



**Action Grid for the Paediatric Nursing Associations of Europe (PNAE)  
38<sup>th</sup> Meeting Nottingham 6<sup>th</sup> October 2021**

<p><b>Welcome, meeting advice, introductions and member information</b></p>	<p><b>Attendees:</b></p> <table border="0"> <thead> <tr> <th><b>PNAE member name and surname</b></th> <th><b>Initials</b></th> <th><b>Country</b></th> </tr> </thead> <tbody> <tr><td>Jane Coad</td><td>JC</td><td>UK</td></tr> <tr><td>Ayşe Ocağcı</td><td>AO</td><td>Turkey</td></tr> <tr><td>Kristina Kuznik</td><td>KK</td><td>Croatia</td></tr> <tr><td>Immacolata Dall'Oglio</td><td>IDO</td><td>Italy</td></tr> <tr><td>Orsola Gawronski</td><td>OG</td><td>Italy</td></tr> <tr><td>Jean Davies</td><td>JD</td><td>United Kingdom</td></tr> <tr><td>Elisabeth Figenschou</td><td>EF</td><td>Norway</td></tr> <tr><td>Marloes de Boer</td><td>AdB</td><td>Netherlands</td></tr> <tr><td>Gudrún Kristjánsdóttir</td><td>AK</td><td>Iceland</td></tr> <tr><td>Barbara Boutopoulou</td><td>BB</td><td>GREECE</td></tr> <tr><td>Catherine Sheridan</td><td>CS</td><td>Ireland</td></tr> <tr><td>Karitas Gunnarsdóttir</td><td>KG</td><td>Iceland</td></tr> <tr><td>Majda Ostir</td><td>MO</td><td>Slovenia</td></tr> <tr><td>Siret Läänelaid</td><td>SL</td><td>Estoni</td></tr> <tr><td>J.D.M. Wagemaker</td><td>JDMW</td><td>Netherlands</td></tr> <tr><td>Karina Thorsteinnsson</td><td>KT</td><td>Denmark</td></tr> </tbody> </table> <p><b>Apologies:</b> Recorded within the notes  <b>Technological Difficulties in joining:</b> Jacobien Wagemaker (Netherland) Joseph Manning, Rachel Boardman and Taka Marufu attended as speakers presenting work in Nottingham, UK.</p>	<b>PNAE member name and surname</b>	<b>Initials</b>	<b>Country</b>	Jane Coad	JC	UK	Ayşe Ocağcı	AO	Turkey	Kristina Kuznik	KK	Croatia	Immacolata Dall'Oglio	IDO	Italy	Orsola Gawronski	OG	Italy	Jean Davies	JD	United Kingdom	Elisabeth Figenschou	EF	Norway	Marloes de Boer	AdB	Netherlands	Gudrún Kristjánsdóttir	AK	Iceland	Barbara Boutopoulou	BB	GREECE	Catherine Sheridan	CS	Ireland	Karitas Gunnarsdóttir	KG	Iceland	Majda Ostir	MO	Slovenia	Siret Läänelaid	SL	Estoni	J.D.M. Wagemaker	JDMW	Netherlands	Karina Thorsteinnsson	KT	Denmark	<p><b>Member</b></p>
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<p>Jane Coad welcomed everyone to the online meeting hosted by Nottingham UK</p>	<p>Attendees: Apologies: Ingrid Hankes Drielsma, Karin Bundgaard Nielson</p>	<p><b>JC</b> <b>All</b></p>																																																			



**PNAE**

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Agenda item and Action number	Note from meeting	Action Required	Member Responsible	Target date	RAG Status
0	Welcome, attendees and apologies	Members to complete the Release photo and film permission form sent by IDO prior to all meetings to give or refuse their consent to be filmed.	All	7 days prior to each meeting	<b>Red</b>
1	<p>Nursing in the UK- Inspiring and informative presentation from the teams in Nottingham. Main focus, the 4 domains of the Pathway to Excellence in care. Presentation was recorded and is available on the PNAE website <a href="https://pnae.eu/">https://pnae.eu/</a></p> <p>Thank you to Rachel Boardman, Dr Joseph Manning and Dr Takawira Marufu.</p> <p>Many congratulations on your excellent work and on the awards you have received in recognition.</p>	Members who could not attend to view the presentation. Attending members may view again if wished, all feedback welcomed by the teams.	All	Members' decision	<b>Green</b>



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<p><b>2</b></p>	<p>Previous notes and matters arising from 37<sup>th</sup> meeting on the 20<sup>th</sup> May 2021 online hosted by Estonia. The notes were accepted as an accurate record.</p> <p><b>Matters arising:</b> Length of meetings</p> <p>The success of the 5<sup>th</sup> PNAE Congress in Estonia was acknowledged, approximately 200 delegates had attended. Siret was thanked and congratulated and the resources can be accessed on <a href="https://pnae.eu/">https://pnae.eu/</a></p>	<p>An extra 15 minutes will be added to each meeting.</p>	<p>PNAE Coordination team</p>		<p><b>Green</b></p>
<p><b>3</b></p>	<p><b>Updates from every country, including the impact of COVID-19</b></p> <p>Thank you to all for presenting your updates. All future updates to be presented via one Power Point slide, no additional verbal updates will be accepted to allow the meeting time for this item to be managed effectively.</p>	<p>Provide 1 or 2 slides only on the PNAE Power Point template and send to IDO prior to meeting. Present the information during the meeting as invited by the Co-ordinator (JC)</p>	<p>All  JC</p>	<p>7 days prior to each meeting</p>	<p><b>Red</b></p>
<p><b>4</b></p>	<p><b>PEWS Utilisation in paediatric hospital Survey among Early Warning Systems</b></p> <p>Members were updated on the project and advised that it is co-produced with a team from ESPNIC. Members have been proactive and this</p>	<p>Members to support the project by disseminating the information received from OG and CS .</p> <p>Keep as an active item on the</p>	<p><b>OG and CS Project Leads</b></p> <p><b>All</b></p>		<p><b>Amber</b></p>



