



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

### Attendees:

Sarah Cato (SC) Chair  
 Rachel Bird (RB) - Virtual  
 Phil Hill (PH) – Virtual  
 Debbie de Labauve d'Arifat (DLA) - Virtual  
 Sara Morgan (SM)  
 Matthew Osborne (MO)  
 Natalie Stringer (NS)

### Guests:

Sophie Blakemore (SB)  
 Emma Jones (EJ)  
 Hannah Slater (HS)

### Staff:

Denise Alexis (DA)  
 Kendal Andreason (KA)

No.	Item
1.	<p><b>Welcome and apologies.</b></p> <p>SC welcomed the new steering committee members to the Emergency Care Forum strategy day meeting.</p> <p>KA gave a brief update on her role and expectations of working with the steering committee with a brief synopsis of the RCN's safe staffing workstream. This included the RCN's work defining nursing and creating the 'Nursing Professional Framework', and planned work on nurse-to-patient ratios. Said ratios will be needed for Urgent and Emergency Care settings, to which the committee will be involved. The Professional Framework will be published within the coming weeks.</p>
2.	<p><b>Review notes of 2023 strategy day meeting</b></p> <p>Notes from 2023 strategy day meeting were agreed.</p> <p>The steering committee agreed to participate in the following events:</p> <ul style="list-style-type: none"> <li>Nurses' Day 12<sup>th</sup> May 2024 <a href="https://www.icn.ch/news/international-nurses-day-2024-theme-announced-our-nurses-our-future-economic-power-care">https://www.icn.ch/news/international-nurses-day-2024-theme-announced-our-nurses-our-future-economic-power-care</a></li> <li>Emergency Medicine Day 27<sup>th</sup> May 2024 <a href="https://emergencymedicine-day.org/">https://emergencymedicine-day.org/</a></li> </ul>
3.	<p><b>RCNi – Sophie Blakemore, Editor of Emergency Nurse Journal (ENJ)</b>  <a href="https://rcni.com/">https://rcni.com/</a></p> <p>SB gave a brief update on her role and the work of RCNi. The Emergency Nurse Journal (ENJ) publishes six print journals each year and have one editorial meeting per year to discuss what articles should we be doing or what are they missing.</p>

Types of articles:

- Editorials such as continuing pressure item: <https://rcni.com/emergency-nurse/opinion/editorial/ed-pressures-safety-and-well-being-of-nursing-staff-vital-204031>
- Peer reviewed content
- Opinion pieces: <https://rcni.com/emergency-nurse/opinion>

SB invited the steering committee to do a guest editorial.

For info the 360 Health Service will be holding a Emergency Care Conference 17<sup>th</sup>-18<sup>th</sup> October 2024 <https://www.healthservice360.co.uk/>

**Action:**

- **All** to contact Sophie on writing pieces for ENJ.
- **KA** to join the ENJ editorial board.
- **All** to consider writing an article for Nurses Day and an article on yearly winter viruses.

**4. RCN Creative, Publishing and Production - Emma Jones, ([emma.jones@rcn.org.uk](mailto:emma.jones@rcn.org.uk)) Senior Communications Officer**

Emma Jones gave a brief synopsis of the work of the communications team and how they can assist the committee with publishing the competency framework.

SC shared that the committee is updating the competency framework which is nearly complete. The committee will wait for the release of the RCNs Professional Framework to ensure that the competencies tie in appropriately before publishing. SC described that the committee plans to change the format of the competencies to a one-page document similar to the Critical Care Competencies.

**Action:**

- **SC** to email EJ an early draft of competency framework so that EJ can plan timely publication and access costings (if any).
- **SC** to send draft competencies out to steering committee and wider consultation panel by second week of Mar.
- **KA** to work with EJ to assess funding requirements for re-publishing L1 & 2 and writing L3.

**5. RCN Library and Information Services – Hannah Slater (HS), Customer Services Information Specialist**



Library presentation  
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HS gave a presentation on the work of the RCN Library and the committee's role in reviewing content for the [Emergency Care Subject Guide](#). Committee to contact HS with any questions going forward.

	<p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b>KA</b> to liaise with library team about reviewing the Emergency Care Subject Guide.</li> </ul>
6.	<p><b>Congress 2<sup>nd</sup>-6<sup>th</sup> Jun 24, Newport Wales</b> <a href="https://www.rcn.org.uk/congress/">https://www.rcn.org.uk/congress/</a></p> <p>Committee discussed its plan for congress and selected applicants from the wider forum to attend. KA provided an update on the committee's plan to submit an emergency agenda item. Committee decided to submit an emergency resolution on protecting study time.</p> <p>KA also provided an update on the RCN's Corridor Care work. There will be a roundtable with all the Royal Colleges in Mar as well as several listening events. A report will be published on the topic, which includes a literature review, at Congress this year.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b>KA</b> to meet with <b>RB</b> to discuss submitting a Congress agenda item.</li> <li>- <b>SC</b> to submit Congress voting member applications by Fri 16.</li> <li>- <b>KA</b> to involve wider steering committee in emergency resolution drafting.</li> </ul>
7.	<p><b>ECF Charter</b></p> <p>The committee discussed and agreed working of the charter including the Forum's purpose, vision, objectives, and key commitments.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b>KA</b> to circulate updated Charter to steering committee for final amendments before publishing.</li> <li>- <b>All</b> to make final amendments by end of Feb.</li> <li>- <b>DA</b> to help publish Charter once final amendments made.</li> </ul>
8.	<p><b>2024 objectives, workplan and responsibilities</b></p> <p>The committee discussed what its priorities and key work streams and relationships are and who will lead each. This was annotated in the Charter. Significant additions or changes are noted below:</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b>SM</b> to organise an intro call with FEN.</li> <li>- <b>MO</b> to act as Emergency Nurse Association (ENA) link member.</li> <li>- <b>NS</b> to join DLA on NHSE Acuity workstreams.</li> </ul>

	<ul style="list-style-type: none"> <li>- <b>RB</b> will lead with the RCN ratio work.</li> <li>- <b>RB</b> to confirm steering group attendance at symposium.</li> <li>- <b>KA</b> to involve SM and PH in NHS Pathways National Clinical Advisory Group work in a consultation/board member capacity.</li> </ul>
<p><b>9.</b></p>	<p><b>AOB and housekeeping</b></p> <p>SC requested to have a one-to-one meeting with all steering committee members in the coming weeks.</p> <p><b>Action:</b></p> <ul style="list-style-type: none"> <li>- <b>All</b> steering committee to write blogs which can also be used as a comment piece for ENJ.</li> <li>- <b>All</b> to agree charter by end of Feb.</li> <li>- <b>SC</b> to provide an email update to wider forum membership by end of Feb.</li> <li>- <b>KA</b> to invite an RCN social media and comms representative to a scheduled ECF monthly meeting to discuss top tips.</li> <li>- <b>KA</b> to invite country representatives to a scheduled ECF monthly meeting to discuss country specific UEC issues.</li> <li>- <b>DA</b> to request a MS Teams page for the ECF.</li> </ul>
<p><b>10.</b></p>	<p><b>Meeting Close</b></p> <p>SC thanked the steering committee for their work and commitment to the Forum, particularly in light of current pressures.</p>