Action points from the 31st 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.

2. Key contact to cascade information, agenda’s and papers within their own country/Association as required – All

3. Meet deadlines, hand over information when asked.
   – ALL. Topic on the agenda for the next meeting - FS

   Looking for information on hosting a website: costs, possibilities for webpage on existing websites. Suggestions to be sent to KDW katin.dewinter@thomasmore.be; – ALL

5. Every country takes responsibility for updating information. – ALL.
   Topic on the agenda for the next meeting - FS

6. Workforce and recruitment
   Consider review and update of nurse education for paediatric nursing position across Europe in 2018. Slovenia (MO) & Belgium (KDW) prepare this for the next meeting.
   Please include items that were sent from CS in Ireland after the meeting.
   Send all additional information about paediatric nursing in Europe and education programmes to MO: Majdajo71@gmail.com; & KDW katin.dewinter@thomasmore.be;
   Timeline: End of June
   To be dispersed by beginning of July 2018 - ALL. The revision will be placed on the agenda for the next meeting - FS

7. Advanced Nursing Practice
   (IMO) from Italy: accepts this task to make up potential questions for survey on ANP. Will do this by means of Google forms. Timeline: end of June 2018 by IMO. imdalloglio@opbg.net; Will be dispersed beginning of July by FS.

   For document: See point 8 notes last meeting Reykjavik and notes from Please include items that were sent from CS in Ireland after the meeting. Topic will be Discuss and agree on definitions on ANP with the potential questions for future survey placed on the agenda of the next meeting – FS.
8. **Safeguarding children and young people**

**Action:** Set up questions about safeguarding children and young people in preparation of a survey. IHD will contact FL to check if she’s able to prepare some questions. If not this will be done by IHD & CRQ. Additional information about Safeguarding young children can be sent to IHD and we will take notes of CS with us ingridhd@xs4all.nl; & CRQ cyrquast@xs4all.nl; - ALL

Timeline: end of June. Will be dispersed beginning of July by via FS.

Topic on the agenda for the next meeting – FS

9. **Shared record keeping between nurses and families**

**Action:** To start a working group (3-4 members) about shared record keeping from within different settings: Italy/ Greece/ Denmark: goal: discussing questions for a survey – IDO. All additional information about shared record keeping can sent to IMO imdallologlio@opbg.net; – ALL

To place on the agenda of next meeting - FS

10. **Potential for Pan European standards of care/evidence based protocols**

Discussion Paediatric Early Warning System (PEWS).

**Action:** CS prepares discussion about ideas to have European database standardizing care for children throughout Europe by sharing best practice guidelines to enhance outcomes in Europe. Bring information on own use of PEWS and which PEWS are used to next meeting. ALL

To place on the agenda of next meeting - FS

11. **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

12. **Notification and responding to emails within requested timeline**

PNAE members respond to requests, within set timelines and notify host of the meeting in time to prepare a meeting and events properly- All

13. **Information Meeting in Prague Oktober 2018**

**Program Thursday 18th of October 2018**

**Meeting point at the hospital Prague Motol at 9:30 (metro line A- Nemocnice Motol)**

9:30- 10:30 Hospital Prague Motol - welcome

10:30- 12:30 Hospital visit (pediatric clinic, oncology, cardiology and neonatal)

12:30- 13:30 Lunch in the hospital

According to interest there is a possibility to visit Proton Therapy center Prague check the website [www.ptc.cz](http://www.ptc.cz)
Action (let us know if you are interested before 31st of August 2018
ivona.mikulenkova@post.cz;

18:00 Historical tram with dinner in Czech brewery with Czech beer

cost 60 euro per person

Action (let us know if you are interested before 31st of August 2018
ivona.mikulenkova@post.cz;

Program Friday 19th October 2018

PNAE Meeting 09:00-16:00

Location: the Park Hotel Inn

Note There is a possibility to book a hotel room in the Park In Hotel for reduced rate for PNAE members. www.parkin.com/Hotel/Prague

See attachment the registration form

• Action: Advise IM and FS of attendance at Greece 2018 meeting before
• the 31st of August - All