

Minutes of Education & Practice Development Group

Tuesday 19 March 2024
10:00am – 4:00pm

**Kegworth Hotel & Conference Centre,
Packington Hill, Kegworth, DE74 2DF**

Present:

Judith Foxon (JF) Deputy Lead Nurse (Education and Workforce)
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
Lynsey Lord (LL), Practice Development Matron, KMH
Katie Seaton (KS), Practice Development Nurse, UHL (for morning only)
Sasha Coleman (SCo) Neonatal Educator, NGH
Sophie Stephenson (SS), CenTre Transport Educator
Rachel Shephard (RS), Senior Educator, UHDB
Dave Speck (DS), Clinical Educator, ULHT

	Subject	Attachment	Action
1.	Welcome, Introductions & Apologies Apologies were received from Sally Shipley (SSh), Denise Sewell (DSe), Stephanie Manning (SM), Rebecca Lambdon (RL) and Alison Robinson (AR).		
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 Feedback CD shared that the Pre Qis 'Bridging the Gap' document is currently being piloted for use in Kings Mill, Kettering, and Northampton neonatal units. Feedback will be requested in April 2024. Once feedback collected revisions will be made prior to the document being launched for use within each EMNDON unit.		

	<p>LL informed the group she struggled with engagement initially however is making improvements in the take up at KMH.</p> <p>SCo shared that NGH currently have 9 members of staff using the document.</p> <p>There is no need to duplicate work, competencies from other documents such as university competency packs can be mapped over if appropriate.</p> <p>The document is designed to be network wide, and so needs to remain standard across the network rather than being amended locally. If there are any comments/suggested changes, please email them to the EMNODN Education team.</p> <p>Feedback so far has been really positive.</p>		ALL
<p>6.</p>	<p>University/HEI Update & Feedback from Service</p> <p>6.1 NTU</p> <p>HC provided an update on the QIS Course:</p> <p>NTU were initially keen to run 2 courses at the start of the year, however due to student numbers, this has remained at one course-starting 27 March 2024.</p> <p>HC is awaiting funding confirmation for the September course. Discussions have been underway between NUH and NTU as to whether running 2 courses side by side but on different days would be a possibility.</p> <p>The course is currently delivered on a Thursday.</p> <p>HC shared that 11 students have recently completed the course and passed. The course assessments include a poster presentation, case study assignment, Pebblepad portfolio and final OSCE.</p> <p>The NTU academic lead will moderate and support HC in the marking process and Ellen Cutler (Previous QIS Lead at NTU now NUH Neonatal Matron) will also support HC.</p> <p>JF asked if 2 cohorts were to run on different days across the two HEI's and all units accessed both, would services be able to release more staff? HC shared that releasing a large number of staff can be a challenge for the service at NUH.</p> <p>NTU QIS Course Dates Induction - 27 March</p> <p>Module one Week one - 18 April Week two - 25 April Week three - 02 May</p>		

Week four - 09 May
Week five - 16 May
Posters - 06 June
Assignment - 04 July

Module two

Week one - 05 September
Week two - 12 September
Week three - 19 September
Week four - 26 September
Week five - 03 October
Week six - 10 October
OSCE - 24 October
Assignment and portfolio - 21 November

6.2 UoN

SM sent apologies for today's meeting.
No update.
New course programme is due to start January 2025.

6.3 DMU

SE provided an update:

DMU suggests a maximum of 30 students on each course. The course currently runs on a Wednesday.

SE shared that HD module results have been ratified. Two students will re-submit which is due April 2024.

Students at DMU are holding a recruitment event on the 19 April 2024. JF and SC from the EMNODN Education Team will hold a stall at the event.

DMU QIS Course Dates

HDU module

Week 1 09/10/24
Week 2 16/10/24
Week 3 30/10/24
Week 4 13/11/24
Week 5 27/11/24
Week 6 11/12/24
Assessment Due 03/01/25

ITU module

Week 1 05/02/25
Week 2 19/02/25
Week 3 05/03/25
Week 4 19/03/25
Week 5 02/04/25
Week 6 30/04/25
Assessment Due 07/05/25

