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| <b>Meeting: PCCS-E</b>    | <b>Date: 5<sup>th</sup> October 2016</b> |
| <b>Time: 09:00 -12:00</b> | <b>Venue: via Zoom</b>                   |

**Chair:** Bev Cejer - Bristol

**Minutes:** Julie Armstrong - Cardiff

**Zoom chat facilitator:** Kimberley Hamilton - Bristol

**Attendees:**

Carli Whittaker (PCCS Council member)

Liz Lock - GOSH

Nikki Potter - GOSH

Jo Durham - Birmingham

Jane Bradshaw - Birmingham

Lindsay Kenworthy - Alderhey

Jenny Brown - Leeds

Natalie Robinson - Leeds

Angela Crowther - Leeds

Matt Norridge - Evalina

Aine Cunningham - Evalina

Anne Maguire - Belfast

Claire Boissery - Stoke

Joanna Mouille – Newcastle

Sarah Lane - Newcastle

Samantha Jukes – Nottingham

Louise Brown - Nottingham

Becki Oxley – Royal London

Joanna Gracio - Brompton

Stacey Bedford - Kings

Kerry White - Addenbrookes

Usha Chandran – St. Georges

Michelle Pash -St Mary's

Emily Madge

**Apologies:**

Angela Ledsham - Southampton

Anna Thomas - GOSH

| <b>Agenda item</b> | <b>Action captured</b>   | <b>Action required</b>           |
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| <b>1</b>           | <b>Attendees and apologies</b>   |                                  |
|                    | As above   |                                  |
| <b>2</b>           | <b>Review of minutes from PICS-E meeting</b>   |                                  |
| 2.1                | <b>Update on coaching model</b> – Kimberley (Bristol). Current feedback suggests it is working well. New staff have a week of live teaching then short teaching sessions during their 4 week supernumerary period. Sessions are clinical skills orientated, e.g. gas machine, IV competencies. Staff appear more hands on and are better able to | Contact Kimberley if interested. |

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|     | care for critically ill patients, taking pressure off rest of staff.  |  |
| 2.2 | <b>Pathway for adult, mental health &amp; learning disability nurses</b> <ul style="list-style-type: none"> <li>- Spreadsheet of general trained staff – Bev will share again.</li> <li>- No feedback re. mental health nurses.</li> <li>- Liz Lock has successfully trained 2 learning disability nurses – needed a lot of support, more like NQNs.</li> </ul>   | Bev to share spreadsheet<br><br>Further work needed                |
| 2.3 | <b>Terms of Reference</b> – Bev Cejer <ul style="list-style-type: none"> <li>- Updated and sent out to group prior to meeting</li> <li>- Terms of reference accepted by group</li> </ul>  | Terms of Reference completed.<br><br>No further action needed.     |
| 2.4 | <b>Standards of Orientation</b> – Bev Cejer <ul style="list-style-type: none"> <li>- Delayed due to Covid</li> </ul>  | Ongoing - Angela & Bev   |
| 2.5 | <b>L3 Standards</b> – Kerry White <ul style="list-style-type: none"> <li>- Delayed due to Covid</li> <li>- Kerry happy to continue, but would like help and/or to share ideas</li> </ul>  | Ongoing - Kerry<br>Help/ideas appreciated                          |
| 2.6 | <b>Career progression for educators</b> – update from Jo Durham <ul style="list-style-type: none"> <li>- B'ham has developed a new role, the 'global educator'. Band 5s who have completed the specialist course work clinically to support new staff Monday-Friday. Also help to train on new equipment &amp; policies. Free up educators who need more office time preparing on-line courses.</li> <li>- Need management buy-in to develop new education roles. Jo meets with them every 2 weeks.</li> <li>- Recruitment person to join education team (will do admin – uniforms, badges, etc.)</li> </ul>          |  |
| 2.7 | <b>PCCS Education Standards</b> discussed <ul style="list-style-type: none"> <li>- 1 educator:50 nurses. Thought to be out-dated and do not reflect current practice (more NQNs, band 2-4 workforce, etc.).</li> <li>- Kimberley suggested an audit of number of WTE educators: nurses</li> <li>- Matt voiced concerns about prescribing number of educators – facilitating education is everyone's responsibility. Everyone agreed – if education is needed the response is 'the educators will do it'.</li> <li>- Other options discussed, e.g. using appropriate link nurse, training during team days.</li> </ul> | Kimberley to audit WTE educators: nurses and prepare a spreadsheet |
| 2.8 | <b>CPD for educators</b> <ul style="list-style-type: none"> <li>- See 2.11</li> </ul>   |  |
| 2.9 | <b>Feedback from L1/L2 meeting</b> <ul style="list-style-type: none"> <li>- Abbie not present - meeting was cancelled due to COIVD</li> <li>- Noted that more L1/L2 courses coming into PCCS, may need separate EQA in future</li> <li>- Timing of meetings may also need to be reviewed (in line with L3 meeting)</li> </ul>   |  |

