



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):	1 August 2017 Opened 0930 Closed 1615 2 August 2017 Opened 0850 Closed 1642		
Location (eg city):	NZNO Office Level 3 Crowe Horwath House Willis Street Wellington		
Facilitator	Leonie Metcalfe		
Minute Taker	Brenda Columbus & Deborah Urquhart		
Attendees	National Committee Leonie Metcalfe (Chairperson) Angela Crespin (Treasurer) Brenda Columbus (Secretary& Regional Liaison Officer) Robyn Hewlett (Vice Chair) Lea Thompson (NENS Te Runanga Rep & Co Editor Pānui) Deborah Urquhart (Second Minute Taker & Co Editor Pānui) Suzanne Rolls (NZNO PNA)		
Apologies	Sue Goodwin (newly appointed member) would join meeting Wednesday morning Denise Kreft (Membership Officer) has resigned from this roll and from the NENS Committee		

Summary of Actions from this meeting		Person Responsible
Career force to attend next NENS meeting re education		Leonie
Prezzy card for Denise Kreft \$ 100.00		Robyn
Vacancies to be advertised		
Save the Date for Conference 2018		Leonie/Sharyne
Conference Contract		Brenda and Deborah, hosting Committee
Invite Dianne Martin RPNAO to Conference 2018		Leonie
Conference Hand Book		EN National Committee
Jane Bodkin VC next committee meeting 31 st Oct-1 st November		Leonie
Follow up NETS data		
Introduce NENs to Claire ACE Program		
Conference 2017 feedback		EN National Committee
Conference processes and templates		EN National Committee
Topic	Discussion	Action
Acceptance of Meeting Agenda	Leonie Metcalfe (Chairperson)	Leonie welcomed the National Enrolled Nurse Section committee and Suzanne Rolls NZNO PNA to the meeting. Suzanne gave safety briefing at commencement of meeting The agenda had been circulated and was confirmed with no further business requested to be included
Minutes of last meeting: 31 January -1 February	Moved: Deborah Seconded: Robyn Matters Arising Moved: Leonie Seconded: Robyn	As recorded by Brenda Columbus & Deborah Urquhart. PDRRP correction to PDRP Robyn –work force plan – Amend to read: Robyn made mention of Australia, that HW Australia have a workforce plan for regulated nursing workforce. The printed logo thank you card. A generic card available for all Sections .Still being sourced Lea - Kerri Nuku has not yet replied with any info on a Te Runanga job description

Inwards Correspondence	Moved: Leonie Seconded: Angela Matters Arising:	Leonie has been in contact with Zara from Career force spoke re link for education Career force attend a meeting via video link put on agenda for next meeting
Outwards Correspondence	Moved: Leonie Seconded: Angela Matters Arising:	Nil
Financial Report	Tabled by Angela Crespin Moved : Angje Seconded : Leonie	30.6.17 \$33057.51 (including core funding) 2017 \$8862.63 core funding this year 2016 \$6379.05 core funding last year 2017 \$7000.00 seeding money returned from Auckland section post Conference \$20.00 per registration levy. Term deposit matures 31.7.17 \$41322.49 gross interest \$324.21 3.2 % interest rate on this account Withhold \$1090.89 IRD \$305.46 Interest \$785.43 Next meeting decision if we move amount of money from term deposit for payment of Conference 2018 A spot audit on two committee members expense claims by Leonie Claim forms complete, receipts present Invoice from Earth First Service Team-Print order for conference pens, Payment made
Update on Conference Christchurch 2018	Conference budget tabled	Deborah- Multi media NO GST added. Maree has added GST. Save the date to be put out after this meeting Evaluation form from Auckland – different from previous. EN Conference title Resilient and Resourceful Tuesday – Thursday 15 – 17 May 2018 Package needs to be modified for panel. Would need 3 microphones & 2 roving microphones. A table on centre stage? Staging needs to be added to AV cost. Book through hotel or Specialist. ? Rydges do the registration-Rydges in Queenstown do. Process for contracts. Hilary Graham-Smith will sign contracts .Need terms & conditions cc in Ange, Leonie & Suzanne \$1000.00 non refundable deposit required by Rydges

