




Notes
Paediatric LTV Education Group
23rd May 2024 2-3pm via Teams

	<u>Agenda Item</u>	<u>Actions</u>
1	<p>Welcome & Introductions</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 Catherine McGee, ODN Educator, PCC SiC LTV ODN Elaine O’Brien, Nurse Consultant, Alder Hey and Clinical Advisor for LTV ODN Flo Bergquist, Wellchild Parent Educator Nurse Specialist Alder Hey Gemma Williams, LTV Educator, Alder Hey Helen Templeton, WUTH CCNT Janice Fauset-Jones, Lead Nurse, NW LTV ODN Jessica Budden, ODN Educator, PCC SiC LTV ODN Kimberley Beer, ODN Educator, PCC SiC LTV ODN Louise King, ODN Management Support Officer, NW PCC/SiC/LTV ODN Vinny Romano, Consultant Paramedic for Education, NWAS</p> <p>Apologies: Elizabeth Tahsin, Tracy Drew, Sam Collins, Lauren People, Meg Ruecroft</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 has let the LTV Collaborative know about the changes made to the LTV competencies in the North West. No update re tracheostomy competencies. Tracheostomy competencies to be agreed by ENT teams. Janice to contact ENT teams. • NIV study day 30th April: <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 	<p>EO</p> <p>JFJ</p>

	<ul style="list-style-type: none"> ○ Sam to do the timekeeping for workshops (25mins plus 5 mins for changing around) ● Meeting to be set up on 2nd May at 11am to discuss the planning for the June Invasive study day - Done ● The group has made a start on drafting the invasive programme. If you have any comments, please send to louise.king@mft.nhs.uk 	
4	<p>Workplan Update</p> <p>No updates since last meeting. Attached for information:</p>  <p>NW ODN LTV Education Group W</p>	
5	<p>LTV / Tracheostomy Competencies Update</p> <p>No further update. The LTV Competencies will be discussed at the next LTV Oversight meeting, to get agreement for them to be shared on the ODN website and Moodle.</p>	
6	<p>Study Days 2024:</p> <p>NIV 30th April 2024 Feedback:</p>  <p>Feedback Summary - NIV Study Day 30th</p> <p>IV 11th June 2024 Planning:</p> <ul style="list-style-type: none"> ● We now have the whole area for the study day: so Sparkplug, Fusion and Energy room, so we can set up early and spread out for the workshops in the afternoon and reps can use the coffee area if they wish. ● Lunch menu has been changed from Bistro to Wraps and Chips to help towards cost of extra room. ● Programme timings tweaked slightly as per discussion – see attached below. ● Please can you all send presentations to Louise once done so they can be embedded into the programme for ease on the day. ● Janice and Cath to do 10 questions for the pre work quiz based on presentations and Cath to help with running the SLIDO on the day. ● Gemma to share vent worksheets with Ali for workshop. ● Gemma / Flo to decide patient scenario for SIM workshop and share. ● Louise to send out attendance register to everyone once finalised. ● Quick meeting arranged for 6th June 11.30am to finalise everything and decide who bringing what equipment please. ● When we run the afternoon workshops, whichever group you have last, can you please facilitate them writing down on a post it note, one thing they wish to take back to their colleagues that they have learnt / enjoyed about the day. We will then ask one person from each group to feedback everyone’s comments from their group to the wider group in the last session. <p>Workstation allocation:</p> <ul style="list-style-type: none"> ● SIMs x 2 - Gemma / Tracy / Flo / Janice ● Circuits / Humidification / Aerogen – Nat / Sam ● Trachy / Vent / Suction – Ali / Liz 	<p>All</p> <p>JFJ/CM</p> <p>GW GW/FB LK</p>

	<ul style="list-style-type: none"> Spot the Problem / Troubleshooting – Lisa / Elaine <p>The 3 new ODN educators; Jess, Cath and Kim to join in with workshops for learning.</p> <p>Updated IV programme:</p>  <p>Programme - ODN Invasive Ventilation</p>	
7	<p>Any Other Business</p> <p>No items raised.</p>	
8	<p>Next Meeting: 13th June 2024 2-3pm via MS Teams</p>	

Summary of 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 has let the LTV Collaborative know about the changes made to the LTV competencies in the North West. No update re tracheostomy competencies. Tracheostomy competencies to be agreed by ENT teams. Janice to contact ENT teams. **JFJ**
- IV 11th June 2024 Planning:
- Please can you all send presentations to Louise once done so they can be embedded into the programme for ease on the day. **All**
 - Janice and Cath to do 10 questions for the pre work quiz based on presentations and Cath to help with running the SLIDO on the day. **JFJ/CM**
 - Gemma to share vent worksheets with Ali for workshop. **GW**
 - Gemma / Flo to decide patient scenario for SIM workshop and share. **GW/FB**
 - Louise to send out attendance register to everyone once finalised. **LK**