

Action points from the 26th Meeting of the Paediatric Nursing Associations of Europe

1. *Written update for websites* **not all countries have yet advised of information required**
 - Each country to email FS the name and email address for the key contact to be placed on the website

Please note: all countries need to do the above asap

 - Key contacts and weblinks to be placed on PNAE website when received – **FS**
 - Email contact list to be amended in light of the above - **FS**
 - Key contact to cascade information, agenda's and papers within their own country/Association as required – **All**
2. *Update on Paediatric Nursing*
 - Circulate staffing level position statement for review. Comments and suggested revisions to be sent to FS by **5th January 2016** – **All**
3. *Update on future PNAE congresses*
 - Advise colleagues in Portugal of the need for greater advanced notification of dates/times of Skype meetings – **FS**
 - Advise colleagues in Portugal of the need to identify timelines for scientific committee review of abstracts - **FS**
 - Contact colleagues in Portugal with view to potential block booking at lower rate and introduction of day delegate rate – **FS**
 - Advise colleagues in Portugal re additional plenary speaker suggestion – **FS**
 - Each country to advise FS of name and contact details for complimentary congress place – **All**
 - Advise SC of names allocated complimentary places - **FS**
 - Congress in Porto to continue to be promoted - **All**
4. *RN4CAST, recruitment and competence of nurses*
 - Consider exploring potential for a similar European study in paediatrics. To be discussed further at next meeting - **All**
5. *Promoting collaborative research*
 - Discuss cascade at next meeting - **All**
6. *Do Not Resuscitate Orders*
 - Draft survey to be prepared for review prior to circulation – **FL/IHD**
 - Item to be placed on next PNAE meeting agenda – **FS**
7. *Transition of children and young people to adult services*
 - Finalise position statement, summary of findings and circulate with covering letter – **FS**
 - Place final position statement and summary of findings on PNAE webpage – **FS**
8. *Caring for sick children and young people at home and in the community*
 - Survey to be circulated to PNAE representatives – **FS**
 - Survey to be completed and returned within set timeline - **All**
 - Presentation of findings at next PNAE meeting – **FS/FL**
9. *Home ventilation for children across Europe*
 - Survey to be circulated to PNAE representatives – **FS**
 - Survey to be completed and returned within set timeline - **All**
 - Presentation of findings at next PNAE meeting – **IM/FS**

10. *Indicators and health outcomes*

- Circulate position statement as noted above – **FS**
- Review position statement - **All**
- Include on next meeting agenda for discussion - **FS**

11. *ESNO clinical specialist nurses statement*

- Write formally to ESNO to make the position of PNAE clear and to forward position statements accordingly - **FS**

12. *Notification and responding to emails within requested timeline*

- PNAE members to respond to requests, notifications and to return information within set timeline - **All**

13. *Future agenda items*

- To discuss teenage pregnancy & nursing roles at the next PNAE meeting
- To discuss telemedicine at the next PNAE meeting

14. *Future meeting dates/venues and locations*

- Advise FS of attendance at the May 2016 meeting- **All**