



**Enrolled Nurse Section**  
NEW ZEALAND NURSES ORGANISATION

**Enrolled Nurse Section NZNO Meeting**

Section/College:	Enrolled Nurse Section NZNO National Committee	File Record Code:	A876.01
Committee/Division/Region:	Enrolled Nurse Section NZNO National Committee		
Purpose of meeting(optional):	Committee meeting		
Date & Time (dd/mm/yyyy):	16-17 August 2016		
Location (eg: city):	NZNO Office Crowe Howarth House Willis Street ,Wellington 16th August Level 3 17 <sup>th</sup> August Level 5		
Facilitator	Leonie Metcalfe		
Minute Takers	Brenda Columbus & Deborah Urquhart		
Attendees	<b>National Committee</b> Leonie Metcalfe (Chairperson) Angela Crespin (Treasurer) Brenda Columbus (Secretary & Co Newsletter Editor ) Maree Hurst (Newsletter Editor, Regional Liaison Officer & ENS Vice Chair), Lea Thompson ( NENS Te Runanga Rep) ,Denise Kreft ( Membership Officer ), Deborah Urquhart ( 2nd Minute Taker) Suzanne Rolls (NZNO PNA)		
Apologies	Robyn Hewlett (NENS Committee member)		

Summary of Actions from this meeting		Person Responsible
Send a letter to Stephen Barclay MOH		Leonie
Email Karen Sangster (Counties Manakau) to invite to profile Enrolled Nurse and Primary care –link up with Dorothy Browning		Leonie
Make a list of how & what we want on website to discuss with Sharyne Office Admin to make changes.		Committee
Prepare hardcopy to each Regional Section of all members and their details		Denise Kreft
GP Conference 2017		Angela Crespin
Contact Karyn Bousefield		Leonie
Enrolled Nurse Section NZNO strategic plan, make amendments and submit to NZNO Board of Directors for endorsement		Leonie
Generic greeting card with Enrolled Nurse Section logo.		Angela Crespin
Topic	Discussion	Action
Meeting Enrolled Nurse Section Committee NZNO office Willis Street Wellington	Leonie Metcalfe, Enrolled Nurse Section Chairperson	Leonie welcomed the Enrolled Nurse Section committee and Suzanne Rolls NZNO PNA to this meeting. The meeting agenda had been circulated, was confirmed with no further business requested to be added for discussion.
Minutes of last meeting 2-3 <sup>rd</sup> February 2016 NZNO office Willis Street Wellington	Moved: Maree Hurst Seconded: Deborah Urquhart  Matters arising Moved: Leonie Metcalfe Seconded; Angela Crespin	As recorded and tabled by Bernie Morgan, Maree Hurst  Some minor word changes Leonie to amend
Correspondence in Correspondence out	As tabled by Leonie Metcalfe and Bernie Morgan  Moved: Leonie Metcalfe Seconded: Brenda Columbus  No matters arising	

Financial report	<p>As tabled by Angela Crespin</p> <p>Moved: Angela Crespin Seconded: Deborah Urquhart</p> <p>No matters arising</p>	<p>17/08/2016</p> <p>ANZ Balance \$26,176.64</p> <p>2015 cheque \$210.00 Post Conference Lunch</p> <p>2016 cheque \$2,650.88 Invoice 15927 Bunting &amp; National Conference Calls</p> <p>Current Cheque A/C \$23,315.76</p> <p>Term Deposit as of 01/08/2016 on a 92 day term = \$40,488.40</p> <p>A spot audit on two committee member expense claims by Leonie. Claim forms complete, receipts present.</p>
NZNO CEO Memo Musa		<p>Memo spoke suggested speaking to Alison Hussey Office of the Chief Nurse regarding revisit again re funding for ENSIPP Currently funding s distributed</p> <ul style="list-style-type: none"> <li>- 70% medical</li> <li>- 30% across the rest of sector</li> </ul> <p>Stephen Barclay, Chief People and Transformation MOH Stephen revisit discussion had with HWNZ in December 2015. Letter from NENS re Enrolled Nurse workforce planning is still held at MOH, with a commitment from Ruth Anderson to progress that work. Future presentations shouldn't change due to restructuring in the Ministry. Primary Care, GP Conference preparing presentations for next years Conference. Angela Crespin to work on this</p> <p>DHB and local body elections coming up October. Enrolled nurse members are encouraged to challenge candidates on their policies. General Elections are next year, continue to have conversations with political members.</p> <p>Role of Enrolled Nurses &amp; the Arawhina workforce</p> <p>NZNO AGM &amp; Conference. Discussed policy and</p>

