

# NZNO Colleges and Sections Annual Business and Operational Plan

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Aotearoa College of Diabetes Nurses

Number of current financial members as at 11<sup>th</sup> Nov 2016: 585

Years: 2017-2020

Cost Centre: 458-1-01

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## **Process:**

Please complete your draft Business & Operational Plan and forward it to your PNA for review and feedback by **30th November**.

PNA to clarify any issues arising by **7th December** and will forward plans to the Associate Professional Services Manager, copied to Manager Nursing and Professional Services by **13th December**. The managers will review all annual plans and discuss outstanding queries by **16th December**. Meeting and associated core costs will be calculated and entered into a spreadsheet by the Business Improvement Manager. The core funding and financial reserves policy will be applied based on the 28th February financial statements. The figure will be entered in the NZNO draft budget that shall be presented for adoption at the **February 2017 Board of Directors meeting**. Payments shall be made in two lump sums, April & October 2017. A copy of the budget spreadsheet shall be forwarded with the initial payment advice.

**The objectives are subject to the achievements made in the previous year and the recognition of, and response to, any new issues that may arise in the Diabetes environment.**

## Overview of Committee

Please include details for all committee members (do not include the PNA)

Name of committee member	Committee role	Region where located
Tricha Ball	Chairperson ( 2nd term May 2016-19 )	Auckland
Deborah Cunliffe	Secretary ( 1 <sup>st</sup> term May 2015-18)	Bay of Plenty
Kerrie Skeggs	Treasurer ( 1st term May 2016 -19)	Mid Central Health
Bryan Gibbison	Accreditation ( 1 <sup>st</sup> term May 2016-19 )	Waikato
Andrea Rooderkerk	Membership / workforce development (1 <sup>st</sup> term May 2016-19 )	Hawkes Bay
Bobby Milne	Committee Member and 2017 study day coordinator (seconded )	Counties Manukau Auckland
Inge Wright	Committee member (seconded)	Whanganui
<i>call for nominations in place</i>	<i>Committee member vacancy</i>	

## Membership participation on national external working groups

Members name	Email address	Name of working party and the host organisation	Status of national group
Pip Cresswell	<a href="mailto:acdnewslettereditor@outlook.co.nz">acdnewslettereditor@outlook.co.nz</a>	ACDN representative on NZSSD executive	
Rosalie Hornung	<a href="mailto:RosalieH@adhb.govt.nz">RosalieH@adhb.govt.nz</a>	ACDN representative on Paediatric Society of NZ - National Clinical Network for the Treatment of Children and Youth with Diabetes (Diabetes CN).	
Pauline Giles	<a href="mailto:Pauline.Giles@midcentraldhb.govt.nz">Pauline.Giles@midcentraldhb.govt.nz</a>	National Diabetes Service Improvement Group	

Helen Snell	<a href="mailto:Helen.snell@midcentraldhb.govt.nz">Helen.snell@midcentraldhb.govt.nz</a>	National Diabetes Service Improvement Group	
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# 2016-2017

List your College/Section achievements, major issues or changes in the 2016-2017 (current) year:	
Objectives	Outcomes/comments
<p><b>Leadership</b></p> <p>Be the lead voice for diabetes nursing in NZ</p>	<ul style="list-style-type: none"> <li>• Contribute to consultation on reorganisation of health services, medicines and medical devices that impact on the diabetes nursing services and diabetes care in NZ <b><u>achieved</u></b>. Numerous submissions and reports have been made e.g.; Nurse prescribing in community and long term conditions, CVD risk management in Primary Care, National Nursing Consortium review, Diabetes Dietitian Skills framework draft review, NZNO centralised payment project - banking report, NZNO College and Section Handbook draft review, College and Section annual report, NZNO administration review and kai ti aki October journal articles.</li> <li>• Education providers contacted and course programme information was updated on the web site <b><u>partially achieved</u></b>. Discussion continues regarding listing and updating education providers on the ACDN web site.</li> <li>• ACDN members continue to contribute to the on-going development and review of the on line diabetes knowledge platform not <b><u>achieved</u></b> as Health Mentor Online has not required recent review however ACDN promotes the use of the platform.</li> <li>• ACDN representative on paediatric clinical network continues to update National Committee <b><u>achieved</u></b> – regular reports submitted for ACDN National committee meetings, AGM and ACDN website.</li> <li>• ACDN and NZ Paediatric Society MOU maintained – <b><u>achieved</u></b></li> <li>• NDNKSF review to be completed – <b><u>partially achieved</u></b> - a review is currently in progress expected final draft early 2017.</li> </ul>

