

## Agenda

### Education & Practice Development Group

St John Ambulance/MCCTS Offices,  
Unit 10-12 Trent Lane Industrial Estate, Castle Donington, DE74 2NP

**Monday 11 September 2023**

**Meeting: 10:00am – 1:00pm CPD Session: 1:30pm – 3.30pm**

Please note that this meeting may be recorded for the purposes of producing accurate minutes. If you have any objections to this, please advise the Chair prior to the beginning of the meeting

Item	Subject	Attachment	Lead
1.	Welcome & Apologies		JF
2.	Declarations of Interest		ALL
3.	Minutes from the Previous Meeting	<a href="#">A</a>	JF
4.	Actions & Matters Arising All matters arising will be addressed through the agenda.		JF
5.	Foundations Programme		CD/SC
	5.1 Cohort 5		
	5.2 Cohort 6		
	<ul style="list-style-type: none"><li>• Ground Rules for Participation</li><li>• Changes to Timetable</li><li>• Partnership Agreement</li><li>• Meeting Records</li><li>• Reflections</li><li>• Day 2 Face to Face Visit</li><li>• QI Projects</li><li>• Support for Students</li></ul>		
6.	Competency Documents		CD/SC
	6.1 Band 3 and 4		
	6.2 Band 5		
7.	QIS Update		ALL
8.	University/HEI Update & Feedback from Service		HC/ALL
	8.1 NTU		ALL
	8.2 DMU		ALL

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| <p>9. Education &amp; Practice Development Update from Areas</p> <p>9.1 Units/Trusts</p> <p>9.2 CenTre</p> <ul style="list-style-type: none"> <li>• Unit Based Transport Training Plans</li> </ul>  | <p>ALL<br/>AR</p> |
| <p>10. National, Regional &amp; NHSE Update</p> <p>10.1 Quality Roles</p> <ul style="list-style-type: none"> <li>• Update from each Trust on Recruitment to Education &amp; Governance roles</li> </ul> <p>10.2 NHSE/HEE Update</p> <ul style="list-style-type: none"> <li>• Feedback from Neonatal Workforce Subgroups <ul style="list-style-type: none"> <li>- Pre Ref &amp; QIS Standard</li> </ul> </li> </ul> <p>10.3 ODN Update</p> <ul style="list-style-type: none"> <li>• Workforce Data Collection</li> </ul> | <p>JF</p>         |
| <p>11. Education Events</p> <p>11.1 Annual Conference Date Change</p>   | <p>JF</p>         |
| <p>12. Safety Alerts/Learning from Incidents</p> <p>12.1 Replogle Tubes</p>   | <p>JF/ALL</p>     |
| <p>13. Sharing Innovation, Good Practice &amp; Learning</p> <p>13.1 Good Practice or Learning from Units</p>  | <p>ALL</p>        |
| <p>14. AOB</p>  | <p>ALL</p>        |
| <p>15. Date &amp; Time of Next Meeting</p> <p>Monday 11 December 2023, 10:00am – 1:00pm, via Microsoft Teams</p>  |                   |

**Tea/Coffee will be provided**  
**Lunch will not be provided so please bring your own**

**Professional Development and Peer Support Session 1:30pm to 3:30pm**

1. Professional discussion session:  
Band 4 and Band 5 pre-QIS roles and responsibilities.
2. Development session to include group work:  
Learning as a team, promoting a positive safety culture.