

Action points from the 21st 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. *Clinical support roles in paediatrics and neonates draft report and position statement*
 - Final report, position statement and covering letter to be sent to PNAE representatives. – **FS**
 - PNAE representatives to translate and disseminate in their own countries – **All**
3. *Revised PNAE operating procedures*
 - Revisions to be made to operating procedures. Final version to be circulated and placed on PNAE website – **FS**
 - Call for expressions for deputy co-ordinator role to be circulated, along with timeline for response to be received – **FS**
4. *Guidance for host countries*
 - Amendments to be made. Final version to be circulated and placed on PNAE website – **FS**
5. *Family presence in paediatric and neonatal areas*
 - Draft survey to be amended with IDO - **FS**
 - Survey to be circulated for completion with covering letter – **FS**
 - Findings from the survey to be presented at the next meeting - **IDO**
6. *Education of paediatric nurses across Europe and engagement of Educators*
 - Send learning outcomes to FS – **KdW**
 - Circulate learning outcomes to PNAE representatives for review and comment - **FS**
7. *RN4CAST, recruitment and competence of nurses*
 - BMY to update PNAE members at next meeting - **BMY**
8. *2nd PNAE congress as part of Europaediatrics/RCPCH conference*
 - PNAE representatives to note and report any areas for improvement for the 3rd PNAE congress to FS – **All**
 - Identify lead paediatrician for Europaediatrics 2015 in Rome and advise IDO - **FS**
9. *Future PNAE congress*
 - Arrange to meet with Russell Hale, Eic to discuss requirements for the 3rd PNAE congress in Rome 2015 – **FS**
 - Establish scientific committee for 3rd PNAE congress and local organising committee following discussions with Eic – **FS & IMD**
10. *Future meeting dates/venues and locations*
 - Hosts sought for future meetings - **Please advise FS if you are interested in hosting a meeting - all**