



Enrolled Nurse Section  
NEW ZEALAND NURSES ORGANISATION

## Enrolled Nurse Section NZNO Meeting Minutes 5<sup>th</sup> & 6<sup>th</sup> August 2020

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	National Committee		
Purpose of meeting(optional):	National EN Section Meeting Minutes		
Date & Time (dd/mm/yyyy):	5 <sup>th</sup> August 2020 Start time: 08.30hrs – 16.30hrs 6 <sup>th</sup> August 2020 Start time: 09.00hrs – 16.00hrs		
Location (eg city):	NZNO National Office - Wellington		
Facilitator	Chairperson – Robyn Hewlett		
Minute Taker	5 <sup>th</sup> August 2020 - 2nd Minute Taker – Michelle Prattley – (as Secretary- Charmaine Parker's Air NZ Flights delayed due to Fog) 6 <sup>th</sup> August 2020 - Secretary – Charmaine Parker		
Attendees	Robyn Hewlett (Chairperson), Charmaine Parker Thursday attendance only(Secretary), Tina Giles (Treasurer & Vice Chairperson), Michelle Prattley (2 <sup>nd</sup> Minute Taker and Membership Officer), Suzanne Rolls Thursday attendance only(Professional Nursing Advisor NZNO), Debbie Handisides.		
Apologies	Tam Gibbison and Dalreen Larkin (Te Runanga Representative), Charmaine Parker Wednesday 5 <sup>th</sup> August - Air NZ Flights delayed/Fog, Suzanne Rolls Wednesday 5 <sup>th</sup> August - Bereavement Leave.		

Summary of Actions from this meeting	Person Responsible
Invite Kamini Pather, to the next National EN Committee Meeting – in Nov'2020	Robyn Hewlett Invite Kamini Pather, to the next National Committee Meeting – in Nov'2020
Rob Zorn, Committee Zoom appt's to be planned/booked with Rob and the EN working group to create the Draft of Communications/Marketing, for EN Promotion.	EN National Committee Members to decided on EN Working Group Participants Robyn to invite – those EN's on the EN Working Group Sharyne Gordon to book Zoom appointments
Re-Quote the smaller EN Survey Document with the added comments from Committee discussions.	Robyn Hewlett
Heather will email Michelle Prattely back – confirmation in writing that the Korowai Cabinet has been approved for the Korowai to be situated in the NZNO Boardroom, along with financial approval for the building and fixing of the Cabinet.	Heather, NZNO to organize building/fixing of the cabinet into the Boardroom, to care/display Korowai. Michelle Prattley to follow-up confirmation from Heather. Heather to send a letter of confirmation of the cabinets works and approval – to Michelle Prattley Michelle to liaise Dalreen Larkin to create plaque/wording. The plaque for the inside of the cabinet (to include the Purpose of the Korowai, and why it was gifted? Covered in the Plaque, date, donated by, who by and the purpose?) Blessing of the Korowai cabinet, liaise with Dalreen as to a date that she can attend/organize that? Insurance – Heather to find out that it will be covered, ensuring that it will be sufficient to cover, and does it need to be a specified item insurance cover for the Korowai?
EN National Committee Meeting 17 <sup>th</sup> August 2020 7pm	NZNO Sharyne Gordon to book 17 <sup>th</sup> August 2020 Zoom booking, and email out to EN National Committee Invitee's.
Copy of the expenses reimbursements claim forms Scan to Tina for spot audit purpose	All committee Members with expense reimbursement
Development of more questioning – for the Membership Committee Survey for NZNO Membership	1. Robyn send out to Debbie 2. Debbie to send out to Regional Chairs, 3. Regional Chairs to send to Members.
Ramai Lord sent through a report to us.	Robyn Hewlett email Ramai Lord with update from committee Meeting