	<p>awarded a network RENS award for their work on a quality improvement project looking at ROP screening.</p> <p>UHL Please see MS Forms pdf.</p> <p>7.3 CenTre SS reminded the group to send all education correspondence for the CenTre transport team to both Alison Robinson and her please.</p> <p>CenTre are continuing to deliver local case review meetings and would like to promote these as opportunities for multi-disciplinary joint learning.</p> <p>SS also reminded the group, transport study days have been offered out to each unit, please can these be booked in, and dates be given to SS and AR.</p>		ALL
8.	<p>QIS</p> <p>8.1. QIS Percentages JF informed the group, when reporting QIS figures to trusts please only include those QIS figures for nurses providing direct patient care. JF is doing a lot of work around workforce data and it is important we ensure the data is consistent.</p> <p>8.2 TNA QIS, NLS and ANNP JF asked the group if any units had a plan regarding ANNP posts. LL responded in the group to say KMH did have funding for another post recently, however she isn't sure if that will come out again for advertisement.</p> <p>KS shared LRI have 3 trainee ANNP's which are currently managed and work on the medical rota.</p> <p>CD to clarify terminology between role ANNP and ACP prior to next meeting.</p>		CD
9.	<p>National, Regional & ODN Update</p> <p>9.1 Quality Roles CD and Wendy Copson hold a Quality/ Governance Forum monthly for those newly appointed into the unit's quality roles. The group is making good progress and starting to look at quality improvement projects within local unit as well as looking at improving data collection.</p> <p>Kettering and Lincoln Governance posts are going out to recruitment this month.</p> <p>9.2 NHSE/HEE Update Fiona Mason provided an update on NHSE/HEE see item 15.</p> <p>9.3 ODN Update The EMONDN have recently appointed a Medical Education lead.</p>		

	<p>9.4 Update from National Educators Forum Next meeting in April 2024.</p> <p>Members of the national group are looking at the QIS standards - an update on this will be provided in the next meeting.</p>		
<p>10.</p>	<p>Education & Recruitment Events</p> <p>10.1 Annual Conference Feedback If anyone attended the EMNODN annual conference on the 11 March 2024 please can you complete the evaluation. So far evaluations have been positive.</p> <p>10.2 International Recruits JF shared that other ODN's are hosting events for international recruits. This will be shared at the next meeting.</p> <p>10.3 Aspire to Inspire JF informed the group the EMNODN Education team are developing a leadership programme with two potential levels; level one will be aimed at band 5-6 roles and level two will be aimed at the target audience of band 7 and 8's. KF is leading this project, expected launch for this is September 2024.</p> <p>10.4 Roadshows CD, KF and SC are looking at developing educational study days at local units, tailored specially for that unit current need and service. Further information will be provided at the next meeting.</p>		
<p>11.</p>	<p>Foundations Programme</p> <p>11.1 Update on Current Cohort Cohort 6 is now complete. The final presentation day was successful. We are proud of each learner for all their hard work and dedication to their studies and enthusiasm towards the quality improvement projects they have undertaken.</p> <p>We have seen some great pieces of work which we are excited to showcase (with permission) at the next network conference.</p> <p>Cohort 7 (0424) starts 08 April 2024.</p> <p>KF mentioned a buddy system which will be embedded into future course. This will provide an additional point of contact and support for the learners.</p> <p>11.2 Frequency of Future Foundations Programme Following the survey previously sent out to the group by KF, a decision has been made to run the EMNDON Foundations in Neonatal Care Course three times a year. A 3-month course, 6-month course and again a 3-month course. The content will remain the same, the sessions will either run weekly or fortnightly.</p> <p>A link tutor has been assigned for each of the units, as follows:</p>		

	<p>CD – KMH, NUH, LCH and PHB</p> <p>LF – NGH and KGH</p> <p>SC – UHL, RDH and QHB</p>		
12.	<p>Safety Alerts</p> <p>12.1 Abduction Policies and Drills</p> <p>JF asked if the group were aware of their local unit abduction policy and procedure. JF suggested this is viewed if they haven't already.</p>		
13.	<p>Sharing Innovation, Good Practice & Learning</p> <p>13.1 PERIprem Passport and Quality Roles</p> <p>CD handed out copies of the PERIprem Passport and asked each member of the group to familiarise themselves with them.</p> <p>A PERIprem/quality webinar has been offered to each unit, dates will be shared with the group.</p>		
14.	<p>Equality, Diversity & Inclusion (EDI)</p> <p>JF suggested this title be on the agenda for future meetings and will feedback any important information regarding EDI from the National Education and Workforce Group.</p>		
15.	<p>NHS England Neonatal Clinical Leadership Fellow Update</p> <p>Fiona Mason introduced herself on Microsoft teams to the Education and Practice Development Group. Fiona shared some of the projects she is currently working on which include: The Role of the Neonatal Coordinator, SSSA Training and the NHSE Safe Learning Charter.</p> <p>CD will share Fiona's contact details with the group to organise individual meetings.</p>		CD
16.	<p>AOB</p> <p>None.</p>		

Professional Development Session

17.	<p>The Role of the Educator</p> <p>Presentation sent to all via email.</p>		
18.	<p>UHDB Neonatal Nuggets</p> <p>RS and SW shared the educational resources they have developed for Derby and Burton units. This initiative was extremely well received.</p>		
19.	<p>Date & Time of Next Meeting</p> <p>Monday 10 June 2024, 10:00am – 4:00pm</p> <p>Kegworth Hotel and Conference Centre, Packington Hill, Kegworth</p>		