

## Minutes of Education & Practice Development Group

**Monday 09 December 2024**  
**10:00am – 1:00pm**

**Via Microsoft Teams**

### **Present:**

Susan Chisela (SC), Practice Development Nurse, EMNODN (Chair)  
Judith Foxon (JF) Deputy Lead Nurse (Education and Workforce), EMNODN (left at 10:57)  
Charlotte Dolby (CD), Education & Clinical Effectiveness Nurse, EMNODN  
Kellie Fraser (KF), Practice Development Nurse, EMNODN  
Anita D'Urso (AD), Network Lead Psychologist, EMNODN (joined at 11:01)  
Laura Delaney (LD), Assistant Clinical Psychologist, EMNODN (joined at 11:02)  
Alison Robinson (AR), Educator, CenTre Transport Service  
Sindhu Sajan (SSa), Practice Development Nurse, KGH  
Lynsey Lord (LL), Practice Development Matron, KMH  
Rebecca Lambdon (RL), Lead Neonatal Educator, NGH  
Sasha Coleman (SCo), Clinical Educator, NGH  
David Speck (DS), Practice Development Nurse, ULHT  
Denise Sewell (DSL), Clinical Educator, ULHT  
Sally Shipley (SS), Clinical Educator, UHDB  
Stephanie Manning (SM), Child Nursing Lecturer, University of Nottingham (left at: 11:26)  
Shaun Edwards (SE), Neonatal Lecturer, De Montfort University  
Julie Hitchcox (JH), Neonatal Educator, Nottingham University Hospitals

	<b>Subject</b>	<b>Attachment</b>	<b>Action</b>
<b>1.</b>	<b>Welcome &amp; Apologies</b> Apologies were received from: Anjali Sood (AS), Anita Marshall (AM), Karen Coe (KC), Sophie Stephenson (SSn), Susanna Woodhouse (SW), Katie Seaton (KS), Rachel Shepherd (RS) and Heather Cutts (HC).		
<b>2.</b>	<b>Declarations of Interest</b> There were no declarations of interest.		
<b>3.</b>	<b>Minutes from the Previous Meeting</b> The minutes from the previous meeting were accepted as an accurate record of proceedings.	<a href="#"><u>A</u></a>	
<b>4.</b>	<b>Actions &amp; Matters Arising</b> Any actions or matters arising will be covered in the agenda.		
<b>5.</b>	<b>International Recruits</b> LD attended the meeting alongside AD to share the project both the Network Education and Psychology team have been working on regarding internationally recruited nurses. Following the initial		

	<p>scoping exercise, the idea is to create training and resources to support internationally trained nurses across the East Midlands. Similar programmes have been developed by the Northwest ODN.</p> <p>The initial survey had 26 responses; location data was not shared in order to protect anonymity. Most of the respondents have worked in the UK for over 10 years and the majority had worked with neonates prior to coming to the UK. Responses identified that most participants feel confident in making conversation with families, but they do not feel as confident in managing complaints and asking difficult questions.</p> <p>RL shared that NGH hold monthly International Nurses Shared Decision Making Council meetings where the nurses discuss their experiences of moving to a new country and meet up for dinner etc. NGH is also offering levelling up courses and advanced communication skills training for international nurses.</p> <p>KF suggested that these programmes would be helpful for all nurses as they could help everyone to improve their communication skills. AD agreed and suggested also exploring training programmes for newly qualified nurses.</p> <p>Next steps: the EMNODN Education team and LD will set up a focus group meeting.</p>		LD/SC																											
6.	<p><b>University/HEI Update</b> <b>(Please see Microsoft forms update attached)</b></p> <p><b>6.1 NTU</b> Prior to the meeting, HC shared that NTU are running two courses in 2025. The course will run at the same time on two different days.</p> <table><tr><td>Module 1</td><td>Group A</td><td>Group B</td></tr><tr><td>Week one</td><td>Thurs 24 April</td><td>Mon 28 April</td></tr><tr><td>Week two</td><td>Thurs 01 May</td><td>Tues 06 May</td></tr><tr><td>Week three</td><td>Thurs 08 May</td><td>Mon 12 May</td></tr><tr><td>Week four</td><td>Thurs 15 May</td><td>Mon 19 May</td></tr><tr><td>Week five</td><td>Thurs 22 May</td><td>Weds 28 May</td></tr><tr><td>Formative submission</td><td>Thurs 29 May</td><td>Mon 02 June</td></tr><tr><td>Posters</td><td>Thurs 12 June</td><td>Mon 16 June</td></tr><tr><td>Assignment due</td><td>Thurs 10 July</td><td>Mon 14 July</td></tr></table> <p><b>6.2 UoN</b> No update for UoN was available during the meeting. Meeting organised between SM and EMNODN Educators to provide an update.</p> <p><b>6.3 DMU</b> SE confirmed that DMU currently have 23 participating in the HDU module. The ITU module will start in February and approx. 21 will complete in May.</p>	Module 1	Group A	Group B	Week one	Thurs 24 April	Mon 28 April	Week two	Thurs 01 May	Tues 06 May	Week three	Thurs 08 May	Mon 12 May	Week four	Thurs 15 May	Mon 19 May	Week five	Thurs 22 May	Weds 28 May	Formative submission	Thurs 29 May	Mon 02 June	Posters	Thurs 12 June	Mon 16 June	Assignment due	Thurs 10 July	Mon 14 July	<u>B</u>	
Module 1	Group A	Group B																												
Week one	Thurs 24 April	Mon 28 April																												
Week two	Thurs 01 May	Tues 06 May																												
Week three	Thurs 08 May	Mon 12 May																												
Week four	Thurs 15 May	Mon 19 May																												
Week five	Thurs 22 May	Weds 28 May																												
Formative submission	Thurs 29 May	Mon 02 June																												
Posters	Thurs 12 June	Mon 16 June																												
Assignment due	Thurs 10 July	Mon 14 July																												

