



## RCN Emergency Care Forum Steering Committee Strategy Day Meeting Minutes



**Date:** 3 March 25

**Time:** 1100-1600

**Location:** RCN HQ, Sarah Swift G01

|   |   |
|---|---|
| <b>Attendees:</b><br>Sarah Cato (SC) Chair<br>Phil Hill (PH) (virtual)<br>Debbie de Labauve d'Arifat (DL) (virtual)<br>Sara Morgan (SM)<br>Natalie Stringer (NS)    | <b>Apologies:</b><br>Rachel Bird (RB)<br>Matthew Osborne (MO) |
| <b>Guest:</b><br>Helen Elliott (HE), PL Education (Quality Assurance)<br>Sheena Gohal (SG), Head of Nursing Leadership<br>Nick Spears (NickS), Senior Media Officer | <b>Staff:</b><br>Denise Alexis (DA)<br>Kendal Andreason (KA)  |

| No. | Time | Agenda Item  |
|-----|------|--|
| 1.  | 1100 | <b>Welcome and apologies (SC)</b><br><br>SC took some time to thank the team for their work and support and celebrate the achievements of the Forum over the last year.  |
| 2.  | 1110 | <b>Review 2024 strategy day minutes and annual report (ALL)</b><br>Members reviewed and reflected on achievements of last year and where they would like the Forum to go this year.<br><br><a href="#">RCN-Emergency-Care-Forum-Strategy-Day-Notes-2024.pdf</a><br><br><a href="#">ECF Annual Report (2024) draft.docx</a> The committee reflected that the ECF does a great job at representing the voice of emergency nursing in a broad number of forums external to the RCN. It could do better at communicating this and providing tangible things to the membership – something that it will be conscious of going forward.<br><br>SC noted that PH is about to be published in Emergency Nurse and offered congratulations.<br><br>The committee plan to review the subject guide again next year.<br><br>SC took the opportunity to encourage members to be clear about what they can and can't commit to and encouraged people to attend the monthly meetings where possible. |
| 3.  | 1115 | <b>Where we are now?</b><br><br>The committee discussed how it can promote the forum: <ul style="list-style-type: none"> <li>- Create a poster/flier/PPT slide – this is what we are, this is who we are.</li> <li>- Key messages</li> </ul>   |

|    |      |   |
|----|------|---|
|    |      | <ol style="list-style-type: none"> <li>1. We are the voice and advocate of emergency nurses.</li> <li>2. Represent them on different committees.</li> <li>3. Emergency nursing expertise and lived experience.</li> <li>4. How can I get involved and how can I make things better.</li> </ol> <ul style="list-style-type: none"> <li>- Contact details (email and QR code).</li> <li>- Distribution – MCC, put on website and update, put on social media, Emergency Nurse editorial, RCN Magazine publication.</li> </ul> <p>It also agreed a name change to Urgent and Emergency Care Forum in line with current vernacular used elsewhere in healthcare, to be inclusive, and to broaden its reach. The above poster could be drafted with the new name and used as part of relaunch.</p> <p><b><u>Action:</u></b><br/> <b><u>KA to work up flier.</u></b><br/> <b><u>KA to write a launch plan.</u></b></p>  |
| 4. | 1140 | <p><b>RCN Quality Assurance Policy – Helen Elliott, Professional Lead - Education</b></p>  <p>Emergency care<br/>forum March 2025.pd</p> <p>Key messages: 3-year review for publications, 1-year review for RCN Learn. The former might become a 1-year review.</p> <p>SC raise concerns that an annual review of something like the competencies would be beyond the capacity of the committee. HE reassured that the yearly review would be a light touch review.</p> <p>Committee decided to link in with other forums to write RCN Learn resources and publications as patients from all specialities come through the front door.</p>   |
| 5. | 1200 | <p><b>Comms and social media – Nick Spears, Senior Media Officer</b></p>  <p>Comms dept -<br/>supporting RCN forum</p> <p>ECF to use time to make a decision about BlueSky. NickS recommends BlueSky and to post as regularly as possible to get best use out of it. Committee agreed it would take BlueSky forward.</p> <p>Committee to consider promoting positive stories through NickS team.</p> <p>Committee to consider publishing career pieces in RCN Magazine.</p> <p>Committee to survey the wider RCN membership to help us with the rename and rebrand of the ECF with the assistance of NickS and team.</p> <p>“The ECF is considering widening its reach to incorporate urgent care, this would include SDEC, out of hours services, AMU...”</p> <ul style="list-style-type: none"> <li>- Do you think there is a need for a forum which covers urgent as well as emergency care?</li> </ul> |

