

Action points from the 18th Meeting of the Paediatric Nursing Associations of Europe

1. *Written update for websites*
 - Each country to email FS the name and email address for the key contact as above and the weblink for their association **by 20th December 2011 – All**
 - 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. *Examples of protocols and guidelines*
 - Information to be encompassed within final meeting notes – **FS**
 - Previous information and additional information to be circulated - **FS**
3. *Links with ESPNIC & Competency Framework development*
 - Seek update from new president of ESPNIC prior to next PNAE meeting – **FS**
4. *Feedback from president of EPA re potential future PNAE stream within EPA conferences (Excellence in Paediatrics in Turkey December 2011 and Euro paediatrics June 2013)*
 - Circulate final programme to PNAE members once available – **FS**
5. *Nurse Education re-survey*
 - FS to receive any amendments/additions to the Nurse education summary of findings by 18th November 2011 – **All**
 - FS to receive any suggested amendments/additions to the covering letter by 18th November 2011 – **All**
 - FS to finalise after 18th November 2011 and circulate to representatives for translation and dissemination – **FS**
 - Representatives to translate and disseminate to key organisations and individuals – **All**
6. *Care of children with complex health needs, palliative care and end of life care*
 - Re-circulate information and links to websites - **FS**
7. *Patient Safety medication error*
 - Presentation and draft position statement to be circulated - **FS**
 - Representatives to advise KP of any amendments/additions required by 1st December 2011 – **All**
8. *Regulation and re-validation survey*
 - Re-circulate survey and follow up to acquire missing responses – **FS**
9. *Code of ethics for paediatrics*
 - Re-circulate draft position statement – **FS**
 - KP to be advised of any further amendments/additions by 1st December 2011 – **All**
 - Undertake English language check - **FS**
10. *Position statement to specify specific recruitment, selection and training for support roles within neonatal and paediatric areas*
 - Amend draft survey and covering letter and circulate – **FS**
 - Present initial findings at the next meeting in March 2012 - **FS**
11. *Current PNAE operating procedures and potential constitution development for PNAE*

- 3-4 volunteers to prepare a draft constitution to be prepared in advance of the next meeting. Individuals interested in participating in the above work to advise FS by email by 18th November 2010 – **all**

12. *Infection control issues*

- place on future PNAE meeting agenda for discussion – **FS**

13. *Future meeting dates/venues and locations*

- Hosts sought for future meetings - ***Please advise FS if you are interested in hosting a meeting - all***