7.	<p><b>Education &amp; Practice Development Update from Areas (Please see Microsoft forms update attached)</b></p> <p><b>7.1 Units/Trusts</b></p> <p><b>NGH</b> NGH currently have 4 students on the QIS. 4 students are currently completing the foundations course. There have been 3 new starters, and 2 nurses have completed their GIC courses. 2 staff members have completed the first network leadership course.</p> <p>NGH have created an education Teams channel, open to all staff, which is being used to upload resources that staff can access.</p> <p>RL informed the group that she will be leaving at the end of March.</p> <p><b>UHDB</b> UHDB currently have 6 QIS students due to finish in January and potentially 6 planning on attending the next foundations course. EPR is going live early 2025. SS has completed superuser training and other staff are currently completing face to face training. UHDB are recruiting HCAs to work in neonatal and maternity. Midwives are going to be completing training regarding checking antibiotics.</p> <p><b>KGH</b> SSa confirmed QIS percentage is currently 72% at KGH. There will be 2 new starters in January and 3 staff are currently completing QIS. 2 international nurses have completed their OSCE. One is currently doing the foundations course and 2 will be joining the next cohort in January. 2 members of staff are completing the EMNODN Bridging the Gap competency, and 2 are completing the band 6 progression pathway. There are also 6 study days planned in the new year, as part of an initiative to launch PERIPrem. SSa also shared that a nurse has received a BINA (British Indian Nurses Association) award.</p> <p><b>KMH</b> LL confirmed that 5 staff are currently completing QIS. They are currently at 68.5% compliance, but this will reduce as some staff are moving over to the homecare team. Sarah Jenkins is the new matron in post. KMH have not had a pharmacist in post for a while. Once in post, LL will contact the new EMNODN pharmacist.</p> <p><b>ULHT</b> QIS percentage is currently 59.4% in Lincoln and 71.3% in Boston. One staff member is currently studying QIS at DMU, and another has deferred for a year due to personal reasons. One from each site is completing the foundations course. There are going to be 6 new starters in January/February, one is QIS trained and the rest are newly qualified.</p> <p>ULHT Neonatal were shortlisted for a staff award. They received a national award for having an active workplace. DS shared ULHT</p>	C	
----	--	---	--

	<p>are having two new cooling devices (Criticoool) delivered (one in Lincoln, one in Boston).</p> <p>ULHT's name is changing to ULTH (United Lincolnshire Teaching Hospitals) as they have received teaching hospital status. Emails next year will change to nhs.net.</p> <p><b>NUH</b> JH shared the neonatal unit at QMC is due to open on 12 December, this will increase bed capacity in the surgical unit.</p> <p>CD reminded the group she will be on maternity leave in January. KF will take on the education link role for NUH during CD's maternity leave.</p> <p><b>UHL</b> See update.</p> <p><b>7.2 CenTre</b> CenTre have now completed all their outreach teaching and case reviews for this year. They have been able to visit most units and are currently planning more visits for 2025. They are also finalising outreach education days for 2025 which may focus on airways, but this has not been fully decided.</p> <p>AR confirmed that 2 staff members have completed their ARNI. AR has completed her GIC course, and they have also recently had their transport conference.</p>	<a href="#">D</a>	
8.	<p><b>National, Regional &amp; ODN Update</b></p> <p><b>8.1 NHSE WTE Update</b> JF confirmed that there are several different funding streams coming from NHS England. Firstly, money has been set aside for additional QIS places, most of which will go to NUH for NTU spaces starting in March 2025. JF also explained that some of the funding could be used to support education and possibly travel expenses if needed for the additional QIS places. JF will speak to units individually to see if they could utilise this.</p> <p>JF also explained that a specific amount of funding is set aside for pastoral care. JF suggested some potential ideas for this funding including:</p> <p><b>QIS Promotional/Open Day</b> JF suggested hosting a QIS promotional day and potentially inviting SE, SM and HC as HEI Leads to discuss their QIS courses and what is available within the East Midlands. JF also discussed offering SIM sessions during this day to encourage staff and to promote QIS training. Derby have been considering hosting a QIS promotional day and have begun creating a programme. JF suggested looking at this programme to see if the units think this could be of value to them.</p>		<b>JF</b>

