



**Enrolled Nurse Section**  
NEW ZEALAND NURSES ORGANISATION

## Enrolled Nurse Section Meeting Minutes 11th and 12<sup>th</sup> August 2014

Section/College:	Enrolled Nurse Section NZNO National Committee	File Record Code:	A876.02
Committee/Division/Region:	Enrolled Nurse Section NZNO National Committee		
Purpose of meeting(optional):			
Date & Time (dd/mm/yyyy):	11 /08/2014 opened @0940/closed @1550      12 /08/2014 Meeting open @ 0840/closed @ 1545		
Location (eg city):	NZNO National Office, 57 Willis Street, Wellington		
Facilitator	Leonie Metcalfe Chairperson welcomed the committee members and Angela Crespin(Greater Wellington Region)		
Minute Taker	Anita Te Kahu and Bernie Morgan		
Attendees	Leonie Metcalfe (National Chairperson Midlands Chairperson & Rep), Anita Te Kahu(Secretary & ENS TR Rep), Jo-Anne Thomson(Treasurer & Southern Rep),Bernie Morgan( Vise Chairperson & Membership Officer & Westcoast Chairperson &Rep), Maree Hurst (Regional Section Liaison Officer & Canterbury Chairperson & Rep) Angela Crespin (Greater Wellington Chairperson & Primary Health Rep GWR ) Suzanne Rolls (Professional Nursing Adviser)		
Apologies	Brenda Columbus (Canterbury) to join at 1230hrs: 11/08/2014 Moved: Jo-Ann Thomson                      Seconded: Bernie Morgan		

Summary of Actions from this meeting	Person Responsible
Merging of position descriptions into one document, keeping functions, responsibilities and position together. To be re-drafted	For Agenda next meeting
National Committee nominations: Prior to the 5th September (closing date) contact previous 2 Nominees for EN Section Committee to see if they have met the criteria for their nominations to be re considered. New Nomination form not needed for these 2 nominees	Anita
Call for nominations has gone out to all NZNO EN members	Anita / Sharyn
Thoughts and feedback re: process of Nominations, two positions will be free 2015 Jo & Anita leaving.	For Agenda next meet
Review of reporting back from C & S Template	Leonie
Finalized Membership list to be forwarded onto Bernie(Membership Officer)	Robyn
Need a new Model of care (what do ENs' do?)	For Agenda November meeting
NZQA template Using the framework for course outline with content, final submission by 7 September	Leonie call for teleconference Leonie & Anita to review
Survey Monkey on EN Qualification review	Suzanne
Regional treasurer's day 3rd February 2015 time: 1230-1430: To inform the Regional Treasures of the Date, Time and Venues held if travelling to attend, posting out of pre-reading information.	Leonie Mark will advise pre reading
To advise Admin staff to book Whangarei, Auckland, Hamilton, Wgtn, Christchurch, Palmerston Nth, and Dunedin also send out pre reading material	Mark refer: page 12
Gail Gosnall Midlands Marg Anderson Rotorua Fiona Healing Midlands Letter to go out, with feedback form to be completed by applicants.	Anita & Leonie
EN Education form needs additions made to encourage feed back	For Agenda
Award for All new Graduates, to inform regional chairs of gifts from National Committee	Leonie refer: pages 12-13
DVD Template of meeting procedures' and minute taking	Leonie to 'burn' copies
To inform Sharyne to change names on Membership forms, from Robyn to Bernie	Anita or Leonie
Enrolled Nurse Bags purchased 2012, originally sold for \$25.00 reduced to \$10.00 To be advertised in the newsletter. Stock has been written off ( proposal put to committee from Mark Speer and agreed to by committee)	Maree  Was discussed in general business

Teleconference to discuss Remits (Conference is 17 <sup>th</sup> Sep 2014) Date for teleconference 4 <sup>th</sup> or 11 <sup>th</sup> September	Anita, Leonie
Reporting back C&S template; post AGM	Leonie & Maree
Perioperative Nurse's College inviting an Enrolled Nurse to provide input to their Knowledge and Skills Framework	Email was sent out to all NZNO EN's by Sharyn



