

Minutes of Education & Practice Development Group

Monday 11 December 2023
10:00am – 1:00pm

Via Microsoft Teams

Present:

Charlotte Dolby (CD), Education & Clinical Effectiveness Nurse, EMNODN (Chair)
Susan Chisela (SC), Practice Development Nurse, EMNODN
Kellie Fraser (KF), Practice Development Nurse, EMNODN
Shaun Edwards (SE), QIS Lead, DMU
Heather Cutts (HC), Practice Development Nurse, NUH and QIS Lead, NTU
Susanna Woodhouse (SW), Neonatal Educator, UHDB
Sindhu Sajan (SS), Practice Development Nurse, KGH
Hayley Gatens (HG), Neonatal Educator, ULHT/PHB
Rebecca Lambdon (RL), Practice Development Nurse, NGH (joined at 10:17)
Lynsey Lord (LL), Practice Development Matron, KMH
Katie Seaton (KS), Practice Development Nurse, UHL (joined at 10:20)

In Attendance:

Linsay Hill (LSH), Office Manager, EMNODN (Minutes)

	Subject	Attachment	Action
1.	Welcome, Introductions & Apologies Apologies were received from Judith Foxon (JF), Rachel Shephard (RS) Sally Shipley (SSh), Denise Sewell (DSe), Sophie Stephenson (SS), Stephanie Manning (SM), Sasha Coleman (SCo)		
2.	Declarations of Interest There were no declarations of interest.		
3.	Minutes from the Previous Meeting The minutes from the previous meeting were accepted as an accurate record of proceedings.	A	
4.	Actions & Matters Arising The actions and matters arising will be addressed through the agenda.		
5.	Competency Documents 5.1 Band 3 & 4 Created for use by those on the Foundations course but also available for units to use should they wish to. A review of the document will be undertaken following feedback by the current cohort.		

	<p>Any suggested changes to be emailed to the Education team. The document is designed to be Network wide, and so keen for it to remain standard across the Network rather than being amended locally. If there are any comments/suggested changes, please email them to the Education team. Feedback so far has been really positive.</p> <p>5.2 Band 5 'Bridging the Gap' Document</p> <p>This document is currently in draft form, it is anticipated to be agreed shortly and will then be sent for ratification. The document has already been shared at a few meetings which have resulted in a number of edits. CD will send the latest version of the document to the group after today's meeting and asked for comments back by Tuesday 19 December 2023.</p> <p>KF urged all to seek the feedback from those using it as this would be really useful.</p>		<p>ALL</p> <p>CD</p> <p>ALL</p>
<p>6.</p>	<p>University/HEI Update & Feedback from Service</p> <p>6.1 NTU</p> <p>HC provided an update:</p> <p>Post grad/professional certificate have 10 students booked for course starting February 2024.</p> <p>Feedback from UHL was really good, engaged enthusiastic, with lots of interaction on sessions.</p> <p>Running two courses for next two years, Feb and March cohorts and same following year. This is around the MNR project and the increasing need for increasing staff at NUH. Can take up to 30 students on each course. 10 Jan deadline for Feb course.</p> <p>Flyer with dates for all modules which will be sent out after today's meeting.</p> <p>February course will run on Tuesday's, weekly for 7 weeks with a 3-month break and then the second module runs for 6 weeks.</p> <p>March course will run on Thursday's, weekly for 7 weeks (27 March-16 May 2024) with a 4 month break before starting module two in September.</p> <p>Anyone interested in teaching on any of these modules please get in touch with HC.</p> <p>HC only running two courses because of the MNR Project in NUH.</p> <p>HC will produce video, for mentors to make sure they are aware of their expectations.</p> <p>6.2 UoN</p> <p>SM sent apologies for today's meeting but sent feedback on email:</p> <p>SM was putting together a programme for QIS.</p>		