<p>Continue to provide a credible Accreditation Programme which recognises and encourages developing levels of expertise and leadership</p>	<ul style="list-style-type: none"> <li>• Liz Allen’s workforce development Survey ACDN members re CNS accreditation and nurse prescribing to be completed <b><u>achieved</u></b> and presented report at May 2016 AGM with significant discussion.</li> <li>• Discussion with Australian Diabetes Educators Association Regarding proposed joint conference late 2017 – to survey membership to ascertain level of interest <b><u>achieved</u></b> survey amongst ACDN membership completed and indicated low level of interest.</li> <li>• Continue to strengthen the established relationship with NZSSD <b><u>achieved</u></b> - NZSSD web page updated and now displays a link to ACDN web page <b><u>achieved</u></b>.</li> <li>• ACDN representative on NZSSD board continues providing regular reports to ACDN national committee <b><u>achieved</u></b></li> <li>• MOU between NZSSD and ACDN update due Dec 2015 achieved and extended to 3-year review</li> <li>• ACDN study day/AGM 2016 and aligns with NZSSD annual scientific meeting <b><u>achieved May 3<sup>rd</sup> 2016</u></b></li> <li>• Proposed disestablishment Accreditation Board, to have two National Committee members manage accreditation portfolio for rule and policy change remit at AGM 2016 vote <b><u>achieved</u></b></li> <li>• Provide 2016 assessor study day <b><u>not achieved</u></b> due to funding issues and also considered timelier to await NDNKSF update with accreditation review 2017 Assessor study day now confirmed for March 2017.</li> <li>• Consider regular assessor teleconference meeting thru 2016 <b><u>not achieved</u></b>. Will discuss as option for assessor’s march study day 2017.</li> <li>• Monitor the ACDN accreditation programme through the NZNO 3-5 yearly review process <b><u>partially achieved for</u></b> formal review 2017 in line with updated NDNKSF.</li> <li>• Establish ACDN Accreditation moderator role / moderation process 2016 <b><u>achieved</u></b></li> </ul>
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	<ul style="list-style-type: none"> <li>• Avoid accreditation application fee increase with reduction in overall ACDN National Committee costs eg single day meetings at selected locations when possible <b><u>achieved</u></b></li> </ul>
<p><b>Membership</b></p> <p>To promote and support diabetes nursing professional development</p> <p>Raise awareness and Grow membership</p>	<ul style="list-style-type: none"> <li>• Support and encourage members to present at ACDN study day <b><u>achieved</u></b> good attendance numerous case studies presented by ACDN members with positive feedback from May 2016 study day.</li> <li>• Workshop activities as needed <b><u>partially achieved</u></b>. Assessors day 2017 confirmed.</li> <li>• Provide a clear education pathway for nurses working with people with diabetes in alignment with the Diabetes Nurse Accreditation framework/maintain website information <b><u>achieved</u></b>.</li> <li>• Provide forums / voice for members to raise critical issues affecting diabetes nurses in NZ <b><u>achieved</u></b> with Liz Allen’s work force development survey and AGM discussions</li> <li>• Continue ACDN scholarships <b><u>achieved</u></b>. Two rounds for scholarship applications continue with three members granted scholarships in latest round e.g. contribution towards attendee cost for an international conference, contribution towards post grad education travel, attendance at inaugural nurse prescribing study days Auckland university.</li> <li>• Newsletter supplement continued, publish in On Target Contribute to newsletter and publications such as Primary Action, LOGIC, KTNNZ, Diabetes NZ. <b><u>Achieved</u></b>.</li> <li>• Welcome pack information sent out through NZNO <b><u>Achieved</u></b>.</li> <li>• Maintain and develop further links with Diabetes Nurse Specialist special interest groups, primary health nurses. <b><u>Achieved</u></b>. Insulin pump_specialist interest group (SIG) established. Indigenous diabetes nurses SIG established and Paediatric SIG continues. SIG for diabetes youth age 15 to 24years also established.</li> </ul>
<p><b>Social</b></p>	<ul style="list-style-type: none"> <li>• Contribute to consultations and submissions that oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders <b><u>achieved</u></b> as relevant with submissions noted previously.</li> </ul>