Financial Report

Tabled by Jo-anne Thomson

**Bank account balance**  
**\$22,854.59**

\$3,000.00 *return of Seeding monies*  
\$3,440.00 *Conference levies*

**Term Deposit**

1<sup>st</sup> May – 1 August 2014 @ 3.25% Term 92 days **\$38,447.25 Principal**

*Gross interest \$314.95*

*Less RWT @ 28.00% \$88.19*

*Net Interest calculated to be added to Principal \$226.76*

**Spot Audit**

120/8/14 Cheque No. 1740 Payee NZNO Nature of Payment Mail out \$1,026.26  
Post & Stationary \$ 100.00  
Conf. Call \$ 72.73

GST \$4,417.14  
11/08/14 Cheque No. 1739 Payee Seim Reap Nat. Dinner \$ 259.00

**Accounts Paid**

August Airfare & Accommodation \$1,519.00  
Conference Pens \$2,885.00  
Courier to Leonie \$ 89.20  
D Browning \$ 39.60

**Accounts for payment 2014**

Committee Expenses for August meeting  
Robyn for Lap Top

**Accounts for Payment**

Moved: Jo-anne Thomson

Seconded: Leonie Metcalf

**Carried**

Abstentions: None

Matters Arising Nil

*All receipts for expenses in treasures records*

	Discussion	Action																																
<p><b>Regional EN Reports Read</b></p>	<p>Vinnie Walters            Angela Thompson            Leonie Metcalfe            Val Scott            Elsa Morgan            Angela Crispin            Debbie Hawksley            Maree Hurst            Robyn Hewlett            Bernie Morgan            Anita Te kahu</p> <p>Helen Morgan</p>	<p style="text-align: right;">Study Days</p> <table border="0"> <tr> <td>Northland Wednesday</td> <td>15/10/14</td> <td></td> </tr> <tr> <td>Auckland</td> <td>29/09/14</td> <td></td> </tr> <tr> <td>Midlands</td> <td>13/11/14</td> <td></td> </tr> <tr> <td>BOT/Tairāwhiti</td> <td>26/03/14</td> <td></td> </tr> <tr> <td>Central</td> <td>25/11/14</td> <td></td> </tr> <tr> <td>Wellington</td> <td>24/03/14</td> <td></td> </tr> <tr> <td>Top of the South</td> <td>08/04/14</td> <td rowspan="2">}All copies of reports tabled</td> </tr> <tr> <td>Canterbury Thursday</td> <td>16/10/14</td> </tr> <tr> <td>Southern <i>to be confirmed</i></td> <td></td> <td></td> </tr> <tr> <td>West Coast <i>to be confirmed</i></td> <td></td> <td></td> </tr> <tr> <td>Te Runanga</td> <td>8-10/08/14</td> <td></td> </tr> </table> <p>Hawkes Bay</p> <p>Reports will be available for members to access on the NZNO ENS web page</p>	Northland Wednesday	15/10/14		Auckland	29/09/14		Midlands	13/11/14		BOT/Tairāwhiti	26/03/14		Central	25/11/14		Wellington	24/03/14		Top of the South	08/04/14	}All copies of reports tabled	Canterbury Thursday	16/10/14	Southern <i>to be confirmed</i>			West Coast <i>to be confirmed</i>			Te Runanga	8-10/08/14	
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	<p>NZNO have invited Nation Enrolled Nurses to present the 8,000 signed petition 'To Fund a Year Integrated Program To Parliament' Tuesday 12<sup>th</sup> 2014.</p>	<p>National Enrolled Nurses Committee attended.</p>																																
<p>Up Date Orientation Folders</p>	<p>The <i>Passed Remit</i> Rules from EN Section AGM 2014 are excepted by NZNO and are ready to be inserted to Folders.</p> <p>Standards or Practice cover for five years 2012 – 2017            Strategic Plan-            College &amp; Section            NZNO Constitution 2012 (NZNO Structure in line with NZNO Constitution)            Current list of National Committee &amp; Regional Chairpersons            College and Section Hand Book</p> <p>Committee Members Roles</p>	<p>Suzanne Rolls, recommendation the Formatting and Presentation to be implemented.</p> <p>To be reviewed 2016            To be reviewed 2017            Inserted to all Folders            Inserted to Folders and sent out to the Regional Chairperson</p> <p>Updated at the EN Conference and Committee comply</p> <p>Merging of job description into one document, keeping functions, responsibilities and position together. To be r drafted</p>																																

