**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 onlineDevelop an education benchmark for neuroscience nursesParticipate in WFNN App developmentCreate a section on the website to put links to publications by EANN membersTo set up a frequently asked questions section on the websiteSet up Twitter accountTo 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 2018End of August 2018Before end of December 2018Before end of August 2018Before end of December 2018Before end of August 2018Before end of August 2018 |
| **Confirmation of Achievement** |
| **Was the goal achieved?** | Yes [ ]  No [ ]  | **If yes, date achieved** |  | **If no, provide a reason** |  |