### **Peer Supervision**

JF has been working with AD to create a pilot whereby newly qualified QIS nurses would receive 30 minutes of peer supervision per week. This would allow newly qualified QIS nurses to discuss the babies they have been allocated, what aspects of the week have gone well and what they need more support with. The Network would develop training and education to those providing this supervision. JF suggested that this be offered for around 6 months after finishing QIS and the pilot would show what the outcomes of this was, i.e. did it help retention, did it increase confidence?

JF is going to compile a more detailed project plan with AD and will share with the group once finalised.

JF asked the group for feedback regarding potentially implementing both QIS days and peer supervision. LL felt that peer supervision for 6 months would be extremely beneficial. SCo agreed and explained that one of the QIS students at NGH had asked about the possibility of her going out with the transport team but she doesn't drive. SCo asked if there would be the possibility to utilise some funding to support with transport costs. JF confirmed that this is something they could investigate.

RL asked if psychological support would solely come from AD or if it would involve the unit psychologists. JF confirmed it would involve both AD and the unit psychologists.

DS asked if the suggested QIS promotional days could be more targeted to those who have specifically had concerns and worries around QIS training. JF confirmed the programme could be tailored depending on the individual unit's requirements.

### **8.2 QIS Standard Framework**

KF provided a brief overview of the new NHS England QIS standards framework. The framework envisages that the QIS will start within a year of staff starting in neonates. Staff would first complete the foundations course which will prepare them to go onto the QIS HEI course.

KF further explained that the framework primarily focuses on the education of registered nurses and midwives and sets out a minimum standard for education programmes, leading to a post registration qualification in neonatal intensive care. However, it is also relevant for other registered healthcare professionals and HCPC registered staff who deliver cot side care (e.g. paramedics).

KF discussed the introduction of 150 mandatory supernumerary hours which she acknowledges is going to create some challenges. However, this starts at the beginning of the module for the entire duration of study. It is 13 shifts, and one could be completed per month.

	<p>SE asked if the 150 mandatory hours are pro-rata. KF confirmed that it is 150 hours, regardless of if a staff member is part-time. KF also confirmed that these hours could start being accrued whilst the member of staff is waiting for a QIS place to become available.</p> <p>LL asked when the new framework would be implemented. KF acknowledged that it will take time and they are going to be working towards them as much as possible until September 2025 at which point there will be an action plan.</p> <p>LL asked if the universities would help the students sort their placements and should the supernumerary time be within the current clinical practice or be within a different area? KF confirmed that processes will be formed for this within time.</p> <p>JH suggested organising the 150 mandatory hours in 2 week blocks where 2 staff members will go to their placement together to help with travelling costs.</p> <p>SCo and RL asked if there will be extra funding available to support learners travel and accommodation if needed. KF confirmed this will be assessed and further information will be provided on this.</p> <p>Please access the below link for NHS QIS Standards Framework: <a href="#">NHS England » National standards for neonatal qualified in specialty (QIS) education</a></p> <p><b>8.3 ODN Update</b>  Faye Kitcherside (FK) has joined as the Network as Administrator. The Education &amp; Practice Development Group meetings will change days to a Tuesday going forward to enable FK to provide admin support. Attendance on Tuesdays may be an issue for CenTre and JF will talk to AR to see how this could best be resolved.</p> <p>A Network Pharmacist has just been appointed, start date to be confirmed. Part of their role will be trying to get a more standardised approach to pharmacy across the network.</p> <p>Amanda Pike (AP) is our Parent &amp; Families Engagement Lead.</p> <p>Rachel Salloway (RS) has been seconded into the role of Project Manager for 12 months. An Assistant Project Manager post has been created to support RS and will be advertised shortly.</p> <p>JH introduced herself as Education Lead at NUH. JH shared her background in education prior to becoming an ANNP.</p> <p><b>8.4 National Educators Forum Update</b>  CD, SC and KF recently attended a National Educators Forum meeting in London. Lucy Duncombe, Clinical Training and Educator for NHS England, provided an update on various projects and Jess Talbot also shared surgical teaching ideas. The Network education</p>		<p><b>JF</b></p>
--	--	--	------------------