		<p>constitutional remits. Terms of office.  Engaging young &amp; new members. Need to ensure that remits are well constructed with possible cost implications, may need business plan.  Encourage abstracts for NZNO AGM 2017</p> <p>Link with Karen Bousfield newly elected Chairperson of Directors of Nursing to continue conversations with DON group re enrolled nursing challenges &amp; opportunities</p> <p>Dates for the Annual Enrolled Nurse Section Conference 17-19 May 2017 to be held in Auckland.  Discussion panel suggestions  Inviting people from political parties and nursing professionals</p>
<p>Sharyne Gordon  (NZNO admin support)</p>		<p>Maree: Navigating website at present not easy  Where education study days are listed at present found in Regional Sections. Sharyne will attend to this.  This was feedback from enrolled nurse members and was also reiterated by other committee members.  May regional reports not showing on website .Sharyne will amend</p> <p>Discussion re automatically joining EN Section when members join NZNO.  EN welcome pack  Discussed how this could be improved  Suggestions:  Welcome pack to be removed from website, updated and put into email and sent out to new members.  We need to look at how we are currently informing and welcoming new members.  Denise suggested these could be posted out by membership.  Leonie will send out the examples that Sharyne as sent out for discussion  To be discussed again at the November meeting.</p> <p>Enrolled Nurse Pamphlet to go on website  Regional Study Day currently advertised in both regional section activities and conferences and events section.</p> <p>Professional development advertised in Resources. Could</p>

		these all be linked to the same area.
Suzanne Rolls NZNO PNA Leonie Metcalfe, ENS Chairperson Angela Crespin, ENS Treasurer	Update on the NENZ Meeting held in August	Suzanne, Leonie and Angela gave the committee and update from their presentation to the Nurse Executive New Zealand group held in Wellington August 5 <sup>th</sup> 2016. This presentation was titled; Enrolled nursing in New Zealand: challenges and opportunities. The meeting was chaired by Denise Kevill, DON CMDHB. The presentation was well received, lots of questions asked and seen as an ongoing opportunity to work with this group to promote enrolled nursing and to ensure enrolled nursing is on the agenda at forums when discussing workforce and health care planning in New Zealand.
Enrolled Nurse Section NZNO Strategic Plan		This discussion document was presented at the Enrolled Nurse Section conference AGM June 2016 and agreed by enrolled nurse membership that the Enrolled Nurse Section Committee would make the necessary minor word changes to this document in preparation for it to be submitted to the NZNO Board of Directors for endorsement.
Anne Manchester (Co editor Kai Tiaki nursing journal)	Enrolled Nurse focus Kai Tiaki issue	Special Enrolled Nurse issue ? possibly the June issue therefore an opportunity for the 2017 conference report and profiles etc ? Anne Manchester may attend Conference. Suzanne suggested the May edition prior to the June conference would have more impact. After discussion it was decided that the May issue of Kai Tiaki would have a bigger impact as we could have profiling and Enrolled Nurse articles in the May issue leading on to Enrolled Nurse Section Conference 17-19 <sup>th</sup> 2017.  Advised the need to have special editorial writer for greater impact Possibly 6 pages of EN coverage. Suggestions History, vision, profile a range of EN s and their scopes of practice, profile of the regional Enrolled Nurse Sections ,

		<p>Anne suggested some phone interviews, Anne would compile a set of questions that could be asked when interviewing. A great variety of potential contributors eg Pacific Islander and Maori nurses, overseas trained, student nurses, male nurses Suzanne suggested Leanne Samuels Southern DHB to ? write editorial          Rose Mitchell &amp; Cathy Andrews Ara EN programme.          Leanne Smith &amp; Maryanne Craker ,Australia          Invite Alison Hussey to write an item or be interviewed          Paul Watson, Health Workforce NZ          Would need to have all names for article by March 2017.          Anne taking info on Leonie, Angela &amp; Suzanne's meeting with Nurse Exec to write up in Kaitaki.</p> <p>Will discuss again at November meeting as to how we are going to progress this.</p> <p>Maree suggested a timeline to have achievable available items for this special issue.</p>
<p>Office of the Chief Nurse officer          MOH          Senior Advisors-Nursing          Alison Hussey &amp; Jane Bodkin</p>	<p>Update of Ministry of Health work with Enrolled Nurses</p>	<p>The Committee introduced themselves and spoke of their portfolio's on the Enrolled Nurse Section committee plus roles they hold on workplace committees, working parties and external groups.          Alison announced she would be stepping down in October from her role at the Ministry of Health and that Jane Bodkin would be continuing with the Enrolled Nurse portfolio. Leonie thanked Alison for her support and contribution for enrolled nurses.          Alison spoke of the 2 pieces of work she wanted to complete prior to her leaving her role with MOH. EN fact sheet and a National Enrolled Nurse supported orientation program.</p> <p>Fact Sheet. Alison will work with the Enrolled Nurse Section committee on any changes to be made to this document prior to it being loaded onto the MOH website..There will also be a mental health example included in this fact sheet.</p> <p>Enrolled Nurse supported orientation program.          Alison was facilitating a teleconference with interested health leaders to develop a national framework for an Enrolled Nurse supported orientation programme.</p>

