*AI-generated content. Make sure to check for accuracy.*

**Discussion Summary:**

1. **Meeting Invitations and Attendance:**
   * There was confusion regarding meeting invitations, with both Sameera and Chitra sending invites and joining each other's meetings. 1
   * Discussion on the number of new nurses joining and the upcoming vacancies. 2
2. **Doctor Attrition and Training:**
   * Many doctors are expected to leave due to MSRA exam results and selection letters. 3
   * Concerns about the effectiveness of involving doctors in training programs due to their short tenure. 4
   * Proposal to focus on training new joiners and organizing separate teaching sessions for doctors. 5
3. **Meeting Recording and AI Software:**
   * Sameera mentioned recording the meeting using AI-based software provided by the trust to create minutes and evidence for her workbook. 6
4. **End-of-Life Care (EOLC) Policy and Training:**
   * Detailed discussion on the development and implementation of the EOLC policy, including identification of dying patients, communication with families, and transitioning patients from ICU to wards. 7
   * Emphasis on involving the Specialist Palliative Care (SPC) team and ensuring proper documentation and communication. 8
   * Mention of the need to include the Specialist Nurse for Organ Donation (SNOD) in the policy. 9
5. **Simulation and Training Sessions:**
   * Plan to run a simulation for the EOLC policy with Elaine Hardy's team on the 25th April. 10
   * Discussion on the structure of the simulation session, including scenario progression, debriefing, and potential use of PowerPoint slides for teaching or asking the participants to reflect on the scenario. Making participants to reflect on the situation is more effective than PPt based presentation. 11
   * Agreement to review and update the local policy document based on feedback from Dora and Elaine. 12
6. **Funding and Project Documentation:**
   * Sameera mentioned sending a funding application for the EOLC well-being project and involving senior people if needed. 13

**Action Items:**

1. **Meeting Invitations:**
   * Sameera to ensure clarity in sending meeting invitations to avoid future clashes. 1
2. **Doctor Training:**
   * Sameera to organize separate teaching sessions for doctors every Friday in the ICU teaching room if required. To discuss this with Dora in case many doctors leave the department. 5
3. **EOLC Policy Development:**
   * Sameera to finalize and share the EOLC policy document with the team, including the involvement of SNOD. 9
   * Sameera to update the policy document based on feedback from Dora and Elaine. 12
4. **Simulation Session:**
   * Sameera and Chitra to prepare for the simulation session on the 25th, including scenario progression and debriefing – we have prepared this>>awaiting approval from Dora (Education Lead of Department). 10
   * Sameera to consider using PowerPoint slides for teaching during the simulation session or share guidance document as a discussion point at the end of scenario. 11
5. **Funding Application:**
   * Sameera to send the funding application for the EOLC well-being project and involve senior people if needed. 13
6. **Meeting Recording:**
   * Sameera to check with the simulation team about recording the session and obtaining necessary permissions. 14