





Minutes
Paediatric LTV Education Group
2nd November 2023 2-3pm via Teams

	<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>Janice Fauset-Jones, Lead Nurse, NW LTV ODN Louise King, ODN Management Support Officer, NW PCC/SIC/LTV ODN Russell Ashworth, Clinical Educator, Lead for TEL & Simulation, Alder Hey Amanda Reed, Senior Clinical Specialist Physiotherapist for LTV, Alder Hey Gemma Williams, LTV Educator, Alder Hey Stuart Wilkinson, Consultant in Paediatric Respiratory Medicine and LTV, RMCH Elizabeth Tahsin, LTV Specialist Nurse, RMCH Tracy Drew, Parent Educator for LTV, RMCH Soraya Begum, Head of Service - Complex Children’s Community Health Services, Manchester Local Care Organisation</p> <p>Apologies were received from: Jonathan Haydock-Watson, Linda Partridge, Alison O’Leary, Sarah Ashworth</p>	
2	<p>Update</p> <p>Minutes from last meeting agreed.</p> <p>Actions from last meeting:</p> <ul style="list-style-type: none"> • Invasive training day - Elaine is going to look into availability for a room at Alder Hey. This is likely to be going into 2024 – Action on-going • Competencies - Group to review and send any comments to louise.king@mft.nhs.uk by 20th October – Competencies agreed. • Elaine stated that she will contact Lynda Brooks regarding obtaining permission to share professional boundaries training resources – Action on-going • Anna agreed to produce a draft flowchart, i.e. which roles will need what level of training. Anna will share the draft, once produced, with the group for comments – On today’s agenda • Janice will continue to develop the work plan and break down the actions with timescales – On today’s agenda • Terms of Reference / Statement of Intent - Janice explained that this is a work in progress, and will be shared when ready – On today’s agenda • Membership - Please send any further suggestions to Janice.fauset-jones@mft.nhs.uk. 	<p>EO</p> <p>EO</p>

	<p>Site visits:</p> <ul style="list-style-type: none"> - The ODN has been conducting site visits of units within the region to see what they offer - Looking at Level 2 provision, and whether LTV patients will be accepted - Most LTV patients are being sent to tertiary centres <p>Questionnaires re LTV:</p> <ul style="list-style-type: none"> - Following a recent incident, a questionnaire has been devised and sent out to look at confidence and competence for caring for LTV patients within the DGHs. There are two versions of the questionnaire; one aimed at doctors and one aimed at nurses and AHPs. The nurses one asks for more details about if the patient is admitted, can the parents and carers stay with them, can they leave for a break, and what would stop them from being able to be admitted. - The responses to the questionnaire will help shape the education and training planned in future. 	
<p>3</p>	<p>List of competencies for LTV for North West Network</p> <p>Agreed, as per attached:</p>  <p>NW ODN Agreed list of competencies</p>	
<p>4</p>	<p>Discussion and agreement of how to move forward with the competencies</p> <p>Flow chart re training:</p>  <p>LTV training flow chart.pdf</p> <p>Comments on flowchart:</p> <ul style="list-style-type: none"> - Carers for packages get assessed annually for the competencies. It was agreed this should be a minimum standard. - Flowchart separated into direct care and indirect care - Those providing direct care would follow the competencies - Those providing indirect care would have awareness training - Training will be available on the ODN website or potentially on a training platform if purchased by the ODN - Should individuals make the decision themselves if they need direct or indirect training, or should they be guided in this? Consideration to be given to this. Direct training would be needed for level 2 centres. - Flowchart shared above. Any further comments are to be sent to Janice.Fauset-jones@mft.nhs.uk please. - Educators from RMCH / AHCH to meet on 20th Nov to start looking at competencies. 	
<p>5</p>	<p>Agreement of work plan</p> <p>Work plan shared by Janice:</p>  <p>NW ODN LTV Education Group W</p> <p>Please send any comments to Janice.Fauset-jones@mft.nhs.uk.</p>	

6	<p>Terms of Reference / Statement of Intent</p> <p>Terms of Reference shared by Janice:</p>  <p>NW ODN LTV Education Group To</p> <p>Please send any comments to Janice.Fauset-jones@mft.nhs.uk.</p>	
7	<p>Membership</p> <p>Janice explained that she is currently reviewing the membership of this group. We have good representation from the two tertiary centres, and a small amount of community, DGH and hospice representation. Janice will look to enhance representation across the localities and include NWSAS representation. The Terms of Reference can be shared with anyone new invited to the group to give them some information about the group.</p>	JFJ
8	<p>AOB</p> <p>30th Nov & 28th Dec Meetings:</p> <ul style="list-style-type: none"> - Due to annual leave it was agreed that the 30th November meeting will be postponed until the 21st December, and the 28th December meeting will be cancelled. 	
9	<p>Next Meeting:</p> <p>21st December 2023 2-3pm via MS Teams</p>	

Actions summary:

- Invasive training day - Elaine is going to look into availability for a room at Alder Hey. This is likely to be going into 2024 – Action on-going
- 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 NWSAS representation.
- Group to review the Flow Chart, Work Plan and ToR and send any comments to Janice.Fauset-jones@mft.nhs.uk prior to the next meeting