	<p>New course will start October 2024, last current format will run in February 2024 before going on to new programme.</p> <p>HG currently got 2 from PHB on Nottingham course, and possible 2 on LCH this will be the last round.</p> <p>6.3 DMU Everything going well. About to finish HDU module. 20 Students enrolled; most will continue on to ITU which starts February time.</p> <p>No significant themes, only CPAP weaning, some discrepancies across the network. Most units using LISA. UHL using device at min, not having to change interface. Attendance they do need 80% attendance otherwise they do risk their place on the course.</p> <p>Students accessing tutorial support more. PADS most doing well with this, so again a better position than last year.</p> <p>SE would like to get days in, deadline before Christmas – provisionally put in Wednesdays.</p> <p>SE aware there is an appetite to put on extra courses, so we need numbers set a little before deciding whether can put on another course.</p> <p>SC templates, to provide a good overview of training needs analysis.</p>		
7.	<p>Education & Practice Development Update from Areas</p> <p>7.1 New Template A template has been devised for all to complete, to ensure the information received at these meetings is concise and consistent.</p> <p>7.2 Units/Trusts</p> <p>PHB Exceptionally busy at the moment, with the educators being pulled to work clinically so not had a lot of time.</p> <p>4 new starters, all with different skill levels. 1 overseas, 1 from A & E, 1 from Renal unit.</p> <p>NQN gone straight onto Foundations. Hopefully 2 of the 4 onto the next cohort. HG confirmed now using the foundations course competencies instead for pre-QIS pathway.</p> <p>2 on QIS at UoN, approaching end of first module.</p> <p>SC to add in QIS percentage to the form.</p> <p>HG just finishing PNA course, and 1 other nurse starting in January.</p> <p>KF what is the system for yearly NLS updates? HG met</p>		SC

<p>requirements of CNST.</p> <p>KF and CD happy to support trust in relation to NLS teaching and yearly updates if required.</p> <p>CD to forward document to KF. KF encouraged Educators to get GI trained.</p> <p>CD asked NLS figures, is this for NLS resus council course, HG confirmed yes.</p> <p>LL in King's Mill prioritises that all neonatal bleep holders have NLS.</p> <p>LCH No one present, DS working clinically. No email update received. HG updated where possible.</p> <p>SFH King's Mill have recently appointed three new starters. Two of these are for Neonates and are newly qualified nurses and 1 has been appointed for TC.</p> <p>Another nurse is expected to start soon following her induction. This will be a total of 4 new staff this month.</p> <p>LL informed the group that Transitional care staff are now on a separate rota and employed specifically for TC. Another 2 new TC staff due to start in the new year. Plan is to have full TC staffing for March 2024.</p> <p>1 on Foundations course, and eager to do QIS.</p> <p>Hoping to put two new on next year.</p> <p>4 nurses planned to attend QIS new year: 2x March, 2x September.</p> <p>QIS figures are now 52% from 60%</p> <p>60% of workforce trained, but 100% of bleep holders trained. 1 bleep holder per shift. Annual updated through prompt, at end of month at 80% due to long term sickness.</p> <p>LL is currently the only nurse NLS instructor at Kings Mill.</p> <p>1 member of staff is on SFH trust leadership course</p> <p>LL is starting the PNA course in January.</p> <p>KF asked when send bleep holder, is there someone covering unit, LL confirmed at least two NLS per shift. LL hoping to get some non-bleep holders on next year.</p>		<p>CD</p>
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Organising senior nurse study day, next one in February. Delivered with ANNP, feedback was really positive.

KGH

1 new staff member joined in September 2023 and she will attend the foundations course when she can.

SS informed the group that KGH will not be sending anyone to attend the full foundations course this cohort.

6 members of staff were identified as potential candidates to attend the foundations course, however KGH not able to send staff. KF will be supporting them as a Network Link Educator with the workbook and ad hoc attendance to the foundations course.

SS has looked over the Bridging the gap document once available to use SS will give this out. CD confirmed not for completion yet, just out for comments.

3 on QIS.

3 successfully completed QIS June/July

2 for NLS resus council in January 2024.

RDH

Recruitment event – 2000 attendances. Having a work experience student. Drager ventilator to deliver CPAP having a rep come in to deliver training.

All 5 educators' deliver yearly NLS updates.

RS is currently the only nurse NLS Instructor at RDH.

NUH

38 new starters, 35 on NUH course, 3 on Network Foundations. Plan to look at how use Network Foundations course more moving forward. Looking at in house Foundations course at the moment.