<p>To oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders</p>	
<p><b>Organisational</b></p> <p>To maintain ACDN accountability and transparency</p>	<ul style="list-style-type: none"> <li>• Rotate roles between members of National committee newer members on to committee to attend – capacity building within the National Committee <b><u>partially achieved</u></b></li> <li>• Ensure Website &amp; newsletter produced by ACDN complies with NZNO College policies <b><u>achieved.</u></b></li> <li>• Develop operational plans and budgets for National Committee. <b><u>Achieved.</u></b></li> <li>• Representation at NZNO meetings where able College &amp; Section day, training days, AGM, conventions <b><u>achieved</u></b> with attendance at C&amp;S day and NZNO AGM and conference 2016.</li> <li>• Follow NZNO accounting and reporting principles <b><u>achieved.</u></b></li> <li>• Maintain regular review cycle of all ACDN policies <b><u>achieved.</u></b></li> </ul>
<p>Disseminate and grow member knowledge and innovation (reserve funding)</p>	<ul style="list-style-type: none"> <li>• Provision of scholarships and grants – estimated cost \$5,000 - \$10,000 <b><u>achieved</u></b> as mentioned before twice yearly scholarships continue to be provided -</li> <li>• Noted increase in number Primary Health nurses becoming Accredited Specialty Nurses in Diabetes</li> <li>• Also, noted increase in ACDN membership now 585.</li> </ul>
<p>Provide a credible Accreditation Programme which recognises and encourages developing levels of expertise and leadership (reserve funding)</p>	<ul style="list-style-type: none"> <li>• Proposed disestablishment Accreditation Board, to have two National Committee members manage accreditation portfolio for rule and policy change remit at AGM 2016 vote – estimated cost \$3,500. <b><u>Achieved</u></b> still calling for National Committee nomination especially regarding second person to assist with accreditation management</li> </ul>

**Has your college/section had any achievements/successes in this last financial year over and above your planned activity?**

ACDN National Committee has commenced discussion for existing Diabetes Nurse Prescribing and Nurse Prescribing in long term conditions / community to be recognised in 2017 MECA.  
 We have established positive working relationships with Special Interest Groups for ACDN Nurses e.g. those interested in Insulin Pump therapy, Paediatric diabetes, youth diabetes and indigenous diabetes nurses.  
 Working with industrial arm and now have one sponsor contributing to newsletter for a year with one additional sponsor finalising a year contribution.

## 2017-2018

**Objectives for the 2017-2018 financial year:**

**These objectives come out of your long term strategic plan; the themes of improved health outcomes, skilled nurses, strong workforce and effective organisation.**

**Please note: The financial year is 1st April to 2017 to 31st March 2018**

Objective	Steps to achieve objective
<p><b>Leadership</b>                      To promote and support diabetes nursing professional development                      To promote advanced nursing role in Primary and Secondary care facilities</p>	<ul style="list-style-type: none"> <li>• Educational providers are listed on the web site and maintained</li> <li>• Host a study day May 2017 in conjunction with NZSSD scientific meeting and discuss potential future study days with other nursing groups e.g. primary health nurses - chronic care nurses – renal nurses</li> <li>• Re Consider combined ADEA and ACDN conference in NZ for later date once budget details and risk management reviewed more comprehensively. Consider other potential partners in future joint conferences.</li> <li>• NDNKSF review completed and approved by the National Nurses Consortium</li> <li>• Maintain and review the accreditation programme in line with updated 2017 NDNKSF</li> <li>• Maintain ACDN Mentors availability to new accreditation applicants</li> <li>• Continue with support for Nurse Prescribing +/- ACDN Accreditation to be recognised in MECA.</li> <li>• Support for increased availability of PHARMAC subsidised medications and medical devices such as CGM or similar.</li> <li>• Identify and work with regional Diabetes Nurse Champions to extend ACDN reach and provide support especially in areas known to have high risk populations and low numbers diabetes nurses.</li> </ul>



