




**Notes**  
**Paediatric LTV Education Group**  
**21<sup>st</sup> March 2024 2-3pm via Teams**

	<u>Agenda Item</u>	<u>Actions</u>
1	<p><b>Welcome &amp; Introduction</b></p> <p>Janice Fauset-Jones welcomed attendees to the meeting and introductions were made.</p> <p>In attendance:            Alison O’Leary, WellChild LTV Nurse Specialist, Alder Hey            Anna Parry, ODN Educator, PCC SiC LTV ODN            Elaine O’Brien, Nurse Consultant, Alder Hey and Clinical Advisory Support for LTV ODN            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            Louise King, ODN Management Support Officer, NW PCC/SIC/LTV ODN            Natalie Wilkinson, LTV Physio, Alder Hey            Russell Ashworth, Clinical Educator, Lead for TEL &amp; Simulation, Alder Hey            Sam Collins, Parent Educator, RMCH</p> <p>Apologies:            Tracy Drew, Parent Educator, RMCH</p>	
2	<p><b>Notes from last meeting</b></p> <ul style="list-style-type: none"> <li>- Shared for info with agenda</li> <li>- Minutes agreed by group</li> <li>- Any requests for changes, please send to <a href="mailto:louise.king@mft.nhs.uk">louise.king@mft.nhs.uk</a></li> </ul>	
3	<p><b>Actions from last meeting</b></p> <ul style="list-style-type: none"> <li>- Elaine stated that she will contact Lynda Brooks regarding obtaining permission to share professional boundaries training resources – Action on-going</li> <li>- Reps to be contacted to invite them to study days – Janice will make contact. It was confirmed that the email addresses are as follows: <a href="mailto:katie.farrow@philips.com">katie.farrow@philips.com</a>; <a href="mailto:paul.maines@philips.com">paul.maines@philips.com</a>; <a href="mailto:Dominic.haley@breas.com">Dominic.haley@breas.com</a>; <a href="mailto:ben.houldsworth@breas.com">ben.houldsworth@breas.com</a></li> <li>- Study day flyer to be agreed and circulated – Complete</li> <li>- Study day pre-work to be confirmed – To be discussed today</li> </ul>	<p><b>EO</b></p> <p><b>JFJ</b></p>
4	<p><b>Workplan Update</b></p> <p>No change to workplan since last meeting:</p>  <p>NW ODN LTV            Education Group W</p>	

5	<p><b>LTV / Tracheostomy Competencies Update</b></p> <p>   LTV Collaborative LTV Collaborative  LTV Competency GuSign Off Competenc</p> <p>As previously agreed, we will adopt the LTV Collaborative competencies. A few members from this group have been going through the documents to see if they suit our needs in the North West. Some changes have been made (attached). Janice will inform the LTV Collaborative of the changes made in the North West.</p> <p>Janice asked that the group do a final proof-read of the documents to check everyone is happy. Please respond by 5<sup>th</sup> April 2024 if you have any comments. Anna will make a few formatting changes to improve the appearance of the documents, logo size etc.</p> <p>Once agreed by this group, the competencies will go through the ODN guidelines ratification process. Janice will liaise with Helen Blakesley regarding this.</p> <p>Once ratified, the documents will go on the ODN's website and Moodle.</p>	<p>JFJ</p> <p>All AP</p> <p>JFJ</p>
6	<p><b>Study Days 2024:</b></p> <ul style="list-style-type: none"> <li>- Dates: 30<sup>th</sup> Apr (NIV) / 11<sup>th</sup> Jun IV) / 17<sup>th</sup> Sep (NIV) / 12<sup>th</sup> Nov (IV)</li> <li>- The flyer went out on the 4<sup>th</sup> March 2024 and included the links for individuals to register online.</li> <li>- Registration is going very well, and all of the dates are now oversubscribed.</li> <li>- Registration is to stay open until the closing dates, so we can see how much interest there is.</li> <li>- Louise, Janice and Elaine will be meeting next week to allocate the places for the April day. It will be taken into account which staff have already had training, such as Claire House and Brian House staff.</li> <li>- It was initially planned that we would offer 30 places per day (plus 20 faculty), but Janice asked the group if we could increase this to offer 40 places, so more people can be included. The group agreed that 35/40 should be possible (especially as there will be a certain amount of drop out on the day).</li> <li>- Janice will go and view the room that we have booked at the Engine Rooms next week to aid planning. We have the 'Sparkplug' room booked, which is a large room and can be split into two.</li> <li>- In terms of faculty, there should be 11 staff present at the April event.</li> <li>- Sim doll training for the faculty will hopefully be taking place a few days before the April event. Elaine is awaiting confirmation from Laerdal.</li> <li>- The reps are to be invited to have stands in the tea/coffee area.</li> <li>- The draft programme was displayed on screen for the group to discuss. Janice will make the agreed changes. <ul style="list-style-type: none"> <li>o Registration 9-9.15am</li> <li>o Introduction and questions from pre-learning</li> <li>o Choosing and fitting masks session will be run by Meg and Lisa in the morning</li> <li>o Morning break 10.30-10.45am</li> <li>o Ventilation update; what ventilators are being used at present in both Liverpool and Manchester, as well as masks and circuits etc</li> <li>o Respiroics ventilators (practical session for attendees to look at ventilators)</li> <li>o Lunch 12.15pm</li> <li>o Aerogen nebuliser session</li> <li>o Breas ventilators</li> <li>o 4 stations; to include 2 sims, 1 spot the problem station, and 1 circuits station (30mins per station)</li> </ul> </li> </ul>	<p>JFJ</p> <p>JFJ</p>

	<ul style="list-style-type: none"> <li>- Pre-work <ul style="list-style-type: none"> <li>o Elaine will send the presentations (with voice overs) to Janice</li> <li>o It was agreed that the pre-learning will be put on a private YouTube channel</li> <li>o Delegates will be sent a QR code to access the pre-learning</li> <li>o Anna will set up a YouTube channel, using the ODN's education email address, and will then upload the pre-learning</li> </ul> </li> </ul>	<p><b>EO</b></p> <p><b>AP</b></p>
<b>7</b>	<p><b>Any Other Business</b></p> <p>No items raised.</p>	
<b>8</b>	<p><b>Next Meeting</b></p> <p>18<sup>th</sup> April 2024 2-3pm via MS Teams</p>	

**Actions Summary:**

- 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. **JFJ**
- Janice asked that the group do a final proof-read of the documents to check everyone is happy. Please respond by 5<sup>th</sup> April 2024 if you have any comments. **All**
- Anna will make a few formatting changes to improve the appearance of the documents, logo size etc. **AP**
- Once agreed by this group, the competencies will go through the ODN guidelines ratification process. Janice will liaise with Helen Blakesley regarding this. **JFJ**
- Study Days 2024 - Janice will go and view the room that we have booked at the Engine Rooms next week to aid planning. **JFJ**
- Janice will make the agreed changes to the programme. **JFJ**
- Reps to be contacted to invite them to study days. E-mail addresses: [katie.farrow@philips.com](mailto:katie.farrow@philips.com); [paul.maines@philips.com](mailto:paul.maines@philips.com); [Dominic.haley@breas.com](mailto:Dominic.haley@breas.com); [ben.houldsworth@breas.com](mailto:ben.houldsworth@breas.com) **JFJ**
- Pre-work - Elaine will send the presentations (with voice overs) to Janice **EO**
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