

Action points from the 30th 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 check the name and email address for the key contact as above and the weblink for their association and advise FS if information needs amending – **All**
 - Updates to key contacts and weblinks to be placed on PNAE website when received – **FS**
 - Key contact to cascade information, agenda's and papers within their own country/Association as required - **All**
2. *Workforce and recruitment*
 - To place workforce and recruitment on the agenda as a regular item – **FS**
 - To consider review and update of nurse education for paediatric nursing position across Europe in 2018.
3. *Palliative Care*
 - Circulate position statement and covering letter to PNAE representatives – **FS**
 - Translate and circulate to key stakeholders – **All**
4. *Advanced Nursing Practice*
 - To place ANP on the agenda for 2018 to discuss and agree potential questions for future survey
5. *Congress 1st and 2nd June 2018 in Athens*
 - Place information about accommodation on the congress website as soon as possible - **Congress organising company**
 - PNAE representatives to promote the conference in their country and to highlight call for abstracts at periodic intervals – **all**
 - PNAE representatives to advise VM of potential sources of sponsorship - **all**
 - Send out regular updates to FS and those who register expressions of interest in receiving updates - **Congress organising company**
6. *Potential for Pan European standards of care/evidence based protocols*
 - Place item on agenda for 2018 as there is a workgroup on this issue in Europe - See website EFCNI.
7. *Safeguarding children and young people*
 - FL to draft questions and cascade with a deadline - **FL**
 - Respond on suggestions from FL – **all**
 - To place topic on the agenda for the next meeting – **FL**
8. *School Nursing*
 - To prepare questions for the next meeting – **SA**
 - To place topic on the agenda for the next meeting
9. *Shared record keeping between nurses and families* - **IDO**
 - To place topic on the agenda for the next meeting
10. *Future agenda items*

"Who is documenting how and when with whom?" - **Denmark**

Please note: if you suggest an agenda item, please give more information in advance.

Set the scene and what you wish to discuss. This gives PNAE members a chance to prepare this topic for the meeting - **ALL**

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

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

12. *Future meeting dates/venues and locations*

- Advise FS of attendance at Greece 2018 meeting- **All**
- Hosts for future meetings to advise of dates asap - **Hosts**