	<p>team have considered their own surgical teaching and some potential future projects around surgical link roles.</p> <p>The next National Educators forum will take place in March 2025 via teams.</p> <p>SC shared that University of Stafford, Bristol and GOSH are offering simulation training. If anyone is interested in this, please see the links below:</p> <p><a href="#">Clinical Simulation Courses   North Bristol NHS Trust</a>  <a href="#">Foundations of Simulation – Clinical - Staffordshire University</a>  <a href="#">Great Ormond Street Hospital Learning Academy   Great Ormond Street Hospital</a></p> <p>KF suggested a useful book on simulation called 'Neonatal Simulation: A Compilation of Team Based Scenarios by Lindsay Johnson'.</p>		
9.	<p><b>Education &amp; Recruitment Projects</b></p> <p><b>9.1 Podcasts</b>  KF has been working on creating an education themed podcast which will be called 'Little Lives, Big Conversations'. KF will reach out to individuals to be on the podcast within the new year.</p> <p><b>9.2 Roadshows</b>  The roadshows are on hold at the moment. The QIS recruitment days and CenTre will be covering many of the suggested roadshow aspects.</p> <p><b>9.3 Recruitment Video</b>  In the process of being finalised and will be shared once complete.</p>		
10.	<p><b>Leadership in Neonates (LiNs)</b>  The first cohort (level one) for band 6 and 7s LiNS course was held in September and evaluated well. Another level one course is planned for 28, 29 and 30 April 2025 with a final day on 09 June 2025.</p>		
11.	<p><b>Foundations Programme</b></p> <p><b>11.1 RCN Accreditation</b>  The EMNODN Foundations in Neonatal Care course is now RCN accredited until November 2025.</p> <p><b>11.2 Update on Current Cohort</b>  There are 15 participating in the current cohort. The course will provide 70 CPD hours.</p> <p><b>11.3 Future Cohorts</b>  The first 3 month foundations course was trialled but will return to a 6 month course in April 2025. The group agreed 6 months is more manageable for the nurses. SC reminded the group to forward names for the April and October 2025 cohorts.</p>		



12.	<p><b>Clinical Effectiveness Update:</b></p> <p><b>12.1 Badger Flashcards</b> Laminated quick reference flashcards have been devised and will be piloted at UHDB and KMH. It is hoped that this resource will improve data input. CD will collect feedback from the pilot sites towards the end of January 2025.</p> <p>CD has explored further BadgerNet training across the network. This is being considered in some units.</p> <p><b>12.2 NNAP Metric Quality Improvement Project</b> CD updated that the quality team have been meeting with each of the units to discuss their NNAP data. From these conversations, a project with the Network FiCare team on parental presence during ward rounds will be explored.</p> <p><b>12.3 TC Medications Competency for Midwives</b> A draft competency document has been produced and is currently being reviewed by the Network team. This will then be ratified for use by the relevant Neonatal and Maternity teams. Please contact CD if you would like a copy of this.</p>		
13.	<p><b>Safety Alerts</b> JF will circulate an email regarding insulin training packages.</p>		JF
14.	<p><b>Sharing Innovation, Good Practice &amp; Learning</b> Congratulations to those that have been nominated and won awards recently.</p>		
15.	<p><b>Equality, Diversity &amp; Inclusion (EDI)</b> This was covered under Item 5, International Recruits.</p>		
16.	<p><b>AOB</b> A poll has been completed for communication methods. Results have shown the group are happy to continue using WhatsApp for communication and once all units have access to .net accounts, a MS Teams channel will be created.</p> <p>SC asked if units have supervisor and assessor updates. SCo shared NGH Trust hold regular 3 monthly 'speedy updates' - Maxine Chapman (Lead Nurse) runs these.</p> <p>DS confirmed that ULHT hold regular drop-in sessions for assessors and supervisors. They also have regular catchups with University of Lincoln.</p> <p>LL shared KMH have regular trust updates and an e-learning package for staff on assessor and supervisor training.</p> <p>SC reminded the group that weekly drop-in teams sessions are available for supervisor and assessors, hosted by the EMNODN education team. These are on a Thursday 10:00am - 12:00pm</p>	E	



	<p>(please see the attached link for the poster). The EMNODN education team would encourage those taking on the role of supervisor or assessor for foundations learners to attend for information on how best to support learners and complete documentation.</p> <p>SC reminded the group of NHS England's Safe Learning Charter which was discussed in previous meetings. In preparation for the March face to face meeting SC has asked each educator to review their unit, using the SLEC matrix. Educators will be asked to feedback their findings as a group during the March meeting. Please reach out to SC for further support regards this review.</p> <p>Please see attached the SLEC matrix for reference and prepare feedback to share during the March Education and Practice Development Meeting.</p>	F	ALL
17.	<p><b>Date and Time of Next Meeting</b>  Tuesday 11 March 2025, 10:00am – 4:00pm at Glenfield Hospital Education Centre, Seminar Rooms 2 &amp; 3</p>		