

Action points from the 33<sup>rd</sup> meeting of the Paediatric Nursing Associations of Europe

### **Action 1- Written update for websites**

Each country to check the name and email address for the key contact and the weblink for their association and use the template if information needs amending.

**JD** offered to make sure the updates on the RCN website are made and will discuss with **FS**.

Until further notice send template to **IM** and she will gather the information and changes that have to be made. send to: [lvona.mikulenkova@post.cz](mailto:lvona.mikulenkova@post.cz) – **All**

**Topic on the agenda for the next meeting - IM**

### **Action 2: Meeting deadlines, hand over information when asked.**

When the coordinator sends an email asking members to respond before a certain date it should be done. When **IM** sends the second request it will be clearly stated in the second request who has responded. She will then mention which countries have responded. **After that there will be no more requests sent but it will be clear which members did not respond. -ALL**

*Topics on the agenda for the next meeting - IM*

### **Action 3: Choice of a PNAE website via FNOPI. IDO**

**IDO** will proceed to discuss with the host of the website how things will be done and when it is possible to start using their website. She will keep everyone informed.

**Topic on the agenda for the next meeting – IM-IDO**

**Action 4: post graduate nursing education. KdW** will send everyone an online survey by **July 15<sup>th</sup> 2019**. Next to the online survey there will be questions that can be printed. If there is any clarification needed please send the questions to KdW.

**Answers to the online survey to** [katrin.dewinter@thomasmore.be](mailto:katrin.dewinter@thomasmore.be) **Deadline September 15<sup>th</sup> 2019 -All**

**Topic: Results on the agenda for the next meeting - KdW**

### **Action 5. Advanced Nursing Practice**

**JD** and **IDO** to revise the draft with open questions. **JD** and **IDO** to send out a revision to **IM**. **Deadline July 14<sup>th</sup> 2019**.

**IM** will send everyone the final survey: **Deadline July 15<sup>th</sup> 2019**

**Answers to the survey to be sent to** [Jean.davies1@nhs.net](mailto:Jean.davies1@nhs.net); **Deadline 14<sup>th</sup> of September 2019**.

***Topic Results on the agenda of the next meeting – IDO and JD***

**Action 6. *Protection and safeguarding children and young people***

CRQ and KV will send the final survey to IM **Deadline July 14<sup>th</sup> 2019.**

IM will send everyone the final survey: **Deadline July 15<sup>th</sup> 2019**

**Survey should be filled in and sent back to KV. [Kvansteenkiste@hotmail.com](mailto:Kvansteenkiste@hotmail.com)  
Deadline of September 14<sup>th</sup> 2019 -All**

*Topic Results will be placed on the agenda of the next meeting -KV*

**Action 7. *Shared record keeping between nurses and families***

IO/KB/BB/JB will send IM the draft **Deadline September 14<sup>th</sup> 2019**

**IM will send draft to members with the agenda**

*Topic to be placed on the agenda of the next meeting -IDO/KB/BB/JB*

**Action 8. *Discussion Paediatric Early Warning System (PEWS).***

***CS will prepare a presentation with results***

*Topic will be placed on the agenda of the next meeting - IM*

**Action 9**

***Next meeting October 2019 Zadar Croatia see notes***

To book accommodation and/or the dinner please contact [adrian@conventuscredo.hr](mailto:adrian@conventuscredo.hr) with details regarding your stay at Zadar

**Deadline 1st of October 2019**

**Action point 10:**

**35<sup>th</sup> PNAE meeting and 5<sup>th</sup> PNAE Congress 5<sup>th</sup> and 6<sup>th</sup> of June in Estonia 2020.**

**AT** and **SL** to change the dates on their website and in their presentation. They will send a new presentation to [ingridhd@xs4all.nl](mailto:ingridhd@xs4all.nl) so it can be sent out with the notes.

**Deadline now**

**AT** and **SL** to follow the congress sheet for PNAE congresses and contact Greek colleagues for advice, **AT and SL** to ask if their Greek colleagues can actively be involved in the organising committee and in the scientific committee.

**Deadline 7<sup>th</sup> of June 2019**

**AT** and **SL** ask Greek colleagues for the program the scientific committee can use.

**AT** and **SL** to send an email to **IM** with further questions to PNAE members concerning involvement in the organising committee and in the scientific committee and, if needed, ideas on magazines etc.

**Deadline 14<sup>th</sup> of June 2019**

Action 10

**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**