Action points from the 26th 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. Update on Paediatric Nursing
   • Circulate staffing level position statement for review. Comments and suggested revisions to be sent to FS by 5th January 2016 – All

3. Update on future PNAE congresses
   • Advise colleagues in Portugal of the need for greater advanced notification of dates/times of Skype meetings – FS
   • Advise colleagues in Portugal of the need to identify timelines for scientific committee review of abstracts - FS
   • Contact colleagues in Portugal with view to potential block booking at lower rate and introduction of day delegate rate – FS
   • Advise colleagues in Portugal re additional plenary speaker suggestion – FS
   • Each country to advise FS of name and contact details for complimentary congress place – All
   • Advise SC of names allocated complimentary places - FS
   • Congress in Porto to continue to be promoted - All

4. RN4CAST, recruitment and competence of nurses
   • Consider exploring potential for a similar European study in paediatrics. To be discussed further at next meeting - All

5. Promoting collaborative research
   • Discuss cascade at next meeting - All

6. Do Not Resuscitate Orders
   • Draft survey to be prepared for review prior to circulation – FL/IHD
   • Item to be placed on next PNAE meeting agenda – FS

7. Transition of children and young people to adult services
   • Finalise position statement, summary of findings and circulate with covering letter – FS
   • Place final position statement and summary of findings on PNAE webpage – FS

8. Caring for sick children and young people at home and in the community
   • Survey to be circulated to PNAE representatives – FS
   • Survey to be completed and returned within set timeline - All
   • Presentation of findings at next PNAE meeting – FS/FL

9. Home ventilation for children across Europe
   • Survey to be circulated to PNAE representatives – FS
   • Survey to be completed and returned within set timeline - All
   • Presentation of findings at next PNAE meeting – IM/FS
10. **Indicators and health outcomes**
   - Circulate position statement as noted above – **FS**
   - Review position statement - **All**
   - Include on next meeting agenda for discussion - **FS**

11. **ESNO clinical specialist nurses statement**
    - Write formally to ESNO to make the position of PNAE clear and to forward position statements accordingly - **FS**

12. **Notification and responding to emails within requested timeline**
    - PNAE members to respond to requests, notifications and to return information within set timeline - **All**

13. **Future agenda items**
    - To discuss teenage pregnancy & nursing roles at the next PNAE meeting
    - To discuss telemedicine at the next PNAE meeting

14. **Future meeting dates/venues and locations**
    - Advise FS of attendance at the May 2016 meeting - **All**