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| 2.10                               | <b>Representation at PCCS-E/PCCS-E Meetings</b> <ul style="list-style-type: none"> <li>- Numbers attending from each unit not a problem currently as via Zoom</li> <li>- Virtual meetings useful particularly for those who are more isolated (Ann, Ireland)</li> <li>- Shorter, more frequent meetings suggested (e.g. 3 hours, 3 x per year) - beneficial for EQA too as more students to discuss</li> <li>- Possibly themed – CPD &amp; business</li> </ul>   | 3 x PCCS-E meetings/year, possibly themed  |
| 2.11                               | <b>HEE Funding - Bev</b> <ul style="list-style-type: none"> <li>- To be spent by April</li> <li>- Can be used for in-house training, mandatory study days, essential SDs (e.g. PLS, PIC course), etc. Cannot use it to fund a post.</li> <li>- Can be 're-purposed' – Bev happy to advise</li> </ul>   | Bev happy to share the Bristol experience  |
| 2.12                               | <b>Eye care – Kerry</b> <ul style="list-style-type: none"> <li>- Addenbrookes adult services wants paed to adopt their eye care protocol</li> <li>- Kerry requested feedback from PCCS-E</li> </ul>  | Kerry to send eye care protocol for feedback   |
| <b>3 National Competencies</b>     |  |  |
| Lindsay Kenworthy                  | Presentation given on progress <ul style="list-style-type: none"> <li>- Group – mix of cardiac/non-cardiac, large and small units</li> <li>- Individual unit competencies shared with group – Kings College competencies chosen as template</li> <li>- Competencies within a single document, easily adaptable for individual units, simple yes/no competency</li> <li>- Using Benner's Novice to Expert to identify levels</li> <li>- Currently working on supernumerary and foundation competencies; will eventually include competencies for all levels up to ANP</li> <li>- Aim to have first draft end-October; completion mid-January</li> <li>- Once agreed can present to PCCS Council for ratification</li> </ul> Trauma competencies – Kimberley <ul style="list-style-type: none"> <li>- Not yet ratified by PCCS Council</li> <li>- Always planned to be in main competency document, not stand-alone</li> </ul> |  |
| <b>4 Band 2-4 workforce update</b> |  |  |
| Stacey Bedford                     | <ul style="list-style-type: none"> <li>- Several meetings held and recommendations formulated</li> <li>- No objections when recommendations submitted to the managers' group</li> <li>- Have submitted work as an appendix to the PCCS Standards Group</li> <li>- Aim to link in with national competencies when completed (band 4 initially then band 2 &amp; 3 competencies)</li> </ul>  | Awaiting feedback from PCCS Standards Group<br><br>Need to link in with national PCC nurse competencies<br><br>Work to be done on nurse associates |