TOPIC	Discussion	Action
<b>National Committee Meeting Minutes</b>	<p>13<sup>th</sup> &amp; 14<sup>th</sup> February 2020 – Face to Face</p> <p>16<sup>th</sup> June 2020 - Zoom</p> <p>29<sup>th</sup> July 2020 – Zoom</p>	<p>Moved – Michelle Prattley Seconded – Robyn Hewlett</p> <p>Moved – Debbie Handisides Seconded – Michelle Prattley</p> <p>Moved – Debbie Handisides Seconded – Robyn Hewlett</p>
<b>Inwards correspondence</b>	<p>Moved Seconded <b>Carried</b> Abstentions:</p>	<p>Current correspondence list to be approved at the next Zoom Meeting. Action: Committee Members to send to Charmaine any inwards correspondence for the Inwards list</p>
<b>Outwards correspondence</b>	<p>Moved Seconded <b>Carried</b> Abstentions:</p>	<p>Current correspondence list to be approved at the next Zoom Meeting Action: Committee Members to send to Charmaine any outwards correspondence for the Outwards list</p>
<b>Financial Report:</b>	<p>Cheque account balance: \$23,553.85 Term deposit: \$43,435.65 Treasurers report since last to face to face National Committee Meeting: Date of Treasurers Report: 05/08/2020</p> <p>Written by: Tina Giles Treasurer Describe actions since last meeting</p> <p><b>Outgoing</b> <b>Total \$3684.22</b></p> <ul style="list-style-type: none"> <li>• T Giles \$2730.4922/04/2020 Conf Flights</li> <li>• NZNO \$636.8330/04/2020</li> <li>• T Giles \$80.00. 06/05/2020ins refund</li> <li>• EN to EN Conf \$200.00 28/05/2020</li> <li>• Treve \$36.90 08/07/2020</li> </ul>	<p>Action: National Committee Members: Copy of the expenses reimbursements claim forms Scan to Tina for spot audit purposes</p>

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	<ul style="list-style-type: none"> <li>• NZNO GST owing \$873.52 31/07/2020</li> </ul> <p><b>Incoming</b></p> <p><b>Total \$2503.41</b></p> <ul style="list-style-type: none"> <li>• Core Funding \$8099.83T</li> </ul> <p><b>Total Balance:</b></p> <p><b>Total \$8099.83</b></p> <p>Outline questions for committee Request payments for approval I declare that these are the true and correct financial statements for the National Committee accounts and move that these are accepted by the committee and respectfully ask for all payments here within be authorised. Signed <b>KM Giles</b> National Treasurer</p>	<p>Action: National Committee Members: Copy of the expenses reimbursements claim forms Scan to Tina for spot audit purposes</p> <p>Moved - Tina Giles Seconded – Debbie Handisides</p>
<b>Enrolled Nurse Section NZNO Membership:</b>	<p>Currently 707 NZNO EN members. Movement from previous meeting. How do we grow our NZNO EN Membership: Send a letter to all NZNO members via email?</p> <p>To do a membership drive to all enrolled nurses who are financial members of NZNO</p>	<p>To outline what we have achieved: ENSIP ACE Vaccinator. What in future: Bridging EN to RN Arranging wording of Scope of Practice. Highlight no further cost involved covered by NZNO membership</p>
<b>NZNO Membership Committee Survey for NZNO Membership</b>	<p>Development of more questioning.</p> <ol style="list-style-type: none"> <li>1. Robyn send out to Debbie</li> <li>2. Debbie to send out to Regional Chairs,</li> <li>3. Regional Chairs to send to Members.</li> </ol>	<ol style="list-style-type: none"> <li>1. Robyn send out to Debbie</li> <li>2. Debbie to send out to Regional Chairs,</li> <li>3. Regional Chairs to send to Members.</li> </ol>