Agenda Items & General Business	Discussion	Action
Enrolled Nurse Committee Nomination	Call for Nomination to the National Enrolled Nurses Committee	<p>Discussion re having more than 2 EN Section Committee members from the same region. To be put on the agenda for Novembers meeting</p> <p>A remit to be presented at next year's AGM: Geographically there are more Sections then positions at the National Committee. No more than two from one Region. Choosing the best person for the job, and more Enrc Nurses in the South Island. How can this be reinforced?</p> <p>Discussion needed with Regional Chairperson's via teleconference.</p>
Levels of Attainment for Portfolio & PDRP	Professional Development Recognition Portfolio	<p>Numbering is used to identify these achievements'. DHBs' have three levels' Primary Sector two</p> <p>Level 2 Competent</p> <p>Level 3 Professional</p> <p>Level 4 Accomplished</p> <p>Exempt from NZ Auditing This was written in Bernie's notes?</p> <p>Also Monetary Gain</p> <p>DHBs' have a responsibility to promote PDRP</p>
College & Section	16 September 2014	<p>Attending this day is Leonie Metcalfe (Chairperson), Maree Hurst (Canterbury EN Rep)</p> <p>All so attending from the National Committee as observers are: Jo-Ann Thomson ( Membership Committee ) A Te Kahu (EN; Te Runanga o Aotearoa NZNO Rep</p>
Membership Drive	Report from Robyn	<p>843 letters sent out. 55 new members and 3 pending verification.</p> <p>Current Membership 1065</p> <p>When finalized Robyn will send update to Bernie (Membership Officer)</p>

<p>Enrolled Nurse Diploma Review update</p>	<p>ENSIPP not available to new ENs' Lack of employment opportunities for new graduates. A description of what an EN is</p>	<p>Feedback from Suzanne when meeting with the Sector Group. 1 Face to face meeting 2 Teleconference Need to lift the visibility of the Enrolled Nurse and show where they are employed Need to show employers what an Enrolled Nurse is capable of Suzanne consults with various groups NZNO gave out a formal Submission Review about the Enrolled Nurse to Health Sector Groups, sent out to 12 people. Feedback 92% agrees 95% ask for the purpose of the EN? Some did not know the purpose for the review Need a new Model of care Suzanne is meeting Face to Face Monday 18/08/14 topic: Education into Alignment for the Enrolled Nurse. Confusion and clarification needed around competencies', this is not a review of the Scope of Pract &amp; Direction and Delegation. <b>Outcome:</b> To have the same Outcome Statement as the NCNZ New Zealand Diploma of Enrolled Nurses Nationally, there needs to be a 'Generic' standard, as there are Variations within the nine. Tertiary providers of Diploma in Enrolled Nursing Course The Delivery and the course content.</p>
<p>Leadership Dynamics being heard</p>	<p>Community activities</p>	<p>Enrolled Nurses produce a Newsletter x3 per year viewed on NZNO web-site Chairpersons' and Regional reports Membership participation is encouraged by way of study days, regional meetings and activities as E AGM and NZNO Conference and AGM. Links from the Enrolled Nurses web page to previous panel debates and items of interest. Research surveys are sent out to Regional Chairpersons regularly whom inform their members and seek participation. Margret Hughes currently surveying Direction and Delegation of the Enrolled Nurse. Janice Handley Enrolled Nurse in Primary Health Care Questions for the Future, Why wouldn't you employ an Enrolled Nurse? Document reviews and Submissions</p>