		<p>Partner up with Ara – encourage student participation.</p> <p>Write to Mary Gordon: Executive Director of Nursing CDHB to share the event and have them included to be part of the Conference.</p> <p>Invite Diane Martin from Canada Registered Practical Nurses Association of Ontario to attend the Conference as Keynote Speaker /? Guest panelist. Discuss with Dianne how we could support travel, accommodation, registration & flights Suzanne suggested a booklet to include photos and synopsis of guest speakers &, panelists. ENs presenting abstracts meaning less time needed for introductions Booklet prepare in colour –local business printing/ if we use as a pilot Section would pay AGM papers separate and not included in the booklet Once template established can be altered and added to</p> <p>Topic for panelists yet to be confirmed</p>
EN s being ACC providers		<p>Ange – has an issue with her workplace. Enrolled Nurses no longer can be ACC treatment providers. The section will continue to progress this issue</p>
<p>Memo Musa CEO NZNO</p> <p>Jane Bodkin Chief Advisor</p> <p>Jane O'Malley Chief Nurse</p>		<p>Leonie gave an invitation to Memo to attend Conference 2018 and will await confirmation from Memo. Leonie asked if there had been any feedback from Diane Martin Registered Practical Nurses Association Ontario. Ange- rogue emails being received. Due to staff changes at NZNO a lot of temp staff senders of emails not known. Memo will introduce staff.</p> <p>Claire Austin is the new Director of Health workforce NZ</p> <p>Suzanne – Issues continue with lack of understanding of the EN scope of practice by some. Enrolled Nurses no longer can be ACC treatment providers. Wider scope of disciplines. What is the problem and where is the problem. Ange spoke of this issue -her concerns and the implications for ENs</p> <p>Workforce data,, destination data ENSIPP Leonie highlighted the EN article in the Kai Tiaki Both the DON s & the Nurse Executive groups have agreed to formalize a supported to practice framework for enrolled nurse graduates. Framework is not a mandated Principals of ENSIPP framework not changed Karyn Sangster is the new Chair of Nurse Exec group (NENZ) Karyn Bousfield is the current Chair of the DHB Directors of Nursing</p>

		<p>Memo suggested we have a copy of what DON's have signed up.</p> <p>Workforce data- Suzanne suggested data patchy. Jane Bockin – info usually 3 months Big delay in receiving data There is a need for more nurses- skill mix model of care</p> <p>ACE - what is the cost to include enrolled nurses Tertiary Providers need to speak to CAP students re nursing scopes Profile raising – will be in MOH newsletter(section updated regularly)</p>
<p>David Waite NZNO Industrial Advisor Aged Care DHB Private Hospital Aged Care</p>	<p>Via video link</p>	<p>EN 's in Aged care Equal Pay Care support started 10 years ago pay parity with DHBs 2012 Christine Bartlett Pay parity- active members, lobbying M P's 30-33000 workers in aged care. Currently about 1000 Enrolled Nurses working in aged care 2013 Equal pay for women. NZ became leaders in pay equity. Settlements Rates of Pay for aged care workers. Length service was important 1 July 2017</p> <p>No qualifications \$19.00</p> <p>Level 2 cert \$20.00 Level 3 cert \$21.00 Level 4 cert \$23.00 Top rate \$27.00</p> <p>EN rate of pay \$18.50 - \$24.00 Where to from here for enrolled nurses Paper to go to NZNO BOD. Larger providers to be encouraged to raise pay Bupa – Values EN 's Oceania – No place for them Send quarterly Newsletter to David , Organisers & Aged Care Sector Reps Cee Payne has written an article in the Kai tiaki _ Raise Unequal pay claims David keen to have a Collective agreement David invited to the NENS Christchurch meeting 31.10 /1.11 .17</p>
<p>Auckland Enrolled Section Angela Thompson Dorothy Browning & Dale Spellman</p>		<p>Follow up post Auckland Conference 72 returned evaluation forms Evaluation form from previous conference Blenheim (Top of the South) Leonie – a standardised NZNO evaluation form Discussion re number of quotes required by Committee</p>