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<b>Ramai Lord, Senior Advisor, Nursing Office of Chief Nurse MOH</b>	Ramai sent through a report to us. Update Ramai with our current EN Barriers to Enrolled Nursing Document – Re: IVI Preceptor Vaccinator Email Ramai and Jane re this.  Robyn gave update from EN Committee. Re Survey. Bridging EN to RN Conference re scheduled. DON Letter – EN Preceptorship	Robyn Hewlett email Ramai Lord
<b>Regional Reports</b>	Discussed: Northland Southern Tabled the other Regions	Discuss other Regions at the next Zoom meeting on 7 <sup>th</sup> August 2020 at 7pm
<b>Rob Zorn – Communications/media Adviser, NZNO Promotion of EN Section/Nursing – Strategies &amp; Marketing  Hugo Robinson– Assistant</b>	Communications/ Media Advisor, NZNO: Discussed the Scope of Practice. Ongoing careers for EN's. Development of EN education opportunities. EN's wanting to see career advancement opportunities. Barriers to EN's discussed. Clear marketing messages needed regards - benefits of an EN.  How do we work with barriers of cost to Employers? Promote EN section and possible students to do the EN Program.	Outcome October Deadline: Draft  Rob and National Committee to meeting regularly via, Zoom and face to face if required to - achieve draft.  Create a draft regards how to promote Enrolled Nursing Desired Outcome - October Deadline for the Draft.  Meetings Dates need to be planned into attendee's schedules
<b>Newsletter: Pānui</b>	Leonie – EN, at Waikato DHB, who won Nurse of the Year. Bev Brown, sole EN outpatient clinic OPH, Kerri King, ARC, Canterbury EN Section Michelle Prattley – report on enrolled nurses graduating at ARA Angie Crespin – stepping down as Chairperson GWR	
<b>Website: Facebook page:</b>	Robyn updating regularly. Face book page updated regularly with on line courses and enrolled nurse positions.	Ongoing

Topic	Discussion	Action
<p><b>Kamini Pather, Workforce Specialist, Workforce Services Team, Workforce Lead, ACE Nursing, TAS.</b></p>	<p>Workforce specialist: Supporting DON's in designing a process/electronic process, to match employers to candidates, and an electronic candidate pool of EN's which is not electronically matched.</p> <p>Talent Pool is a database; NetP Students are sitting there.</p> <p>ACE went live in June 2020 – 7 EN participants applied to be on the National Talent Pool. EN – 7 in Talent Pool and as training numbers increase from training providers then the Talent Pool should increase.</p> <p>Ideally ACE, want Employers to update the ACE Talent Pool, if they pick up any candidate, as otherwise will not know where candidates go too.</p> <p>In September Canterbury Student Intake – 30 Students will hopefully apply to the National Talent Pool, after passing their up and coming State Exams.</p> <p>Difference between the RN and EN process, RN can apply prior to sitting the State Exams.</p> <p>Talent Pool for RN's is all at the end of their Polytechnic Student process.</p> <p>ACE operations for EN's – ACE consultants x 2 are working on the program.</p> <p>What numbers will the DHB's be able to take in. Creative thinking in the DHB's to employ EN's.</p> <p>Employer gets a number of positions available, they will then go through matching process. List of preferences get sent to the Employer, from the Talent Pool – no outcomes are reported by Employers.</p> <p>It was not known how many new graduate positions will be offered to EN's, it's usually related to budget available.</p> <p>Suzanne re-iterating that being in the Talent Pool for EN's is</p>	<p>Outcome: Suzanne – want to build more EN's in the workforce.</p> <p>174 people not matched (not offered jobs).</p> <p>Suzanne - NZNO have to manage the expectations of EN's applying to a system that won't deliver to a matching process.</p> <p>Quarterly updates will be made, in the throughput; reports will be passed onto EN section.</p> <p>ACE reports will also be posted on the TAS Website.</p> <p>Northern Alliance run the ACE program in the North Island under supervision of Kamini Pather.</p> <p>Reports first sent to DON's. Then sent to the Accord Operations Group, then reports will be put up on the ACE website, along with an email being sent to key stake holders, so as to be transparent about all the ACE data.</p> <p>Suzanne: Promote questions to DON's to help navigate the questions to DON's: Are you observing the talent pool? and are you picking up the EN's from the Talent Pool? as there is no matching process. EN Process:</p>

