


**Notes**

**Paediatric LTV Education Group  
11<sup>th</sup> July 2024 2-3pm via Teams**

	<b><u>Agenda Item</u></b>	<b><u>Actions</u></b>
<b>1</b>	<p><b>Welcome &amp; Introductions</b></p> <p>Janice Fauset-Jones welcomed attendees to the meeting and introductions were made.</p> <p>In attendance:            Anna Parry, ODN Educator, PCC SiC LTV ODN            Catherine McGee, ODN Educator, PCC SiC LTV ODN            Debbie Peddie, Blackpool            Elaine O’Brien, Nurse Consultant, Alder Hey and Clinical Advisor for LTV ODN            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            Tracy Drew, Parent Educator, RMCH</p> <p>Apologies: Jonathan Haydock-Watson, Alison O’Leary</p>	
<b>2</b>	<p><b>Notes from last meeting</b></p> <ul style="list-style-type: none"> <li>- Shared for info with agenda.</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>	
<b>3</b>	<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 – Elaine has now shared the videos with the ODN. A training package will now need to be developed utilising the videos. Lynda Brooks to be invited to next meeting to discuss this.</li> <li>• LTV Competencies - Janice will make some final formatting changes, and then the competencies can be placed on the ODN website and Moodle – Shared with ODN contacts and placed on website. Will be added to Moodle when it is set up.</li> <li>• Tracheostomy Competencies - Tracheostomy competencies to be agreed by ENT teams. Janice to contact ENT teams – Ongoing.</li> </ul>	<p>JFJ</p> <p>JFJ</p>
<b>4</b>	<p><b>Workplan Update</b></p> <p>No change since last meeting.</p>	

5	<p><b>LTV / Tracheostomy Competencies Update Parent / Carer Competencies</b></p> <p>The LTV competencies have been shared with the ODN contacts and placed on the ODN website. They will be added to Moodle when it is set up.</p> <p>No further update with the Tracheostomy competencies.</p> <p>The parent/carer competencies are going to be looked at by the National LTV Collaborative. They are currently available on the WellChild website.</p>	
6	<p><b>Study Days 2024:</b></p> <p>17<sup>th</sup> Sep (NIV):</p> <ul style="list-style-type: none"> <li>- The September day is already significantly oversubscribed (94 applicants). Therefore, the online application form is now closed. Any additional applicants can request to be added to the waiting list. Of the 94 applicants, places will be offered to approximately 34, and the rest will be added to the waiting list. Places will be offered as fairly and equitably as possible across the region.</li> <li>- Janice shared on screen the programme from the previous NIV day held in April</li> <li>- It was agreed that SLIDO will be used at the start regarding the pre-learning</li> <li>- Amendments to the programme were discussed. The updated programme is as per below:</li> </ul> <div style="text-align: center;">  <p>Programme - ODN NIV study day Sept 2</p> </div> <ul style="list-style-type: none"> <li>- List of equipment needed for each session to be shared with team, i.e. who needs to bring what</li> <li>- Janice to email the team regarding who is running each station</li> <li>- The pre-learning will be sent to attendees via Moodle, for completion prior to the event</li> </ul>	<p>JFJ</p> <p>JFJ</p>
7	<p><b>LTV Course</b></p> <p>Janice and Anna will meet to discuss the planning of the course.</p> <p>It was suggested that the LTV course could be discussed at the upcoming LTV Study Day, asking them if they would be interested and what they would like it to cover. A post-it note board could be included on the day, and it could be asked about on the evaluation.</p> <p>Cathy also suggested that she could raise this at the educators' group, when we're at a point that we're ready.</p> <p>A stakeholder group can be formed for the planning of the course.</p>	<p>JFJ/AP</p>
8	<p><b>Any Other Business</b></p> <p>No items raised.</p>	
9	<p><b>Next Meeting</b></p> <p>8<sup>th</sup> August 2024 2-3pm via MS Teams</p>	

**Summary of Actions:**

Professional boundaries training resources – Elaine has now shared the videos with the ODN. A training package will now need to be developed utilising the videos. Lynda Brooks to be invited to next meeting to discuss this.	<b>JFJ</b>
Tracheostomy Competencies - Tracheostomy competencies to be agreed by ENT teams. Janice to contact ENT teams – Ongoing.	<b>JFJ</b>
Study Day 17 <sup>th</sup> Sep (NIV): <ul style="list-style-type: none"><li>- List of equipment needed for each session to be shared with team, i.e. who needs to bring what</li><li>- Janice to email the team regarding who is running each station</li></ul>	<b>JFJ</b> <b>JFJ</b>
LTV Course - Janice and Anna will meet to discuss the planning of the course.	<b>JFJ/AP</b>