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	<p>is appreciated. For example, AO has translated relevant information into Turkish to assist understanding and to promote interest. More information will be circulated soon. Thank you OG and CS and to everyone in advance for your ongoing support.</p>	<p>PNAE meeting agenda.</p>			
<b>5</b>	<p><b>Future meetings</b> Thank you for agreeing the meeting date and venues for online and in person meetings.</p> <p><b>Norway Weds 25<sup>th</sup> May 2022 online – see next column</b></p> <p><b>Belgium for October 2022 – dates will October be agreed by PNAE. Email to follow. This will be in person.</b></p> <p>PNAE congress in <b>Italy in 2023</b>, the possibility to link with the congress of national paediatric nurses association, connected with Italian Society of Paediatrics was discussed. The Italian (IDO and OG) members will discuss this issue with the Italian Nursing Professions Orders Federation and the colleagues of association. IDO to confirm language/translation</p> <p><b>Urgent request please for a country to host online in Autumn 2023</b></p>	<p>Members to provide final confirmation for future meetings.</p> <p><b>UPDATE:</b> One action completed by EF and Norway Association. Next meeting will be hosted by Norway on Wednesday 25th of May 2022 11.00 - 2pm (3 hours) (10.00 - 1pm UK time).</p> <p>Volunteer for Autumn 2023</p>	<p><b>Relevant PNAE members</b></p>	<p>30/11/2021</p>	<p><b>Amber</b></p>



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<b>6</b>	<p><b>PNAE work schedule:</b> Proposals and updates</p> <p><b>PEWS</b></p> <p>Important to continue with the PEWS survey, some counties had a problem with the link to the survey but this will be corrected and recirculated</p> <p><b>Advanced Practice</b></p> <p>ID requires support with the statement around Advanced Nursing Practice. IMD noted (post meeting) that this may be too difficult to do. To add to next agenda and agree a way forward (or leave to each country)</p> <p>Gudrun from Iceland has kindly volunteered but one additional member needed to help.</p> <p><b>Additional Projects</b></p> <p>Members agreed that it was sensible to place other survey ideas on hold until Spring 2022.</p> <p>Thank you in advance everyone</p>	<p>Promote the survey and circulate the information widely.</p> <p>Please contact Immacolata to contribute to this important statement for PNAE.</p>		<p>When the link to the survey is received</p> <p>30/11/2021</p>	<b>Amber</b>
<b>AOB</b>	<p><b>Any other business</b></p> <p><b>PNAE website</b> <a href="https://pnae.eu/">https://pnae.eu/</a></p> <p>The PNAE website is a great resource and we thank Immacolata for its development and</p>	<p>Members to send items of interest from their countries, news of conferences, relevant</p>	<b>IDO</b>		<b>Amber</b>



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	<p>maintenance. All members should be proactively contributing to the website to keep it current, vibrant and interesting. The work should be disproportionately assigned to one person.</p> <p><b>Central point to contribute to project work and documents</b></p> <p>It may be more time effective to have a Central point where project documents can be uploaded to and worked on, helping with reducing the number of emails received for a project and with the version control of documents. To be agreed.</p> <p><b>Meeting documentation and timelines</b></p> <p>PNAE Members should receive draft meeting notes and action points within a target of 3 weeks following the meeting. (But given workloads reasonable flexibility may have to be applied so we will review this)</p> <p>This has not routinely been the case and an improvement could be made.</p> <p>The documentation should reflect the content of the meeting with succinct notes and action points clearly assigned with timelines. A revised combined Meeting Notes and Action Grid should be developed.</p> <p>Responses are required from PNAE members on the accuracy of draft meeting notes and action</p>	<p>papers etc. to Immacolata for the PNAE website.</p> <p>Members forward ideas to Jane and Immacolata.</p> <p>PNAE members to receive draft meeting notes and action points within a target time of two weeks from the PNAE meeting being held</p> <p>New combined Meeting Notes an Action Grid to be developed.</p> <p>PNAE members should comment on and send any corrections to the PNAE</p>	<p><b>All</b></p> <p><b>IDO</b></p> <p><b>All</b></p> <p><b>PNAE Secretary JD</b></p> <p><b>JD</b></p> <p><b>All</b></p>	<p>30/11/2021</p> <p>As information is received</p> <p>20/10/2021</p>	
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	points, plus the details of member representatives and contact addresses.	secretary regarding the draft or drafts received.  PNAE members note the new Membership Information contact template below and inform the PNAE secretary of any changes.	<b>All</b>		
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**New template- please update if any changes apply**

All countries to check their details on the online Contact document <https://pnae.eu/> and send any corrections to Jean [jean.davies@bangor.ac.uk](mailto:jean.davies@bangor.ac.uk) and Immacolata [immacolata.dalloglio@opbg.net](mailto:immacolata.dalloglio@opbg.net)

**Paediatric Nursing Associations of Europe**  
Membership Information

<b>Country</b>	
<b>Association</b>	
<b>Website</b>	
<b>Contact name</b>	
<b>Contact title</b>	
<b>Contact email address</b>	
<b>Contact telephone</b>	

**Next meeting will be hosted by Norway online**

**Wednesday 25th of May 2022 11.00 - 2pm (3 hours) (10.00 - 1pm UK time).**