









Notes

**Paediatric LTV Education Group
8th August 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: Anna Parry, ODN Educator, PCC SiC LTV ODN Catherine McGee, ODN Educator, PCC SiC LTV ODN Florence Bergquist, Alder Hey Gemma Williams, Alder Hey Janice Fauset-Jones, Lead Nurse, NW LTV ODN Kimberley Beer, ODN Educator, PCC SiC LTV ODN Lauren People, RMCH Liz Tahsin, RMCH Natalie Wilkinson, Alder Hey Tracy Drew, Parent Educator, RMCH</p> <p>Apologies: Louise King, Sam Collins, Alison O’Leary</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"> • 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 Sept/Oct meeting to discuss this. • Tracheostomy Competencies - Tracheostomy competencies to be agreed by ENT teams - Janice has now sent to ENT teams. Received feedback from RMCH, awaiting feedback from AHCH. • Study Day 17th Sep (NIV) - On today’s agenda. • LTV Course - Janice and Anna will meet to discuss the planning of the course. 	<p>JFJ</p> <p>JFJ/AP</p>
4	<p>Workplan Update</p> <p>No change since last meeting.</p>	

5	<p>LTV / Tracheostomy Competencies Update</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>Tracheostomy competencies sent to respective ENT teams at RMCH / AHCH. Awaiting response from AHCH and will arrange a meeting to discuss further to see if they would like to adopt for the NW.</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>Study Days 2024:</p> <p>Programme for 17th September 2024:</p> <ul style="list-style-type: none"> - Cathy has developed SLIDO questions re pre-learning <p> SLIDO questions NIV study day.docx</p> <ul style="list-style-type: none"> - Pre-learning to be shared on Moodle with attendees prior to event. Attendees will be sent login details to access the training. - Sleep hygiene session now added to programme, to be presented by Alder Hey team - Updated programme attached, with adjusted timings <p> Programme - ODN NIV study day Sept 2</p> <p>Equipment list for 17th September 2024:</p> <p> Non Invasive LTV Study Days Equipme</p> <p>Registration list for 17th September 2024:</p> <p> REGISTER - Paediatric LTV Study</p> <p>Catch-up prior to study day:</p> <ul style="list-style-type: none"> - Group to meet 16th Sept 11.30am (on Teams) to check all is in place ready for the study day the following day. <p>Allocation of staff to workshops:</p> <ul style="list-style-type: none"> - Spark Plug Room: Workshop 1: Ventilators / Circuits <ul style="list-style-type: none"> o Meg o Sam o Phillips Rep (Katie) - Spark Plug Room: Workshop 2: Humid / Aerogen <ul style="list-style-type: none"> o Lauren o Natalie o Aerogen Rep 	

	<ul style="list-style-type: none"> - Fusion Room: Workshop 3: Spot the Difference / Troubleshooting <ul style="list-style-type: none"> o Lisa o Jess - Energy Room: Workshop 4: SIMS <ul style="list-style-type: none"> o Gemma o Flo o Tracy o Janice o Cathy <p>Presentations:</p> <ul style="list-style-type: none"> - Please can presentations be sent to Janice and Louise prior to the event. 	All
7	<p>Ventilator Quick Set Up / Reference Guides</p> <p>Jess and Anna have recently been over to Blackpool to meet with the Educators. The staff feel they lack confidence with ventilators. To support staff, it was agreed that Ventilator Quick Set Up / Reference Guides would be produced and shared.</p> <p>Jess has produced these for the Nippy 4+ Ventilator:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  Nippy 4+ vent (1).pdf </div> <div style="text-align: center;">  Nippy 4+ vent troubleshooting (1). </div> </div> <p>Comments:</p> <ul style="list-style-type: none"> - It was noted that liability for the use of these guides needs to be considered, in case anything goes wrong, and where the accountability lies. - Breas already have a quick reference guide for the Nippy ventilators. - The guide could be sent to Breas to check that they are happy with it. And/or a disclaimer could be included. - Following the meeting, Natalie sent the following quick guides to Janice that have already been produced by Breas. To be discussed at next meeting <div style="display: flex; justify-content: space-around; align-items: flex-start; margin-top: 10px;"> <div style="text-align: center;">  N4 Quick User Reference Guide-Re </div> <div style="text-align: center;">  N4+ Quick User Reference Guide.pd </div> </div> <p>Please can any further comments be sent to Janice/Louise.</p>	All
8	<p>LTV Course</p> <p>To be discussed at future meeting.</p>	
9	<p>Any Other Business</p> <p>No items raised.</p>	
10	<p>Next Meeting</p> <p>19th September 2024 2-3pm via MS Teams</p>	

Summary of Actions:

<ul style="list-style-type: none">• 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 Sept/Oct meeting to discuss this.• LTV Course - Janice and Anna will meet to discuss the planning of the course.• Presentations for 17th September 2024 - Please send to Janice and Louise prior to the event.• Ventilator Quick Set Up / Reference Guides – To be discussed further at next meeting	JFJ JFJ/AP All All
---	---