



**Minutes of the Clinical Librarian/ Trainers Group Meeting
Held on 9th March 2018 at
Education Centre, Royal Lancaster Infirmary**

PRESENT	Cath Harris (CH – chair), Beccy Roylance (BR – co-chair), Paul Tickner, Peta Jones, Tracy Owen, Yvonne Stubbington, Olivia Schaff, Janet Reed, Sarah Owen, Angela Page, Joanne Phizacklea, Katie Nicholas
APOLOGIES	Emily Hurt, Eva Thackeray, Jane Roberts, Rosalind McNally, Sandra Johnson, Gil Young, Glenda Morris, Michael Reid, Linda Taylor, Judy Richardson

NO	MINUTES	ACTION
	MINUTES OF THE PREVIOUS MEETING The minutes of the previous clinical librarian/ trainers' meeting were accepted as a true record.	
1	MATTERS ARISING AND ACTION LOG John Gale and Beccy Roylance have agreed to be the new co-chairs of the Clinical Librarian/ Trainers group.	
2	Update on the 'Getting the most out of conferences training' Yvonne Stubbington talked about the highlights of attending the course and how it would help you to prepare for attending a conference.	
3	Knowledge Management at HEE Katie Nicholas talked about her role as Knowledge Officer supporting staff at HEE including ; knowledge harvesting, lunch & learn, randomised coffee	

	<p>trials, Sharepoint, current awareness, handover kit and e-Win. Katie highlighted the Knowledge Management event in Leeds, 13th Sep.</p>	
4	<p>Knowledge Espresso Cafe</p> <p>Katie Nicholas took the group through a espresso cafe, explaining what it was and how to facilitate, whilst the group took part in an espresso cafe on the barriers to knowledge management and how to overcome them.</p>	
5	<p>Feedback from Sharing Searches Event</p> <p>Olivia Schaff provided an update on the the shared searches meeting, discussing potential platforms, upkeep, benefits, and issues to overcome. The group will meet again to take the project forward.</p>	
6	<p>Ideas/Speakers for Future Meetings</p> <p>CH asked for suggestions for future meetings. Suggestions included; marketing - including social media marketing (Victoria Treadway could present), sharing experience of presenting at a conference, synthesising (Olivia Schaff may be able to contribute after attending a course), dealing with mergers (a toolkit is being created for this may be able to link to that).</p>	<p>CH to send out reminder for suggestions</p> <p>OS to ask manager if they can present their merger experience</p>
6	<p>AOB</p>	