<p>simply an opportunity to elevating your CV, it's not a step to definite employment.</p> <p>ACE program by itself won't increase employment.</p> <p>RN:</p> <ol style="list-style-type: none"> <li>1. have an electronic matching exercise,</li> <li>2. interviewed</li> <li>3. a ranking from their interview goes back into the their talent Pool system for future perusal,</li> <li>4. possible offer</li> </ol> <p>EN,</p> <ol style="list-style-type: none"> <li>1. no matching exercise,</li> <li>2. EN's sit in a Talent Pool,</li> <li>3. Employers need to keep checking into the Talent Pool to keep up to date with EN Candidates, as no electronic matching will be sent directly to DON's for EN's.</li> </ol> <p>90% of RN applicants in the past have been taken into employment, however significantly lower for EN's.</p> <p>ACE is aiming for 100% of applicants to ACE process will be employed within 6 months to meet the MOH Accord.</p> <p>Imaginative ways are being thought out on how we bring EN's on board, to be employed.</p> <p>Covid-19 did make some disruptions to the ACE program, but working to try and fill any gaps for employment.</p> <p>Clinical placements have been made up "just in time" prior to state exams, but unsure if the workload squeeze in making up program work prior to state exams will have a detrimental effect in State Exam results outcomes.</p> <p>Also employment difficulties (due to Covid-19) by family members has affected RN and EN students as they immediately take up alternative employment example: supermarkets to ensure an income is coming into the household, as partners in their households have lost their jobs.</p>	<ol style="list-style-type: none"> <li>1. In</li> <li>2. Register</li> <li>3. Sit in Talent Pool – highlight CV, Suzanne stating that NZNO will help to support EN's to stay in the Talent Pool, as NZNO are encouraging Employers to search the Talent Pool for EN's.</li> </ol> <p>Suzanne- Can you add additional employers to the Health Work Funding Contract?</p> <p>Suzanne – looking to link – from ACE to EN Facebook Page. Kamini will see if that is possible To use a link to their website?</p> <p>ACTION – Invite confirmation to Kamini Pather, sent for the next National Committee Meeting – in Nov'2020</p>
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90% of post Covid-19 job loss in employment is women, and also lower socio economic families.

What can we do to change the post Covid-19 employment outcomes:

Territory Providers have accepted referees from 2019 clinical placements as due to Covid-19 needing to adjust the ACE application process to support post Covid-19 job candidates.

Working Group to instigate the work on the wider workforce pipeline, and intelligence, how many people drop out, why, who, and keen to know around equity focus. Then where do they go? 3% don't pass States, also they don't know who % actually applying for jobs.

RN and EN APC you can work anywhere in the world.

How many are supported by Iwi's.

Trend year reporting, doesn't align with Council and ACE participation to result outcomes.

EN SIP helps transition from academic space into practitioners.

Kamini Pather sharing that she has tremendous passion for Nursing and Midwifery, and passionate about the Public Health System in NZ, and what great job NZ does.

DHB's only pick up 50% of all nurses in the community, so 50% are picked up? Elsewhere. The gap in between other primary care employers, what? How large? Is the gap in between? Non named providers from ACE can't get funding, how can they be supported with funding?

What can we do to support local employers with the NET P? EN SIP?

Kamini Pather – states there is a real enthusiasm by employers waiting for EN's to be added to the Talent Pool.

Michelle – 30 students from Canterbury Region, after the current State Exams, will be applying to the ACE Talent Pool.



	Discussion	Action
<b>Kevin Simmonds, Accountant NZNO</b>	<p>Discussed having a zoom meeting with regional treasurers – bank transactions on monthly basis reporting back to NZNO, claims, invoices, monthly. Kevin to write a divisional policy for GST. Pauline ANZ – Kevin liaising with regarding account when cheques stop? Centralizing banking</p> <p>Travel Insurance – Tina spoke to this EN Section is in agreement to pay for Insurance. Tina to write memo to Kate – David regarding this. Central region account – need to contact Central region to see what they want done with this. Robyn to contact Elsa Morgan, the last Chairperson. Suggestion is to close account and put money into the National account until such time as the National Committee can get Central Regional Section up and going again</p>	<p>Kevin to write a divisional policy for GST and will let EN Committee when completed</p> <p>Tina to write to Kate Weston &amp; David Woltman re EN Section Committee in agreeance that we continue to pay travel insurance on air travel booked by the EN Section</p> <p>Robyn to contact Elsa Morgan, previous and last Chairperson of the Central Regional Enrolled Nurse Section, re who the last treasurer was and re closing the account.</p>
<b>NZNO Remits</b>	<p>Set up Zoom with regional chairs/committee to go over Remits are voted by all members of NZNO as per one member one, one vote.</p>	
<b>Nomination and Election of EN Section Committee</b>	<p>Robyn to email Sally Prattley regarding nomination for committee. Possible look at regarding rule re: 2 people from one region at one time. Remit 2021, re if no other nominations for committee and there is already two members on National EN Section Committee from one region that another from that region be allowed to be on national committee.</p>	
<b>Conference 2021 ACTION</b>	<p>Robyn to touch base with conference presenters to confirm if they still want to present at Conference 2021. Sue Robson, Enrolled Nurse, Forensic, Wakari Hospital, Dunedin has left this position. National Committee will need to call for “Enrolled Nurse presentations”, commencing later in 2020. Will need one more Committee going to have a meeting.</p> <p>Funding from Medtech could still be a possibility. Robyn had to send an invoice to Medtech refunding.</p>	<p>Conference 2021 ACTION - Committee voted to keep the theme for the 2021 Conference as <b>“The Year of the Enrolled Nurse”</b> for 2021 Committee to call for expressions of interest for Enrolled Nurses to present at 2021 conference</p> <p>Robyn to contact other presenters re availability to present at 2021 conference. Robyn will follow through over the forthcoming months</p>

