



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

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| 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 |
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| | 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 | |

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| | <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> | |