Will check numbers for next foundations course.

Don't use pre qis pathway.

11 staff just finished second module and just had results, not all passed so some need to do resits.

10 planned for next QIS course in Feb then another 10 maybe 15 for March so good numbers.

QIS percentage around 60%. With 11 completing should go up to 70%.

NLS 52% for 4 yearly course. 59% for inhouse on mandatory

	<p>yearly updates provided by GIC trainer. Combined training figure of one or the other is 76%</p> <p>GIC to check figures. ANNP's were not included in original numbers.</p> <p>1 member of staff going back onto degree top up.</p> <p>Still have chief nurse fellow.</p> <p>2 staff on PNA course and a number who are interested in next year.</p> <p>NGH 4 on QIS some might not complete, going on maternity leave. 2 of these did network foundations course last year.</p> <p>Plans for next course is 4, no specific names yet.</p> <p>QIS percentage currently at 52%</p> <p>2 nurses hdu module. One coming back January from mat leave would like to do itu and hoping she might be able to take one of these other spots.</p> <p>NLS percentage 64%. Offered out to everyone but such a back log due to covid.</p> <p>Those on QIS will be going on to next NLS in NGH May 2024. No Nurse NLS instructors at NGH currently, only consultant level.</p> <p>2 completed PNA. 1 on PNA. 2 HCAs doing healthcare certificate.</p> <p>Quality/ Governance role who is now in post has completed the HSIB course.</p> <p>UHL No one present at time of update. KS had to attend to a clinical situation.</p> <p>No update sent via email.</p> <p>7.3 CenTre No one present to give an update. A meeting has been scheduled with the EMNODN education team and CenTre Education team.</p>		
8.	<p>TNA SC is compiling a TNA for the Network Educators and PDN's and would like input from the group. SC to send a copy to the group for completion.</p> <p>Talked previously about knowing staff roles, how this impacts on allocation and getting this right. SC has devised a job role table.</p>		SC

	SC will share in an email.		SC
9.	<p>National, Regional & NHSE Update</p> <p>9.1 Quality Roles</p> <ul style="list-style-type: none"> • Update from each Trust on Recruitment to Education & Governance Roles Who has their governance role appointed to? KMH, NUH, NGH and UHDB. <p>SS explained that the KGH advert may go out soon. CD asked if any support required to contact Judith Foxon.</p> <p>9.2 NHSE/HEE Update</p> <ul style="list-style-type: none"> • Pre Reg & QIS Standard Release of information/standards has been delayed. As soon as it is ready it will be shared with the group. • Shift Coordinator Email invite to attend meeting re shift coordinators from HEE/NHSE, on Tuesday and Thursday to look at role on NNU. Project. Network have been invited but will be really good to get some unit representation. RL and LL confirmed they are booked to attend. CD to send invite to HG. <p>9.3 ODN Update</p> <ul style="list-style-type: none"> • Workforce Data Collection No update provided at this time. Post meeting note from JF: Workforce data is now being requested quarterly (previously every 6 months). This is completed by the units, submitted to the ODN and then has to be sent to NHSE. You may be asked to support the completion of this. <p>9.4 Update from National Educators Forum Nurse quality roles are listed in the BAPM Standards (2022). Recommendations for the standards for Quality Roles are being developed by the National Education & Workforce Lead Nurses Group.</p> <p>NHSE WTE (previously HEE) currently reviewing roles. Once completed will share.</p> <p>A National surgical interest group has been formed and will be arranging study days. Will provide further information on this when we have it.</p>		
10.	<p>Education & Recruitment Events</p> <p>10.1 Annual Conference Date Change The EMNODN annual conference has been postponed as the previous date clashed with medical staff industrial action. The conference will now be on the Monday 11 March 2024.</p> <p>The conference is fully booked however if there is anyone not</p>		

booked who would like to attend, please email linsay.hill@nhs.net who will see if additional places can be added.

10.2 AHP Conference Feedback

The network AHP + P team recently hosted a conference at Glenfield Hospital for the AHP+P's from across the region. CD attended to give a presentation on behalf of the Network Education Team. The day received some really positive feedback.