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<b>Enrolled Nurse Section Conference 2020 – Refunds</b>	Heather Corkill-Weir – refund at registration for 2020 not received	Robyn to follow-up as refunded to credit card – 26 March 2020 \$425.00
<b>NZNO C&amp;S Day 18<sup>th</sup> August 2020</b>	Michelle P and Robyn H attending. 2 Minute Idol re Enrolled Nurse Scope of Practice Survey Robyn asked to present on the process to ENSIPP	
<b>EN Section Committee-Rep for NZNO AGM/Conference 16<sup>th</sup>/17<sup>th</sup> Sept 2020</b>	Robyn H attending for National Committee via webinar not able to go into local NZNO office so will do this at home.	
<b>Nursing Council of New Zealand, Catherine Byrne, Chief Executive &amp; Pam Doole, Director, Project Management</b>	Kate Weston, Associate Professional Nursing Adviser, NZNO prese at this meeting. Scope of Practice – survey Robyn spoke to this – time to review scope of practice Catherine suggested DON's involve Margaret Dotchin, (Chair) Nurse Executives (NENZ) Conversation commenced with Nursing Council in regards to a Bridging Program EN to RN Conversation explores options. Strategic planning – up for renewal. Catherine and Pam indicated that the survey and work done was highly commendable. Pam and Catherine to include strategic update Oct/Nov, with the NCNZ Board of Directors. There will be 3 new members on the NCNZ BOD's then.	Photo Taken with the Nursing Council and Kate.  Robyn to contact Margaret Dotchin in regards to meeting with the Nurse Executives
<b>Enrolled Nurse Section NZNO Survey “Enrolled Nurse Scope of Practice Survey 2019”</b>	Discussed content: What would be included in the 11 Page EN Survey Report. Question 16: InterRAI training: Publish the following comments- 149/ 225/ 147/ 125-with the word opportunity removed. 36/ 153/ 169/ 222/ 242-first line only Question 17: Immunizations: 13/ 29/ 39/ 67/ 76/ 77 Question 13: Scope of Practice: 76/ 88/ 102  Add the above comments to the smaller survey document:	Re-quote the published survey as a smaller document  Robyn Hewlett to obtain at least two re quotes and bring to the next zoom meeting.

