Action points from the 30th 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 check the name and email address for the key contact as above and the weblink for their association and advise FS if information needs amending – All
   • Updates to key contacts and weblinks to be placed on PNAE website when received – FS
   • Key contact to cascade information, agenda’s and papers within their own country/Association as required - All

2. Workforce and recruitment
   • To place workforce and recruitment on the agenda as a regular item – FS
   • To consider review and update of nurse education for paediatric nursing position across Europe in 2018.

3. Palliative Care
   • Circulate position statement and covering letter to PNAE representatives – FS
   • Translate and circulate to key stakeholders – All

4. Advanced Nursing Practice
   • To place ANP on the agenda for 2018 to discuss and agree potential questions for future survey

5. Congress 1st and 2nd June 2018 in Athens
   • Place information about accommodation on the congress website as soon as possible - Congress organising company
   • PNAE representatives to promote the conference in their country and to highlight call for abstracts at periodic intervals – all
   • PNAE representatives to advise VM of potential sources of sponsorship - all
   • Send out regular updates to FS and those who register expressions of interest in receiving updates - Congress organising company

6. Potential for Pan European standards of care/evidence based protocols
   • Place item on agenda for 2018 as there is a workgroup on this issue in Europe - See website EFCNI.

7. Safeguarding children and young people
   • FL to draft questions and cascade with a deadline - FL
   • Respond on suggestions from FL – all
   • To place topic on the agenda for the next meeting – FL

8. School Nursing
   • To prepare questions for the next meeting – SA
   • To place topic on the agenda for the next meeting

9. Shared record keeping between nurses and families - IDO
   • To place topic on the agenda for the next meeting

10. Future agenda items
    “Who is documenting how and when with whom?” - Denmark

Please note: if you suggest an agenda item, please give more information in advance.
Set the scene and what you wish to discuss. This gives PNAE members a chance to prepare this topic for the meeting - **ALL**

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

12. *Future meeting dates/venues and locations*
   - Advise FS of attendance at Greece 2018 meeting - **All**
   - Hosts for future meetings to advise of dates asap - **Hosts**