|    |      |   |
|----|------|---|
|    |      | <ul style="list-style-type: none"> <li>- What do you think you need from this forum? 1. Representation at a national level within RCN and external national bodies. 2. Targeted clinical resources for UEC. 3. In person learning events e.g. conference.</li> <li>- How would you want to get involved and informed/communicated with?</li> <li>- Any other comments?</li> </ul> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <u>DA to arrange social media training with emphasis on BlueSky and Facebook so we can better use those platforms to communicate.</u></li> <li>- <u>NS to engage with NickS to see what the membership wants prior to the relaunch.</u></li> <li>- <u>KA to add competencies to bulk email (POC Elenor Darn).</u></li> <li>- <u>KA to write an internal blog upon release of competencies and relaunch under the new name.</u></li> <li>- <u>All to use WhatsApp to keep forum updated on their activity and give content for social media.</u></li> </ul>   |
| 6. | 1315 | <p>Review of: <a href="#">ECF commitments explainer and tracker.xlsx</a></p> <p><a href="#">Acute Care Symposium</a> booking now open.</p> <p><b>JRCALC.</b> PH to continue attend and see how things go after a recent question on whether they need a nurse who was not employed by the Ambulance service on the board.</p> <p><b>NCAG.</b> PH will be primary POC, with KA secondary. Important input as discusses coroners feedback and questions regarding national telephone triage datasets. Includes safety reviews and re-writing and review of same question-sets and dispositions for 111 and other telephone clinicians. This directly feeds into Urgent and Emergency care patient flow.</p> <p><b>Acuity.</b> Not much happening at present. Looking at launching nationally at the end of the year. People are still pushing ahead despite funding being pulled. Webinar about it from RCEM.</p> <p><b>Action</b></p> <p><u>SC to reach out to Linda and Brian.</u></p> <p><u>MA to progress ENA relationship.</u></p> <p><u>KA to talk to Sade about endorsement of guidelines by RCN.</u></p> <p><u>KA to organise - SM to take on the RCEM ACP role.</u></p> <p><u>KA to ask EC Network NI and Scotland to be invited quarterly to ECF.</u></p> <p><u>NS, SC and MA to check availability to attend the Acute Care Symposium (20 Jun) by COP this week and report back to RB.</u></p> |
| 7. | 1340 | <p><b>ECF Charter review (ALL)</b></p> <p>The committee were happy with the <a href="#">RCN ECF Charter.docx</a> but removed the reference to Twitter.</p> <p><b>Action</b></p> <p><u>DA to update the online version of the charter with the removal of the Twitter reference.</u></p>   |
| 8. | 1400 | <p><b>Agree 2025 objectives, workplan and responsibilities (ALL)</b></p>  |

|     |      |  |
|-----|------|--|
|     |      | <p>The committee used the third tab called “2025 plans” as a tool for this <a href="#">ECF commitments explainer and tracker.xlsx</a></p> <p>The forum is to pursue some position statements, potentially with other forums. <a href="#">RCN position statements</a>.</p> <p><b>Action</b></p> <ul style="list-style-type: none"> <li>- <b><u>MA and PH to write a PS on violence and aggression in ED by COP</u></b></li> <li>- <b><u>SC to write a PS on mental health in EDs</u></b></li> </ul> <p>Future ideas: Paeds cover in EDs; Ambulance offload procedure/time.</p>  |
| 9.  | 1445 | <p><b>National Curriculum and Competency Framework Levels 1, 2, and 3 (ALL)</b></p> <p>The forum was joined by Sheena Gohal (SG), Head of Nursing from the Leadership Academy to discuss work of the Leadership Academy and ideas for developing Level 3 (Leadership).</p> <p>SC explained where the ECF were with the review of Level 1 and 2. Also that when ED nurses get to Band 7 they are clinical experts but have had very little leadership experience or development and would like to provide this.</p> <p>SG explained about the Leadership Academy. They are thinking a lot about the journey from student nurse to executive and exploring what is on offer and what the RCN can offer. This might be leadership programmes, community of practice, mentorship (in house or through the RCN).</p> <p>SG referenced the draft DHSC Leadership Regulatory Framework out for consultation. 4 levels with competencies for each. SG invited committee to complete <a href="#">Survey for the Management and Leadership Framework (standards and competencies testing) - NHS England - Citizen Space</a> by <b>11:59pm on Friday 14 March 2025</b>.</p> <p>SC would be keen to ensure this is 4-country.</p> <p>ED nurses in leadership do not get the same exposure to leadership training/progression as ward nurses. Topics to include were: managing sickness, complaints, budgets. Plus, all the human skills – communication, supervision, mentoring, developing others, advocating for healthy working environments and teams, self-knowledge and leadership styles, managing diverse teams, encouraging critical thinking and challenge.</p> <p>There is some complexity to navigate in the naming of the competencies as all nurses are leaders.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b><u>KA and SC to draft FGG bid.</u></b></li> </ul> |
| 10. | 1545 | <p><b>AOB</b></p> <p><b>Congress</b></p> <p>The team discussed the mechanics of congress.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b><u>DA to coord a meeting to prep people for congress.</u></b></li> <li>- <b><u>John and Kyna should be invited to write blog.</u></b></li> </ul>   |

|     |      |   |
|-----|------|---|
|     |      | <p><b>Regular meetings</b><br/> Committee agreed to use the tracker during meetings to update by exception.<br/> This will allow more time to talk and plan in detail ab</p> <p>BEST OPTION: 0930 1<sup>st</sup> Wednesday of month.<br/> 0900 1<sup>st</sup> Tuesday of month.</p> <p><b><u>Action: DA to check with RB and MO and schedule regular meeting.</u></b></p> <p><b>Good news stories</b><br/> We would like to share more good news stories and do more celebratory stuff.</p> <p><b><u>Action:</u></b></p> <ul style="list-style-type: none"> <li>- <b><u>All to email SM a picture and line about why they chose to be an ED nurse/what makes ED special before Nurses Day.</u></b></li> </ul> |
| 11. | 1600 | Meeting Close   |