	<ul style="list-style-type: none"> <li>• Continue to encourage ACDN members into lead roles such as National Committee membership, ACDN Accreditation in areas currently not well represented e.g. South Island...</li> </ul>
<p><b>Membership</b></p> <p>To build diabetes membership capacity and capability and participation</p> <p>To promote and support diabetes nursing professional development</p>	<ul style="list-style-type: none"> <li>• Support and encourage members to attend and present at ACDN study day</li> <li>• Workshop activities as needed eg assessor training –</li> <li>• Provision ACDN scholarships</li> <li>• Provide a clear education pathway for nurses working with people with diabetes in alignment with the Diabetes Nurse Accreditation framework/maintain website information</li> <li>• Provide forum for members to raise critical issues affecting diabetes nurses in NZ</li> <li>• Continue lobbying for equitable remuneration and support for increased uptake ACDN accreditation and diabetes prescribing</li> </ul>
<p><b>Organisational</b></p> <p>Ensure representation at NZNO College &amp; Section day</p> <p>To maintain and improve ACDN business and process</p>	<ul style="list-style-type: none"> <li>• Rotate between members of exec; newer members on to committee to attend – capacity building within the exec</li> <li>• Ensure ACDN representation at NZNO AGM</li> <li>• Ensure Website &amp; newsletter produced by ACDN complies with NZNO College requirements</li> </ul>
<p><b>Social</b></p> <p>To advocate and strengthen ACDN membership voice and be responsive to ACDN membership</p> <p>To oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders</p>	<ul style="list-style-type: none"> <li>• Contribute to consultations and submissions that oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders</li> <li>• Continue with discussion re support for increased availability of Pharmac subsidised Diabetes Medications</li> </ul>

## Reserve funding objectives for 2017-2018:

### Your objectives for member development/engagement and/or college/section promotion

Please note: this section is specifically focused on the use of your reserves funding

Objective	Steps to achieve objective with timeline	Estimated costs with backing documents/quotes
Maintain the Accreditation programme	<ul style="list-style-type: none"> <li>• Host assessor update training</li> <li>• Maintain operations of assessment and moderation</li> </ul>	9,500
To promote and support diabetes nursing professional development	<ul style="list-style-type: none"> <li>• Provision of education scholarships</li> </ul>	4,000
Maintain professional College operations	<ul style="list-style-type: none"> <li>• Honoraria to selected committee members</li> </ul>	2,000

### Committee meetings & AGM/Conference planned for 2017-2018 financial year (April 1<sup>st</sup> – March 31<sup>st</sup>):

<u>Dates</u> <b>2017</b>	<b>Meeting type:</b> teleconference, webex, face to face, videoconference	<b>Number of committee attending</b>	<b>Location</b>	<b>Duration of meeting</b> e.g. 1day, 1 hour
18 Apr 2017	Tel conference	8		2 hour
2 May 2017	Face to face (day 1; ACDN study day, day 2 & AGM)	8	Dunedin (please note 3 members in regional areas needing to fly into Dunedin evening before and require extra overnight stay and meals)	3 days - 1 day meeting plus 1 day Study-day plus AGM following morning ½ day
July 2017	Face to face	8	Auckland	2 days
August 2017	Teleconference	8		2 hour
October 2017	Face to face	8	Wellington	2 days
15 December 2017	Teleconference	8		2 hour
<b>2018</b>				
2 February 2018	Teleconference	8		2 hour

4 March 2018	Face to face	8	Auckland	2 days
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When planning these meetings & conferences, please refer to your Section/College rules as to how many are permitted per annum. It is recommended the option of videoconferencing or Webex for at least one committee meeting is considered. Please discuss this option with your PNA. Videoconferencing facilities are available in all NZNO offices and may be booked through your admin support.

## 2018-2019

### Objectives for the 2018-2019 financial year:

These objectives come out of your long term strategic plan; the themes of improved health outcomes, skilled nurses, strong workforce and effective organisation.

Please note: The financial year is 1st April to 2018 to 31st March 2019

Objective	Steps to achieve objective
<p><b>Leadership</b> To promote and support diabetes nursing professional development To promote advanced nursing role in Primary and Secondary care facilities</p>	<ul style="list-style-type: none"> <li>• Educational pathway for nurses has progressed and providers are listed on the web site and will be updated and maintained</li> </ul>
<p><b>Membership</b> To build diabetes membership capacity and capability and participation To promote and support diabetes nursing professional development</p>	<ul style="list-style-type: none"> <li>• Support and encourage members to present at ACDN study day</li> <li>• Workshop activities as needed</li> <li>• Provide a clear education pathway for nurses working with people with diabetes in alignment with the Diabetes Nurse Accreditation framework/maintain website information</li> <li>• Provide forum for members to raise critical issues affecting diabetes nurses in NZ</li> </ul>
<p><b>Organisational</b> Ensure representation at NZNO College &amp; Section day To maintain and improve ACDN business and process</p>	<ul style="list-style-type: none"> <li>• Rotate between members of exec; newer members on to committee to attend – capacity building within the exec</li> <li>• Webinar where appropriate</li> <li>• Ensure ACDN representation at NZNO AGM (representation could come from general membership)</li> <li>• Ensure Website &amp; newsletter produced by ACDN complies with NZNO College requirements</li> <li>• Potential combined ACDN conference NZ</li> </ul>