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|                 | <ul style="list-style-type: none"> <li>- Also need to consider nurse associates</li> </ul> <p>Career pathway and role of unregistered nurses in PCCU discussed at length. In B'ham band 2s are included in the numbers and care for trachy ventilated children; in Bristol they have a supportive role. Stacey &amp; Jo are looking into this disparity across the country so they can give guidance on what is good practice. Becki &amp; Chloe offered to help.</p>  | Stacey, Jo, Becki and Chloe to investigate role of unregistered nurses in PCCU   |
| <b>5</b>        | <b>PCCS website</b>  |  |
| Liz Lock        | <ul style="list-style-type: none"> <li>- Could be used as a repository for work in progress and teaching materials</li> <li>- Cannot upload information ourselves due to GDPR, Liz happy to act as mediator</li> <li>- Documents, minutes, etc. - need agreement on how far back to go and what can be archived</li> </ul> <p>Chat room might be more effective way than e-mail to with communicate other educators</p>  | Contact Liz to add material to PCCS website:<br><a href="mailto:Elizabeth.Lock@gosh.nhs.uk">Elizabeth.Lock@gosh.nhs.uk</a> |
| <b>6</b>        | <b>PCCS Council update</b>   |  |
| Carli Whittaker | <ul style="list-style-type: none"> <li>- Transitioned to PCCS on 1<sup>st</sup> September 2020</li> <li>- PCCS App launched – can be used as a forum for guidelines, policies, latest tweets. Nurse Educators' page suggested.</li> <li>- Meeting with NHS England &amp; CCNA – no current plans for AICUs to take over PICUs.</li> <li>- BACCN to publish ratio of CC nurses to HCSWs as part of surge protocol. Will circulate once agreed.</li> <li>- Tracey Phillips trying to improve profile of PCCS. Suggesting each manager volunteers a PCCS member from their unit to act as a link nurse. Benefits of PCCS include free journal articles, access to SDs.</li> <li>- Covid management strategies will be discussed at PCCS conference</li> <li>- Band 4 work has been circulated to nurse managers' group and will be circulated to L1/L2 group.</li> <li>- New PCCS Standards will not affect orientation/L3 education standards</li> </ul> |  |
| <b>7</b>        | <b>EQA Update</b>  |  |
| Jo Durham       | <ul style="list-style-type: none"> <li>- Last meeting July 2020</li> <li>- New EQA members and more courses, including L1/L2</li> <li>- Need to run meetings more frequently</li> <li>- SOPs for new courses and joining EQA to be added to PCCS website</li> </ul>  | EQA meetings to be increased to 3 x per year<br><br>Contact Jo if you need SOP for new course or joining EQA               |
| <b>8</b>        | <b>AOB</b>   |  |
| All             | <p><b>Training in light of Covid</b></p> <p>Challenging – a lot of educators' time spent preparing on-line training</p> <p>Resuscitation courses - places reduced</p> <ul style="list-style-type: none"> <li>- ALSG have extended provider validity by 1 year</li> <li>- Local resus trainers can deliver BLS</li> </ul>   |  |

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|                   | <p>updates</p> <ul style="list-style-type: none"> <li>- GOS offer drop-in BLS updates</li> </ul> <p>Mandatory training</p> <ul style="list-style-type: none"> <li>- Some virtual</li> <li>- Clare – face-face mandatory delivered 3 x/day (adult &amp; paed BLS, manual handling)</li> <li>- Liz &amp; Kimberley – delivered on team days</li> <li>- Joanne (Brompton) – HEE have mandatory training on-line</li> </ul> <p>Can use reps</p> <p>Kimberley suggested that if your unit has an influx of Covid patients then you could share your experiences as a teaching session.</p>   |  |
| Lyndsay Kenworthy | <p>Upskilling course for AICU</p> <p>GOSH, Brompton &amp; Nottingham have upskilled a lot of PIC nurses to work in AICU</p> <p>Carli re-iterated that there is currently no plan for NHS London to pull from PICUs.</p> <p>Discussion followed on training AICU nurses to care for children and vice versa. Also on training ward nurses to care for PIC patients – Bev has used HEE money for this “just in time” teaching</p> <p>Carli - unknown what the winter pressures will be; respiratory infections mild in Australia</p> <ul style="list-style-type: none"> <li>- involved in ESICM training for next surge.</li> </ul> |  |
| Sam Jukes         | <p>Feedback on survey re. internal transfers</p> <ul style="list-style-type: none"> <li>- Unknown - it was not from the B’ham education team</li> </ul>   |  |
| Bev Cejer         | <p>Questioned the possibility of other specialist courses (e.g. cardiac, neuro, renal) being recognised by PCCS.</p> <p>Would need to take as proposal to PCCS council.</p> <p>Cardiac course considered a possibility.</p>   |  |
|                   | <p><b>Next PCCS-E chair</b></p> <p>Julie retiring end-April, Bev end-July 2021</p> <p>Kimberley happy to continue with Eve until handed over in Autumn 2021</p>   | <p>Consider who will chair PCCS-E after Bristol/Cardiff’s term</p> |
| 9                 | <p><b>Date of next meeting</b></p>  |  |
|                   | <p>Monday 22<sup>nd</sup> February 2021</p> <p>Emergency Zoom meeting possible over winter if necessary</p>   |  |