

Minutes of Education & Practice Development Group

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

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

Present:

Judith Foxon (JF), Deputy Lead Nurse (Education & Workforce), EMNODN (Chair)
Charlotte Dolby (CD), Education & Clinical Effectiveness Nurse, EMNODN
Susan Chisela (SC), Practice Development Nurse, EMNODN
Susanna Woodhouse (SW), Neonatal Educator, UHDB
Alison Robinson (AR), CenTre Transport Educator, CenTre
Sindhu Sajan (SS), Practice Development Nurse, KGH
Hayley Gatens (HG), Neonatal Educator, ULHT/PHB
Stephanie Manning (SM), Child Health UoN
Rebecca Lambdon (RL), Practice Development Nurse, NGH
Sasha Coleman (SCo), Clinical Educator, NGH
Anjali Sood (AS), Practice Development Sister, UHL
Lynsey Lord (LL), Practice Development Matron, KMH

	Subject	Attachment	Action
1.	Welcome, Introductions & Apologies Apologies were received from Shaun Edwards (SE), Katie Seaton (KS), Rachel Shepard (RS) Sally Shipley (SSh), Anita Marshall (AM), Denise Sewell (DSe), David Speck (DS), Heather Cutts (HC)		
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 JF suggested that the actions and matters arising were to be addressed in the agenda.		
5.	Foundations Programme CD and SC provided an update on cohort 5 and 6. 5.1 Cohort 5 Cohort 5 has been the biggest cohort in terms of numbers of candidates and the ODN education team have been so impressed with the quality of the work that the candidates have achieved. The candidates will be presenting their QI projects on the 12/09/23.		

SC and CD encouraged the educators and PDNs to join on the MS Teams link to give their students' support.

5.2 Cohort 6

- **Ground Rules for Participation:** Ground rules will need to be reiterated and in cohort 6 we will be regularly emphasising professionalism, cameras remaining on for all live sessions. A daily participation score will be introduced on the Live Teams' sessions to keep them engaged and not walking away from the computer screens. This has been the case in previous cohorts however we will be keeping a closer eye on this. Late attendance will also not be tolerated. Contributions from SM mentioned that at university, if students were more than 10 minutes late, they would be marked as absent.
- **Changes to Timetable:** Cohort 6 will be run slightly differently in response to feedback about the challenges of being on Live Teams sessions for 7.5 hours. The new timetable will have a mixture of live sessions and e-learning (from e-lfh) accessed via Moodle, where certificates can be uploaded and time working on the activity is logged. There will also be quizzes and other interactive means of assessing learning.
- **Partnership Agreement:** There will be some edits to the Partnership agreement to reflect these changes to the course. In addition, it will be made explicit that if an extension is requested or a resubmission is required, there will be a maximum mark of 40%. Late submissions will be Subject to a minus 10% of the grade given.
- **Meeting Records:** A template of how to complete the competency documents will be shared. This will support the completion of the meeting record to better demonstrate the support for students in the units and by their supervisors and assessors.
- **Reflections:** A template of what a good reflective account looks like will be provided to use to support the writing reflective accounts.
- **Day 2 Face to Face Visit:** Day 2 will change as the current content is covered in local induction and training. The day will instead be used to visit the unit to meet the students (and educators) face to face, go through the QI presentations and answer any questions.
- **QI Projects:** The intention is to work together with the units on the choice for the next QI projects. Currently we look at NNAP result and the network Quality Dashboards, however if there is a topic that you would like us to consider, please let us know.

	<ul style="list-style-type: none"> • Support for Students: we will be introducing link tutors from the next cohort. So, each hospital will have a named network PDN that they contact for foundations support, interview support etc. 		
6.	<p>Competency Documents</p> <p>6.1 Band 3 & 4 - Document has been emailed to all educators for comment.</p> <p>6.2 Band 5 – Pathway document has been shared. A separate teams meeting is arranged for 2pm on the 25 September to discuss and try to finalise. UHL will be sharing their document which is similar, and we will look to see if we can adopt it in whole or parts of the document.</p>		
7.	<p>QIS Update</p> <p>Addressed in agenda Items 8 & 9.</p>		
8.	<p>University/HEI Update & Feedback from Service</p> <p>University/HEI Update & Feedback from Service</p> <p>8.1 UoN</p> <p>The UoN QIS course will continue in the current format until the summer of 2024.</p> <p>UoN are in the process of developing the QIS to better meet the service needs and will continue to be mapped against both BAPM and PICS standards. Draft plans have been developed for consideration and consultation has taken place. These will be shared when available and once the content of the course is further developed.</p> <p>8.2 NTU</p> <p>No representation on the meeting from NTU.</p> <p>Email update provided by HC - the QIS module is underway at NTU. A meeting is planned for January- educators and QIS facilitators will be invited to plan and feedback into the QIS course.</p> <p>8.3 DMU</p> <p>Email update from SE. New course will start on the 4th of October 2023 with 20 students. All sessions will be face to face unless there is a good reason not to so. These changes were made following feedback received from the previous cohort.</p>		

9.

