**Action Plan (Education Group)**

| ***What is your goal?*** | ***How will you achieve this (actions)?*** | | | | | ***Who will do what?*** | | ***When will each action be completed?*** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| To share webinar material online  Develop an education benchmark for neuroscience nurses  Participate in WFNN App development  Create a section on the website to put links to publications by EANN members  To set up a frequently asked questions section on the website  Set up Twitter account  To provide more seminars to EANN member organisations | 1. Develop summary of the event 2. Share the video of the event on website 3. Uploads photos from the event 4. Share existing materials between the group 5. Use the structure of student / novice / developing and experienced neuroscience nurse 6. Develop through a shared folder 7. Contact WFNN and agree once component of app to work upon as a trial. 8. Contact webmaster to develop section 9. Members to send links to be put up 10. Set up a survey to ask EANN members what questions they have about neuroscience nursing 11. Develop responses to these. 12. Have a section on the website to host this 13. Set up and align to Facebook page 14. Ask board members which countries are interested 15. Once countries are established, ask them the topic and secure presenter | | | | | 1. Jovanca/Mario 2. Neal 3. Jovanca/Mario 4. Mario and Claire to share material 5. All members to contribute 6. Neal to format in the end for publication 7. Neal to contact WFNN to enable this to commence 8. Neal 9. Neal 10. Neal to set up survey and send out via the board and on Facebook 11. Group to develop responses 12. Jovanca to liaise with Cath to put this online on the website 13. Neal 14. Jovanca/Mario | | Before end of May 2018  End of August 2018  Before end of December 2018  Before end of August 2018  Before end of December 2018  Before end of August 2018  Before end of August 2018 |
| **Confirmation of Achievement** | | | | | | | | |
| **Was the goal achieved?** | | Yes  No | **If yes, date achieved** |  | **If no, provide a reason** | |  | |