<p>Leadership Dynamics being heard</p>		<p>Enrolled Nurses on Advisory Boards and support persons re: Enrolled Nurses Diploma</p> <p>Robyn SIT  Leonie WINTEC  CPIT Deborah  Northland Vinnie sent an email to verify this still waiting  Whitireia Jenny &amp; Anita  MIT Dorothy  UCOL Elsa sent an email to verify this still waiting  Wairaki Val sent an email to verify this still waiting  Unitec Will send email to Angela Auckland</p> <p>Regional member who visit and meet the classes and their tutors, have discussions about the Scope of Practice, future employment and advising them of 'selling' themselves, dropping of the 'Factsheet' printed by the Ministry of Health 'Why employ an Enrolled Nurse'</p> <p>Continue conversation's with employers and add Memo Musa NZNO, CEO into the discussion of his support to Enrolled Nurses.</p> <p>External NZNO  Jane O'Malley Chief Nurse</p> <p>Enrolled nurse's to attend the NZNO Delegates meetings the DHB, BAG and JAG meetings to build the profile. Throughout New Zealand there are Enrolled Nurses on various Boards, Interest Groups &amp; Sector Groups.</p>
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EN Sipp up date	Generic letter to Political parties	Suzanne will look through Document as she meets with Robyn this week of 11-17 <sup>th</sup> August 2014 to finalize document and review any changes.
Support for Enrolled Nurse Students		<p>Angela Crepsin, Jenny Kendall and Anita Te Kahu paid a visit to Whitireia Polytechnic Porirua July 25<sup>th</sup> 2014 to meet and greet the EN students. The visit was positive and the students were full of questions. Both student representatives are now active section members and will encourage their class mates to participate in being involved in the forthcoming AGM to be held in Wellington. Angela had been informed by one of the EN reps that one of the three students who attended the AGM 2014 in Dunedin has pulled out of the course. This student was a witness to 'Bullying' while on placement a staff member physically hit a client. Angela addressed this issue with the Tutor, who assured Angela that the matter had been dealt with.</p> <p>Unfortunately the Wellington Section was at a loss as the opportunity to give this student support was lost. Building good relationships with tertiary providers will be an added support to our EN students.</p>
Conference 2015 update	Conference Planning	<p>Either the first or second week in June 2015</p> <p>Angela will be meeting with Martin Boland events/event-planning-and-support WCC</p> <p>Theme to be discussed at the GWR meeting 20/08/14</p> <p>One sponsor so far : WM Bamford &amp; Co Ltd (surgical dressings) providing bags with their logo for advertising.</p> <p>Budget set for 100 110 120 attendees'</p> <p>Fix cost for venue</p> <p>Registrations</p> <p>Add GST onto everything</p> <p>Once a venue has been sourced</p> <p>Work out the Budget</p> <p>Receipts to be professional with address and GST number and what it is for</p> <p>Online receipts for people who need to reclaim</p> <p>Conference organizing committee all allocated jobs</p> <p>Call for abstracts should go out in August Newsletter 2014</p> <p>Dinner Theme: 'Windswept &amp; Gorgeous'</p>