Education & Practice Development Update from Areas

9.1 Units/Trusts

UHDB

Now have a team of 5 educators in post. The team will cover Derby and Burton.

2 nurses are on the next Foundations course.

5 undertaking the QIS course at DMU.

Currently recruiting for 2 clinical band 7 + 2 band 6 roles.

6 x Band 5 newly Qualified and international nurses will be starting and will have a 2-week induction period.

Cross site working is being implemented.

ULHT

Considering making the staff supernumerary for the induction so they aren't counted in numbers.

Taxi service is provided for those on the QIS who don't drive.

Boston have around 8 and 10 new starters in September.

Boston - 73% of staff QIS

Lincoln - 50% of staff QIS

UHL

53 new starters since March 2022. 4 new starters this month. 7 next month and 4 new band 4s. Hence planning to increase and diversify the education team. There is 1 WTE vacancy in the cot side teaching team. Advert out for 2.73 WTE clinical educators.

Have developed a competency which is similar to the ODN pre-QIS competency. AS will share the Band 5 competency document with ODN.

7 at DMU – QIS

5 at NTU – QIS

3 trainee ANNPs (this will give a core team of 15)

NGH

QIS is at 60%

New band 7 roles appointed.

Funding for 1 ANNP approved and potentially 1 next year being supported to train at Southampton University.

4 nurses attending QIS course at DMU.

2 (1 band 5 and 1 MSW) will be on next Foundations Course.

There's a new Director of nursing.

NGH now has two new parents' bedrooms which will be opening soon.

4 new Band 6 posts being interviewed next week.

Will have 5 new band 5 posts afterwards.

Continue working towards BFI accreditation.

KGH

4 nurses to start QIS at DMU

1 finishing course at Bedford university in January 2024

2 more to undertake the QIS at Bedford university.

1 Band 5 recruited this month.

6 to support with Foundations booklet. The unit is unable to send nurses on the foundations this time.

Psychologist recruited 0.4 WTE at KGH, 0.4 WTE at NGH.

No new staff

Band 7 TC Lead Post out

Band 7 Data Analyst recruited to.

KMH

QIS at 50%

3 staff have completed the QIS course at NTU.

Recruited into Band 6 post.

1 nurse to attend the next foundations course.

New TC Lead and TC staff

New Dietician

New Physio

BFI training 97% completed.

ANNP in post and 1 more to start.

LL finding staff engagement an increasing issue so is planning to have a Post QIS and Band 6 Leadership and Senior Study Day. LL will share the results from the day on the next meeting.

9.2 CenTre

- **Unit Based Transport Training Plans:** Plan to deliver a Transport training day for nursing and medical staff as a full day every 6 months. Staff can be allocated to attend the day. The focus will be on how to get a baby ready for transfer, crib sheet for referral, surgical referrals e.g., when to refer for bilious vomiting.
- We will be a revamping the link roles. Our priority is to get education back into the units.

10. National, Regional & NHSE Update

10.1 Quality Roles

- **Update from each Trust on Recruitment to Education & Governance Roles**

Most units have recruited into the Governance and Education posts funded from the final year of NCCR Nurse staffing allocations. UHL and ULHT are still to advertise the posts.

10.2 NHSE/HEE Update

- **Feedback from Neonatal Workforce Subgroups**

Pre Reg

The pre-reg programme team are looking at key recommendations from the national report on raising the profile of neonatal nursing and increasing access to neonatal placements during pre-reg training. Discussions included reviewing midwifery curriculum, regional information on when and where placements are available, different models for supervision and coaching. Work is required on promotion and marketing of neonatal careers.

QIS Standard

A draft standard has been prepared for approval by the Core

	<p>Stakeholders group. However, there are concerns that there has not been a great deal of change to existing programmes. There have been some additions to content such as extreme preterm births and more focus on family integrated care. However, the work has been around the content of the framework and not on how the framework will be delivered. This is apparently to follow.</p> <p>10.3 ODN Update</p> <ul style="list-style-type: none"> • Workforce Data Collection <p>New forms have been developed to collect workforce data from all units across the country. In addition to nurse staffing information previously collected there is some additional information that is now being requested and includes some AHP, psychology, ANNP and Medical staffing data requests.</p> <p>This workforce data will be collected quarterly from Q2 of this financial year.</p>		
11.	<p>Education Events</p> <p>11.1 Annual Conference Date Change</p> <p>The EMNODN annual conference has been postponed as the date clashes with medical staff industrial action. The conference will now be on the 11 March 2024.</p>		
12.	<p>Safety Alerts/Learning from Incidents</p> <p>12.1 Replogle Tubes</p> <p>Supply issues are now reported to be solved.</p>		
13.	<p>Sharing Innovation, Good Practice & Learning</p> <p>13.1 Good Practice or Learning from Units</p> <p>Nothing shared.</p>		
14.	<p>AOB</p> <p>Nothing raised.</p>		
15.	<p>Date & Time of Next Meeting</p> <p>Monday 11 December 2023, 10:00am – 1:00pm, via Microsoft Teams</p>		