		<p>Wanganui, Canterbury, Southern, Nelson/ Marlborough and Northland had shown interest to participate .This will not be just DHB specific.          Ideas to progress this:-hopefully to influence colleagues, share information, success stories and achievements with nursing leader colleagues.</p> <p>Discussed the ENSIP in its current form.          Leonie asked what are the stopping points for ENSIP ? For some it could be seen as restrictive, funding could be an issue.          The Enrolled Nurse Section will continue to be involved in the development of this program.</p> <p>ACE System still working on including enrolled nurses, currently proving unworkable due to IT systems          Health of older people submission strategy discussed</p> <p>Continues to be confusion and discussion on signing EN documentation and assessments by RN's</p>
<p>Enrolled Nurse Section          Conference 2017          Hosted by Auckland Enrolled          Nurse Section NZNO          17-19<sup>th</sup> May 2017</p>	<p>Conference update</p>	<p>Leonie gave an update          Dates for the Annual Enrolled Nurse Section Conference 17-19 May 2017 to be held in Auckland.</p> <p>Budgets and contracts have been sent to Suzanne, Mark Speer and Hilary Graham-Smith for review and sign off.          Copies of budgets and contracts were given to ENS committee members for discussion and confirmation.</p> <p>Acknowledged that conference costs would be more expensive due to conference being held in Auckland.          Still seen a very reasonable cost for a 2 and a half day conference inclusive of all meals.          Agreed early bird registration fee \$425          Confirmed venue is Crowne Plaza in Auckland.</p> <p>Discussion on timeframes for deposits.</p> <p>The Enrolled Nurse Section Committee agreed to providing seeding money of \$7000.00 to Auckland Enrolled Nurse Section as the deposit to secure the conference venue.</p>

		<p>Angela Thompson will attend the November meeting of the Enrolled Nurse Section to further update and progress towards getting the conference details on to the Enrolled Nurse Section website. Angela's airfare will be funded by the Enrolled Nurse Section committee.</p> <p>Maree will send confirmed Conference dates to the regional Enrolled Nurse Section chairpersons.</p> <p>A "Save the Date" conference notice will be added to the Enrolled nurse section webpage.</p> <p>Discussion panel suggestions Inviting people from political parties and nursing professionals</p>
<p>NZNO College and Section day. NZNO AGM/Conference</p>		<p>Leonie and Brenda Columbus will attend the college and Section day and NZNO AGM/Conference, representing the Enrolled Nurse Section NZNO. Lea Thompson will attend as an observer.</p> <p>The AGM remits were discussed and how the Enrolled Nurse Section would cast their vote on behalf of the enrolled nurse membership. If the opportunity arises the Enrolled Nurse Section may respond to Policy Remit three. Received from the Cancer Nurses College. Remit three: Better systems for night duty. A good opportunity to remind delegates that the NZNO professional and industrial sectors are related.</p> <p>A teleconference is planned with the Enrolled Nurse Section Committee and Regional Enrolled Nurse Section Chairpersons to further discuss remits. Teleconference date is the 26<sup>th</sup> August 2016.</p>



Submissions		<p>Leonie talked about the short timeframe/turnaround for consultation documents. Often not enough time to consult with members to feedback and write a submission. We need to priorities what documents are relevant to enrolled nursing and what needs a response.</p> <p>Another suggestion is that we nominate 1-2 willing committee members to monitor the consultation requests and send out to members for feedback and respond on behalf of the Enrolled Nurse Section.</p> <p>Will discuss again at November meeting.</p>
	Enrolled Nurse Section card to be used for special occasions	<p>An agenda item for discussion from Helen Morgan, Hawke's Bay Enrolled Nurse Section Chairperson.</p> <p>A suggestion from Helen that the Enrolled Nurse Section make enquiries into having a generic card printed including the Enrolled Nurse Section logo. This card would be available for all Regional Sections to use if wished when appropriate eg, bereavements, special celebrations. A great suggestion and Angela Crespin will look at options and feedback at our November meeting. Angela's workplace is currently looking at producing something similar.</p>
Enrolled Nurse Section Committee Meeting dates		<p>November 8-9<sup>th</sup> 2016 meeting at NZNO Office in Wellington  January/February 31<sup>st</sup>-1<sup>st</sup> meeting at NZNO Office Christchurch  Sharyne to check availability of NZNO office in Christchurch for Jan/ February meeting.</p> <p>Maree to look at accommodation options  Deborah suggested billeting as an option</p>
Regional Enrolled Nurse Section reports	<p>Maree (Enrolled Nurse Section Liaison officer)</p> <p>Moved Maree  Seconded Deborah</p>	<p>Those Regional Enrolled Nurse Section reports received were read and tabled and will be added to the Enrolled Nurse Section website</p>

	<p>Meeting closed at 1620hrs</p> <p>Leonie thanked Committee members and Suzanne Rolls for their participation.</p>	
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Date of Next Meeting 8-9th November 2016

Date Minutes Confirmed: 6.12.16
Signed: <i>Leonie Metcalfe</i>
Name: Leonie Metcalfe.