Topic	Discussion	Action
<b>DHB Director of Nurses letter RE: Enrolled Nurses as Preceptors for new enrolled nurses and their responses</b>	4 responses from the DON's	
<b>Voluntary Bonding</b>	2020 was the first year that voluntary bonding was offered for Enrolled Nurses, in the areas of Aged Care and Mental Health and Addictions 14 Enrolled Nurses took the voluntary bonding up for 2020. Amount that could be paid is \$8499.00 first 36 months \$2,833.00 net after a 4 <sup>th</sup> and 5 <sup>th</sup> year, when you stay with the same employer.	Enrolled Nurse Section NZNO will promote and advertise this again for 2021 intake
<b>Fees free Apprentices Courses</b>	<p>Head of Nursing at Otago Polytechnic applied for fees free – turned down on the first application, then applied a 2<sup>nd</sup> time – this was further turned down.</p> <p>Can the National EN Section help ideas for a further application to outline further possible benefits of fees free, for further Otago Polytechnic applications?</p> <p>Males and females of NZ, for a qualification in the health field, low social economic areas would greatly benefit from free fee's.</p> <p>\$100.00 free accommodation in Invercargill offered by Tim Shadbolt Mayor, if they lose free fees in Invercargill, they would support students with \$100.00 a week towards their accommodation, as a way of supporting funding to training: High School Leavers?</p> <p>Discussed points that could be included from EN Section suggestions to the application/submission, to the Otago Polytechnic for another Free Fees application.</p>	<p>Ideas needed from the National Committee to put into the Application /submission from the Otago Polytechnic.</p> <ul style="list-style-type: none"> <li>• Low social economic areas</li> <li>• Maori / Pacifica – pathway into nursing</li> <li>• School leavers - pathway</li> <li>• 90% women unemployed out of covid-19 – inequality</li> <li>• Stair case model into nursing EN- RN-NP –</li> </ul> <p>Feeefreegovt.nz, level 3 or above. First year free</p>
<b>Barriers for Enrolled Nurses</b>	Reviewed the (updates to date) in the Barriers for Enrolled Nurses 17 Page Document:	
<b>Annual Plan</b>	Discussed – reviewed EN annual plan	Allocate time to redo at November 2020 Meeting

Topic	Discussion	Action
<b>NZNO Guidelines on the place of the Enrolled Nurse in the NZ Health Care System</b>	Will discuss at the next National EN Section meeting.	Discuss at next National EN Committee Meeting as Time did not allow, to discuss on 5 <sup>th</sup> and 6 <sup>th</sup> August 2020.
<b>Korowai – Heather Woods</b>	<p>Discussion regards the cabinets to place the Korowai. Discussion regards earthquake, health and safety and how the cabinet would be situated/fixed, in regards to H&amp;S.</p> <p>Invoice/quote - has been approved by NZNO to do the Cabinet.</p> <p>25-30kgs maximum weight - including Korowai- weight of the cabinet.</p> <p>Measurements of the cabinet confirmed with Heather.</p> <p>Glass front is hinged/design agreed on, with hinges and lockable, using a removal lock.</p> <p>Location in the Boardroom agreed upon, by EN National Committee.</p> <p>Heather to hold a key for the cabinet – at NZNO Office.</p>	<p>Heather will organize with Christine at NZNO, if builders are needed to do works to the walls in the boardroom. Heather will email Michelle back – confirmation in writing that the Cabinet has been approved for the Korowai.</p> <p>Heather NZNO to organize cabinet into the Boardroom Michelle Prattely to follow-up confirmation with Heather.</p> <p>Heather to send a letter of confirmation of the cabinets works and approval – to Michelle Prattely</p> <p>Michelle to liaise Dalreen Larkin to create plaque/wording of the plaque for the inside of the cabinet and blessing of the cabinet (Purpose of the</p> <p>Korowai, why it was gifted? Outlined in the plaque, description along with date, donated by – who and the purpose of the Korowai.</p> <p>Insurance – Heather will find out the process to cover the Korowai by Insurance, ensuring that there will be sufficient cover and does it need to be a specified item?</p>
<b>Zoom Meeting Must cover the following:</b>	17 <sup>th</sup> August 2020 at 7pm	Need to cover Remits – Discussion with Committee & Regional Chairpersons on the NZNO remits NZNO Board of Directors Election Profiles
<b>National Committee Meetings planned:</b>	<p>4<sup>th</sup> and 5<sup>th</sup> November 2020 – Face to Face - Wellington</p> <p>16<sup>th</sup> and 17<sup>th</sup> February 2021 – Face to Face - Wellington</p> <p>20<sup>th</sup> May 2021- following EN Conference - Dunedin</p>	
<b>AGM</b>	19 <sup>th</sup> May 2021 – at EN Conference - Dunedin	

Meeting Closed: 15.40hrs

Next meeting/teleconference will be held: 17<sup>th</sup> August 2020 at 7pm ZOOM

Date minutes confirmed:	
Signed: <i>R Hewlett</i> chair person	
Name: <i>Robyn Hewlett</i>	