<p><b>Social</b> To advocate and strengthen ACDN membership voice and be responsive to ACDN membership To oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders</p>	<ul style="list-style-type: none"> <li>• Contribute to consultations and submissions that oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders</li> </ul>
<p><b>Leadership</b> To promote and support diabetes nursing professional development To promote advanced nursing role in Primary and Secondary care facilities</p>	<ul style="list-style-type: none"> <li>• Educational pathway for nurses has progressed and providers are listed on the web site and will be updated and maintained</li> <li>• Maintain ACDN accreditation</li> </ul>
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## Reserve funding objectives for 2018-2019:

### Your objectives for member development/engagement and/or college/section promotion

Please note: this section is specifically focused on the use of your reserves funding

	<ul style="list-style-type: none"> <li>•</li> </ul>	
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**Committee meetings & AGM/Conference planned for 2018-2019 financial year (April 1<sup>st</sup> – March 31<sup>st</sup>):**

<b>Dates</b>	<b>Meeting type: teleconference, WebEx, face to face, videoconference</b>	<b>Number of committee attending</b>	<b>Location</b>	<b>Duration of meeting e.g. 1day, 1 hour</b>
<b>2018</b>				
Apr 2018	teleconference	8		2 hour
May 2018	face to face	8	TBC	2.5 days - 1 day meeting plus 1/2 day AGM/ 1study day
Jul 2018	face to face	8	wellington	2 day
Aug 2018	teleconference	8		2 hour
Oct 2018	face to face	8	Auckland	2 day
Dec 2018	teleconference	8		2hour
<b>2019</b>				
Feb 2019	teleconference	8		2 hour
Mar 2019	face to face	8	Wellington	2 day

# 2019-2020

## Objectives for the 2019-2020 financial year:

**Your objectives should come out of your long term strategic plan; the themes of improved health outcomes, skilled nurses, strong workforce and effective organisation.**

**Please note: The financial year is 1st April 1<sup>st</sup> to 31st March**

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<p><b>Social</b> To advocate and strengthen ACDN membership voice and be responsive to ACDN membership To oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders</p>	<ul style="list-style-type: none"> <li>• Contribute to consultations and submissions that oppose injustice and inequality wherever it impacts upon the health and wellbeing of New Zealanders</li> </ul>
<p><b>Leadership</b> To promote and support diabetes nursing professional development To promote advanced nursing role in Primary and Secondary care facilities</p>	<ul style="list-style-type: none"> <li>• Educational pathway for nurses has progressed and providers are listed on the web site and will be updated and maintained</li> <li>• Maintain ACDN accreditation</li> </ul>

<p><b>Membership</b> To build diabetes membership capacity and capability and participation To promote and support diabetes nursing professional development</p>	<ul style="list-style-type: none"> <li>• Support and encourage members to attend and present at ACDN study day</li> <li>• Workshop activities as needed</li> <li>• Provide a clear education pathway for nurses working with people with diabetes in alignment with the Diabetes Nurse Accreditation framework/maintain website information</li> <li>• Provide forum for members to raise critical issues affecting diabetes nurses in NZ</li> </ul>
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	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	

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Dates	Meeting type: teleconference, WebEx, face to face, videoconference	Number of committee attending	Location	Duration of meeting e.g. 1day, 1 hour
<b>2019</b>				
Apr 2019	teleconference	8		2 hour
May 2019	face to face	8	TBC	2.5 days - 1 day meeting plus 1/2 day AGM/ 1day study day

Jul 2019	face to face	8	Auckland	2 day
Aug 2019	teleconference	8		2 hour
Oct 2019	face to face	8	Wellington	2 day
Dec 2019	teleconference	8		2hour
<b>2020</b>				
Feb 2020	teleconference	8		2 hour
Mar 2020	face to face	8	Wellington	2 day



<b>APPROVAL ANNUAL PLAN 2017-2020</b>		<b>Signature</b>	<b>Date</b>
<b>Name</b>	<b>Position</b>		
<b>Chair</b>	<b>Chair</b>		
<b>Treasurer</b>	<b>Treasurer</b>		
<b>PNA</b>	<b>PNA</b>		
<b>Hilary Graham-Smith</b>	<b>Associate Professional Services Manager</b>		
<b>Jane MacGeorge</b>	<b>Manager Nursing &amp; Professional Service</b>		
<b>Final Received by Anne Bainbridge</b>	<b>Business Improvement Manager</b>		