



## RCN Defence Nursing Forum Steering Committee Strategy Day Meeting Minutes

**Date:** 13 Mar 25    **Time:** 1100-1600    **Location:** RCN HQ, Sarah Swift G01

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| <b>Attendees:</b><br>James Cooper (JC)<br>Danielle Cording (DC)<br>Neil Gilbert (NG)<br><br><b>Guest:</b><br>Owena Simpson (OS), Head of Nursing Education<br>Nick Spears (NS), Senior Media Officer | <b>Staff:</b><br>Denise Alexis (DA)<br>Kendal Andreason (KA)<br><br><b>Apologies</b><br>Mark Cadman (MC)<br>Rebecca Crisp (RC)<br>Suzanne Turner (ST) |
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| No | Time | Agenda Item   |
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| 1. | 1100 | <b>Welcome and apologies (NG)</b><br><br>Members were welcomed and took the time to catch up.<br><br>NG outlined his aim for the strategy day which was to come away with some solid plans for the year, including listening to the membership.<br><br>The committee discussed that they are down one person on the committee and will not be able to recruit until the next programmed recruiting schedule at the end of the year. They would like to try and recruit a representative from the Royal Navy.  |
| 2. | 1110 | <b>Review 2024 strategy day meeting minutes and annual report (ALL)</b><br><br>Members spent time reflecting on achievements of last year and where they would like the Forum to go this year.<br><br><a href="#">Defence Nursing Forum Steering Committee Strategy Day Minutes 2024</a><br><br><a href="#">Defence Nursing Forum Annual Report 2024.docx</a><br><br><a href="#">DNF commitments explainer and tracker.xlsx</a><br><br>NG and KA now meet weekly. They also met with CNO(Defence) recently which was a very positive meeting.<br><br><b>BC update.</b> BC has been accepted on RAF officer training and will be started 6-weeks training starting 20 Apr 25.<br><br><ul style="list-style-type: none"> <li>- <b>Acute Nursing Care Symposium.</b> Need a new POC because BC is on officer training. JC to take one. JC has recently sent this out an advertisement for this.</li> </ul> |

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|    |      | <ul style="list-style-type: none"> <li>- <b>Princess Mary's Nursing Symposium.</b> On 24/25 Apr 25. Have stall space to exhibit the RCN DNF. Is anyone available? Where is it? Can an RAF nurse deputise? Can we just forward mount stuff and leave it at a stand?</li> <li>- <b>DNF PR.</b> Align herself to get doing more PR.</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b><u>JC to be new POC for Acute Care Symposium.</u></b></li> </ul>   |
| 3. | 1140 | <p><b>RCN Quality Assurance Policy – Owena Simpson, Head of Nursing Education</b></p> <p>DC – <a href="#">RCN Learn</a> should be one of our aims – showcase what the RCN offers.</p>  <p>Quality Assurance<br/>Update for Forum Str:</p>   |
| 4. | 1200 | <p><b>Comms and social media – Nick Spears, Senior Media Officer</b></p>  <p>Comms dept -<br/>supporting RCN forur</p> <p>Potential to create content for RCN Magazine.</p> <p>Potential to create content for bulk emails and web.</p> <p>DC asked if there is a forum of the month featured in RCN Magazine. NS said yes and to get in touch.</p> <p>NG asked about Podcasts. There used to be Nursing Matters, and the Nursing Standard have a podcast.</p> <p>KA notified the team of a potential collaboration between the International Academy and World Extreme Medicine who will be showcasing nurses who work in austere and remote environments. The DNF will collaborate.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>- <b><u>DC to work towards a magazine article “forum of the month”.</u></b></li> </ul> |
| 5. | 1315 | <p><b>DNF Charter (ALL)</b></p> <p>Members reviewed the charter in advance of meeting. Made changes to emphasise that we can be used in two-way communications with the Defence Nursing community.</p> <p><a href="#">RCN DNF Charter.docx</a></p>   |

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| 6. | 1345 | <p><b>Agree 2025 objectives, workplan and responsibilities (ALL)</b></p> <p>The <a href="#">DNF commitments explainer and tracker.xlsx</a> was updated.</p> <p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>- <b><u>DA to organise social media training.</u></b></li> <li>- <b><u>NG to send out an MCC email updating membership about the strategy day.</u></b></li> <li>- <b><u>NG to lead the listen to the membership objective.</u></b></li> <li>- <b><u>NG to review the subject guide.</u></b></li> <li>- <b><u>DC to draft 5 question poll for membership.</u></b></li> </ul>  |
| 7. | 1445 | <p><b>Review recent webinar and plan the next ones</b></p> <p><a href="#">Managing Professional Behaviours in Defence Nursing</a></p> <p><b>Reflections.</b> We would have wanted more people, but there is utility in the recording. It was good time keeping – the host will need to encourage people to keep timing next time too. Four speakers worked well – kept you engaged.</p> <p><b>Time.</b> Time of day might have been an issue. Wednesday afternoon might be a good time to try.</p> <p><b>Advertising.</b> We could do better with advertising. Staff Vlog, SO1 Nursing, SO2 Nursing. Give direction when we send it out “please put this on orders”.</p> <p><a href="#">Webinar Form - Preventing Burnout.docx</a>. Planned for June.</p> <p>Professional Identity. Planned for September.</p> <p><a href="#">Webinar Form - recruitment slash opportunities.docx</a></p> <p><a href="#">Webinar Form - Transient workforce.docx</a></p> <p>Imposter Syndrome</p> <p>Nursing skills matrix (new DONC).</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b><u>NG to plan the Preventing Burnout webinar and submit the form to DA by first week of April.</u></b></li> <li>- <b><u>KA to find a speaker from the RCN for the preventing burnout webinar.</u></b></li> <li>- <b><u>JC and DC to get the MH speaker for the preventing burnout.</u></b></li> <li>- <b><u>ST to plan and organise a Professional Identity webinar.</u></b></li> </ul> |
| 8. | 1515 | <p><b>Discuss potential RCN Defence Nursing Conference</b></p> <p>Discussion point entered onto the activity tracker.</p>  |

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| 9.  | 1545 | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>- Do we want to update <a href="#">Professional Resource for Nurses New to Defence</a>? Yes.</li> <li>- The team decided to start a WhatsApp group to ease communications.</li> </ul> <p><b><u>ACTION</u></b></p> <ul style="list-style-type: none"> <li>- <b><u>JC to progress the professional resource item.</u></b></li> <li>- <b><u>KA to see if it is a document refresh or new professional resource.</u></b></li> </ul> |
| 10. | 1600 | Meeting Close  |