10.3 UoN Careers Event Feedback

The ODN Education Team attended the Lincoln and Nottingham Universities careers events this year. Lists of student names were gathered from those interested in a career in neonates and this information was passed on to the relevant units. Please make sure they are contacted and provided with the right support and information.

11. Foundations Programme

11.1 Link Tutors

- **Posters**

A link tutor has been assigned for each of the units, as follows:

CD – KMH, NUH, LCH and PHB

LF – NGH and KGH

SC – UHL, RDH and QHB

Posters have been created and will be shared for display on the units.

- **Support from Link Tutors**

All were reminded that the team are available for support for all staff.

11.2 Frequency of Future Foundations Programme

Looking forward to 2024. KF shared an example schedule as a visual for the possible options for increasing the frequency of the Foundations. KF will share a survey to collate views later today, please complete and seek the opinions of others too, please be honest as its important this course works for service.

11.3 Data from Foundations

Up to cohort 6, 82 students were enrolled. 62 of these completed the whole course and 21 of these have since completed the QIS course.

On the current cohort 11 are due to complete in March 2024 and 9 will have not completed the course (due to personal circumstances).

11.4 From Cohort 6 to Date

Currently on cohort 6, which is going well. There has been good

	<p>engagement and interest. A participation score has been introduced for this cohort which goes towards student's final mark, and this also seems to be working well. There will be three face-to-face days which seems also having a positive impact and moving forward will be looking to continue with these. There are 14 students on cohort 6, they have started working on their reflections, and competency documents. QI projects going well, seeing some good work coming out already. There is a maths workbook which students are working on also.</p> <p>Had lots of ad hoc attendees from NUH and KGH and would continue to welcome this.</p> <p>KF thanked all those who have supported with teaching.</p> <p>Start and finished times have changed to be more family friendly and again this seems to be really positive.</p> <p>In process of developing a marking criterion and this will be available before marking is started. A part of this will cover what is expected from mentors.</p> <p>NGH have lots of student nurses, staff on foundations and QIS so it's becoming a bit overwhelming for mentors.</p> <p>KF asked if there are any suggestions around reducing the foundations paperwork please do get in touch.</p>		
<p>12.</p>	<p>Safety Alerts/Learning from Incidents Colostrum Syringes, caps. Update from units: KMH were using but not as of last week, now using bottles. LL to share picture of bottles on WhatsApp group. RL matron was looking at, had little bottles for a while so may move to using these, do still have caps which use sometimes, will follow up with Michelle what is happening going forward.</p> <p>PHB: HG sourced new syringes without caps. HG to send picture on the WhatsApp group.</p> <p>KGH Using 1ml oral syringe, remove cap from clinical area. Not looked at implementing anything new yet.</p>		<p>HG</p>
<p>13.</p>	<p>Sharing Innovation, Good Practice & Learning 13.1 Lipid Overdose at UHDB Issue 4/5 years ago. Getting lipids in mini bags, held in same size bags, checked and double checked. Alarmed around volume left. And increased without second checking. Changes to practice – second checker for increasing volume.</p> <p>Lipid now in a syringe, 24 hours in two separate syringes against the 100mls in a bag.</p>		

	<p>13.2 KMH Informed on Foundations that KMH Education team are really supportive to family.</p> <p>13.3 CardMedic Provide an online interpretation service. LMNS are funding a number of hospitals. Identify useful neonatal phrases which are then translated for use. Will provide more information at next meeting.</p>		
14.	<p>AOB</p> <p>14.1 Unit Updates Lorraine Collins will be leaving KMH next Friday. Sarah Bray has been appointed to Ward Manager post.</p> <p>NGH new parent accommodation (2 rooms) now set up. There have been two parents stay so far; 1 mum from Leicester and 1 mum with twins from Nottingham.</p> <p>SW using neofit to secure ET tubes – any experience what doing with cleft lip or palate. Maybe something to go in difficult airway box.</p>		
15.	<p>Date & Time of Next Meeting Tuesday 19 March 2024, 10:00am – 16:00pm, Kegworth Hotel</p>		