<p>Enrolled Student on the Committee</p>		<p>Unfortunately this is not going to work, as the intakes are over lapped at some Campuses and it is for two days four time per year, these days would interfere with their 'placement &amp; Class times'  Main objective is to encourage the student to join the NZNO Section; they have to be an NZNO member first. Identity insurance fees from NZNO set at a minimum cost for students.  To encourage the students to attend the regional meetings both at the Enrolled Nurses and the Regional Council Level incorporates nurses from all levels of nursing.  Tertiary providers ensure indemnity insurance during clinical practice but this ceases once the student graduates then it is the new grads responsibility hence the recommendation to become financial NZNO members.</p>																		
<p>Perioperative Nurse's College letter</p>	<p>Request from Enrolled Nurse into the Knowledge &amp; Skills Framework</p>	<p>PNC are inviting an Enrolled Nurse to be the lead contact providing input into the development of Knowledge &amp; Skills Framework for RNs' and EN's--Working in the perioperative specialty areas.  The Perioperative Nurses support Karen Sword who works at Burwood Hospital and is an active EN section member within the Canterbury Region. Timeframe for EN participation in project expected to be two months. The entire Document to be completed by 2015, Contact person Berice Beech PNC.</p>																		
<p>Mark Speers</p>	<p>NZNO Accountant</p>	<p>Video conference booked for 3<sup>rd</sup> February 2015 time: 1230-1430</p> <table border="0"> <tr> <td>Top of the South</td> <td>Ann Marie Wooding</td> </tr> <tr> <td>West Coast</td> <td>Bernie Morgan</td> </tr> <tr> <td>Canterbury</td> <td>Deborah urquhart</td> </tr> <tr> <td>Greater Wellington</td> <td>Christine May</td> </tr> <tr> <td>Midlands</td> <td>Fiona Healing</td> </tr> <tr> <td>BOP/Tairāwhiti</td> <td>Val Scott</td> </tr> <tr> <td>Nthland/ Taitokerau</td> <td>Bobby Critchley</td> </tr> <tr> <td>Central</td> <td>Fran Gardner</td> </tr> <tr> <td>Hawkes Bay</td> <td>? no treasurer</td> </tr> </table> <p>Pre-reading information will be sent out. Mark to inform Admin staff to book for Video conference</p> <p>Angela asked about Internet banking/ requires specialized software.  Other NZNO Sections were offered this option but stated they were happy with the processes they have in place  Receipts more professional if GST invoice books(warehouse stationary)  Creates a paper trail  Shops not accepting cheques  Mark will have a discussion with ANZ in September about this.  In this situation the current treasurer would pay for the item then make the claim to the section.</p>	Top of the South	Ann Marie Wooding	West Coast	Bernie Morgan	Canterbury	Deborah urquhart	Greater Wellington	Christine May	Midlands	Fiona Healing	BOP/Tairāwhiti	Val Scott	Nthland/ Taitokerau	Bobby Critchley	Central	Fran Gardner	Hawkes Bay	? no treasurer
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		<p>Study days need GST numbers on all forms, ticking all the boxes enable's NZNO accounts to match and track.  <u>Payee(name)</u> <u>Code(study day)</u> <u>Ref. ( Enrolled Nurses)</u>          Stock: Written off, it generates a lot of energy for a small amount of stock some which is out of date. The current value of the merchandise is approximately \$300.00.          The current lap-top is now worth \$10 book value.          All Financial Records to be kept for seven years.</p>
Award for All new Graduates	Regional Sections	<p>Pens for all new graduates, regional chairs to make contact with educational providers.</p> <p>Awards for each nine tertiary Institutes'          Amount to be fixed by this committee          Leadership Certificate &amp; voucher for \$100.00 for each school x9 \$900.00 from National Section Account.</p> <p>Suggestions          Enrolled Nurse showing leadership skills          Top Graduate          Best Placement Report          Discussed having an optional Regional Section award is decided by Regional Sections.          The Enrolled Nurses mantra 'Leading the Way'          All the Graduates receive a pen from the national Committee.</p>
Enrolled Nurses Website	NZNO Emma Hay	<p>All changes to go through Emma, then forwarded to Sharyne NZNO Office Administrator.          Sharyne informed committee that 300 members still receive 'EN newsletter' via mail, this process is time consuming, would ask members to up load Enrolled Nurses website to read current news. Needs to stop Natio committee suggested to enclose notification this is you're your' last copy, and to notify NZNO of their email address.</p>

**Next meeting will be held: 5<sup>th</sup> & 6<sup>th</sup> November 2013**

Date minutes confirmed:	6.11.14
Signed	<i>L Metcalfe</i>
Name	Leonie Metcalfe.