Janice will go and view the room that we have booked at the Engine Rooms next week to aid planning – Complete. 	<p>EO</p> <p>JFJ</p>

	<ul style="list-style-type: none"> Janice will make the agreed changes to the programme – Study day on today’s agenda. Reps to be contacted to invite them to study days. E-mail addresses: katie.farrow@philips.com; paul.maines@philips.com; Dominic.haley@breas.com; ben.houldsworth@breas.com – Complete. An additional room (Fusion room) has been booked for the reps to set up their stands in. Phillips will fund the hire of the room for the first two study days. We will continue to seek the funding for the remaining two study days. Pre-work - Elaine will send the presentations (with voice overs) to Janice - Complete Anna will set up a YouTube channel, using the ODN’s education email address, and will then upload the pre-learning - Complete 	
4	<p>Workplan Update</p> <p>The workplan has been updated with slight changes since last meeting. Please see below for information:</p>  <p>NW ODN LTV Education Group W</p>	
5	<p>LTV / Tracheostomy Competencies Update</p> <p>As discussed in actions section.</p>	
6	<p>Study Days 2024:</p> <p>NIV study day 30th April:</p> <ul style="list-style-type: none"> The group talked through the programme, and made some changes to timings. Amended version below:  <p>Programme - ODN NIV Study Day April</p> <ul style="list-style-type: none"> Agreed actions: <ul style="list-style-type: none"> Natalie to bring a spare laptop on the day Natalie to let reps know what equipment is required Janice to bring pens, post-its, ODN banner, laptop Gemma to bring printed workbooks for afternoon session and print the register Louise to make the evaluation into a form with a QR code Please can you all send any presentations to Louise and Janice next week so they can be embedded into the programme Janice will allocate delegates to workshops Sam to do the timekeeping for workshops (25mins plus 5 mins for changing around) Programme with equipment listed to bring along on the day, as agreed:  <p>Equipment required for ODN NI</p>	<p>NW NW JFJ GW</p> <p>LK ALL</p> <p>JFJ SC</p>
7	<p>Any Other Business</p> <p>Meeting to be set up on 2nd May at 11am to discuss the planning for the June Invasive study day.</p>	LK

	<p>The group has made a start on drafting the invasive programme.</p>  <p>Programme - ODN Invasive Ventilation</p> <p>If you have any comments, please send to louise.king@mft.nhs.uk</p>	
8	<p>Next Meeting: 23rd May 2024 2-3pm via MS Teams</p>	

Actions:

- Elaine stated that she will contact Lynda Brooks regarding obtaining permission to share professional boundaries training resources – Action on-going **EO**
- LTV / Tracheostomy Competencies - Janice will inform the LTV Collaborative of the changes made in the North West – Janice has let the LTV Collaborative know about the changes made to the LTV competencies in the North West. No update re tracheostomy competencies. To be sent to ENT teams. **JFJ**
- NIV study day 30th April:
 - Natalie to bring a spare laptop on the day **NW**
 - Natalie to let reps know what equipment is required **NW**
 - Janice to bring pens, post-its, ODN banner, laptop **JFJ**
 - Gemma to bring printed workbooks for afternoon session and print the register **GW**
 - Louise to make the evaluation into a form with a QR code **LK**
 - Please can you all send any presentations to Louise and Janice next week so they can be embedded into the programme **ALL**
 - Janice will allocate delegates to workshops **JFJ**
 - Sam to do the timekeeping for workshops (25mins plus 5 mins for changing around) **SC**
- Meeting to be set up on 2nd May at 11am to discuss the planning for the June Invasive study day. **LK**
- The group has made a start on drafting the invasive programme. If you have any comments, please send to louise.king@mft.nhs.uk **All**