Action points from the 29th 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. **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**
   - Review draft letter to invited speakers – **FS**
   - Consider suggestions for keynote and invited speakers – **scientific committee**

3. **RN4CAST, recruitment and competence of nurses**
   - Highlight the need for similar workforce study in paediatrics to researchers in each country – **All**
   - 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

4. **Promoting collaborative research**
   - Cascade completed list - **FS**
   - To cascade to lead nursing researchers in each country once received –**All**

5. **Palliative Care**
   - Amend draft position statement by end May 2017 – **IHD**
   - Circulate amended position statement to PNAE representatives for final comments by end June 2017 - **FS**
   - Position statement to be approved at October PNAE meeting – **All**

6. **Caring for sick children and young people at home and in the community**
   - Circulate position statement and covering letter to PNAE representatives – **FS**
   - Translate and circulate to key stakeholders - **All**

7. **The Health of child immigrants**
   - Consider the questions above and prepare response for discussion at the next meeting - **All**

8. **Models of child health appraised (MOCHA) project**
   - Invite to speak at the next meeting in Iceland - **FS**

9. **Advanced Nursing Practice**
   - Draft questions for PNAE survey for discussion at next meeting - **FS**
10. **Pain Management and assessment**
   - Share pain management resources and assessment tools in use in your country - all

11. **Potential for pan European standards of care/evidence based protocols**
    - Issue to be discussed at forthcoming meeting

12. **PNAE meeting in Iceland**
    - Provide support to colleagues in Iceland - IM
    - Look at travel and accommodation options asap – all

13. **Future agenda items**
    - School nursing – SA
    - Standards of care and evidence based protocols – IHD
    - Shared record keeping between nurses and families - IDO

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

15. **Future meeting dates/venues and locations**
    - Advise FS of attendance at October 2017 meeting- All