

PNNG Meeting minutes



Date: Friday 26th June 2020.

Time: 12:30pm

Location: Video conference meeting (via Zoom)

Minute taker: Roy Connell

Present at meeting: Roy Connell, Diane King, Hazel Gibson, Denise Chisholm, Richard Carless, Cora Lahart, Michael Noteyoung, Tracy Daglar, Carmel Capelet, Dan Speakman, Maria Scanes, Ellen Samuel, and Sarah Grylls.

Agenda item	Comments / Discussion
1. Minutes/actions from last meeting.	<p>No formal minutes to go through from last meeting. Main point raised from meeting in March was the appointment of a new chairperson for the group due to the existing chair approaching retirement. Roy Connell was appointed chairperson. No expressions of interest were put forward for replacement of treasurer.</p> <p>Actions: Treasurer position to be discussed. Person responsible: All</p>
2. Conference feedback – Evelina	<p>Ellen sent round a detailed feedback from the conference hosted by Evelina on 6-7 March 2020.</p> <p>Actions: Feedback to be loaded onto website – Person responsible: Logan.</p>
3. Finance update a. 2020 conference b. Overall	<p>Sarah gave some feedback about the financial position of the group including outstanding fees from the conference. Units with outstanding amounts agreed to chase the payments and inform Sarah when done. The overall financial position of the group remains buoyant enough to pre-fund the annual conference and consider applications for individual funding of separate ventures.</p> <p>Actions: Units to chase outstanding payments Person responsible: Feedback from Sarah</p>
4. Next year's conference – Southampton	<p>Sarah will be the main organiser for next year's conference which will be held in Southampton. A provisional booking for 5-6 March has been made at the Harbour Hotel. It was felt that arrangements should continue as normal for the conference with the proviso that the date may need to be changed if Covid-19 is still having an impact on such events. It was agreed that the call for abstracts for the conference should be sent out early to give units time to respond. Further to this it was also agreed that each unit should identify a nurse (band 6 or below) to submit an abstract for presentation. This will help to encourage more junior staff to present and attend the conference. It was also discussed that the presenters should be encouraged to write up their presentation for publication.</p> <p>Actions: Call for abstracts to be sent out. All members to identify nurse to present. Person responsible: Roy</p>

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<p>5. Covid feedback/ideas.</p>	<p>Similar precautions have been put in place in units around the country but minimal cases of coronavirus have been seen amongst patients.</p> <p>The main cause for concern has been staffing with some units having seen a reduction in staff of around 20% due to testing positive or self-isolating. Support and advice from within the group is always available if units have any situations they need to discuss.</p> <p>Actions: None Person responsible</p>
<p>6. Education / Training.</p>	<p>All renal related education courses to be collated and information (dates, contacts etc) put on website.</p> <p>Mairead discussed some education videos that had been done in Dublin and offered to share them with the group. These can be uploaded to the website for anyone to access.</p> <p>Actions: Person responsible: Roy – collating info. Mairead to send videos</p>
<p>7. Website</p>	<p>Update of website is to be carried out by Logan.</p> <p>Group pages will be added (PD, HD, Pre Tx, Tx, CKD) with some brief info on therapy and contact details for each group of specialist nurses. This should make finding out information or asking specific questions easier for anyone using the site. It should also reduce the number of questions needing to be forwarded through the group. A list of specialist nurses from each unit for each therapy will be needed.</p> <p>As well as the therapy groups, it was suggested that a junior staff group be set up with a band 5 nurse from each unit. This will hopefully provide support and info sharing amongst more junior members and encourage networking. A lead person for this group was identified and will be contacted to see if interested.</p> <p>Individual units' information also needs updating. A form will be circulated to so all rroup members can update.</p> <p>Actions: Website and information update. Person responsible: Logan and Roy – Website/info. All members to send requested info.</p>
<p>8. Committee members – ? change/review</p>	<p>The position of treasurer was discussed as Sarah was keen to pass the role on at the last meeting. Dan Speakman was suggested as a replacement for the role and the group voted unanimously for him to take this forward.</p> <p>Sarah suggested a change of bank account due to the limitations of online banking with the current account (HSBC).</p> <p>Dan, Sarah and Roy will meet to discuss the details of the changeover further.</p> <p>Actions: Meting to be arranged to discuss Dan taking on</p>

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	<p>treasurer role and change of bank account. Person responsible: Roy, Sarah, Dan.</p>
9. Terms of reference.	<p>The terms of reference for the PNNG need to be updated. The 2016 version will be looked at by Diane and Roy and appropriate changes made. The new draft version will be circulated round the group for approval and then published on the website.</p> <p>Actions: Update TOR. Person responsible: Diane and Roy</p>
10. Feedback from each unit	
a. Belfast	Belfast – Hazel had to leave the meeting early but gave feedback via email saying LRD programme back up and running – 2 done and 3 planned. No Covid seen in renal patients.
b. Birmingham	Birmingham – Business case been put forward for CKD and Nephrotic nurse specialist role. Just listed 10 patients on Tx list. Trying to restart LRD programme.
c. Bristol	Bristol – Had reduced to 4 days a week HD but now back to normal. Not moved forward with Tx yet.
d. Cardiff	Cardiff – No representative from Cardiff. As thi is the third meeting Matthew has been unable to attend it was suggested that a second person be approached to co-rep from Cardiff. Roy will contact Rhian (Specialist nurse in Cardiff)
e. Dublin	Dublin – Mairead had to leave the meeting early
f. Evelina	Evelina – Restarting transplants.
g. Glasgow	Glasgow – LRDs restarting.
h. GOSH	GOSH – One LRD done last week. Outpatients restricted to one patient per room per hour
i. Leeds	Leeds – Business case being submitted for HD and CNS.
j. Liverpool	Liverpool – Nothing to feedback
k. Manchester	Manchester – Starting donor list Tx in 2 weeks.
l. Newcastle	Newcastle – Change of staff Jill Develin taken over as HD sister.
m. Nottingham	Nottingham - Nothing to feedback
n. Southampton	Southampton - Nothing to feedback
	Actions: None
11. A.O.B.	<p>None</p> <p>Actions:</p>
12. Date/time of next meeting - Frequency of meetings?? Zoom / face to face?	<p>It was felt that an earlier meeting than November should be held via zoom with a potential face to face one later in the year.</p> <p>Actions: Date to be arranged Person responsible: Roy</p>