		<p>Dorothy asked for a standardized budget form with option for 80 - 100. Robyn has a standard form.</p> <p>Suzanne – Karakia, welcome, housekeeping etc time management and utilizing allocated time strategically</p> <p>EN Abstracts –</p> <p>Leonie – EN abstracts mindful of timing. Call for abstracts early</p> <p>Suzanne – encourage people to present at conference.</p> <p>Issues - not a full program at close of early bird</p> <p>Angela – approval needs to be given by speakers for bios in booklet. Booklet will assist in time management (less time in introductions)</p> <p>National gift discuss what is relevant and confirm at November meeting,</p> <p>Auckland Regional EN Section Bunting still missing?</p> <p>Suzanne to get a template of who is responsible and for what</p> <p>Registration Officer – Auckland will send a list through of helpful hints</p> <p>Suggested that hosting committee have registration paid for or subsidized.</p> <p>Leonie –something that needs to be discussed</p>
NZNO College & Section Banking Project		<p>Suzanne –we need to ask questions at NZNO AGM & Regional Councils</p> <p>Strategic questions.</p>
NZNO Visibility of Nursing Project Lead Eldred Gilbert		<p>Presentation given by Eldred who will forward to Suzanne</p> <p>Presentation in two parts</p> <p>1# Eldred 's role as NZNO Visibility of Nursing Project Lead</p> <p>2# Marketing Enrolled nurses as professionals and how we can achieve this. May issue of Kai Tiaki used as a great example.</p> <p>NZNO doesn't currently have a nursing strategy</p>
Carolyn Reed Nursing Council		<p>Latest workforce statistics have been completed.</p> <p>Suzanne – down turn in practicing certificates being held and the number of new graduates The difference not being met.</p> <p>Carolyn – for the protection of the patient a regulated workforce is needed</p> <p>As of 31.3.17 there were 2648 Enrolled Nurses with Practicing Certificates numbers down from previous year</p> <p>7 tertiary providers offering -New Zealand Diploma in Enrolled Nursing</p> <p>Work being carried out by the Nursing Council</p> <p>Reviewed Nurse Practitioner – broaden the scope long term conditions, communicable diseases</p> <p>Largest number in Primary care</p> <p>Electronic APC</p> <p>Electronic Voting</p> <p>How overseas nurses register-work with international company</p> <p>Reviewing CAPS-competency assessment</p>

		<p>Registered Nurses scope of practice. Leonie – scope of practice of EN's not widely known by others such as CAPS Carolyn –online scope of practice for RNs & ENs coming into NZ. Internationally qualified nurse managers being made aware of the different scopes before coming to NZ. Carolyn possibly unable to attend Conference 2018 due to other commitments.</p> <p>PDRP Recertification, and council audit currently under review</p> <p>Suzanne concerned re conduct notifications –increase from Enrolled Nurses .Carolyn felt these were not increasing. Conduct re patient must go to Health & Disability Commissioner. Generally between a patient and a nurse.</p>
<p>NENS Education Fund</p>		<p>Education fund applications closed 1.7.17. One application received from Margaret Gardner for \$200.00 Acknowledged it was late for prior to Conference but would go forward for the next round. All agreed to payment of application</p> <p>Moved Angela Seconded Robyn</p>
<p>Kevin Simmonds NZNO Management Accountant</p>		<p>Concerns raised re proposed NZNO College & Sections Banking Project.</p> <p>Leonie asked when the written consultation document was going to be made available to the College and Sections to enable consultation with membership. Kevin – proposal flowchart would be out in two weeks preparing guidelines and having a pilot group Questions for Kevin – What would be the consultation time, Q: who would be working on payment of accounts, A : through accounts payable there is a spare FTE Q: What happens to those not voting centralized A: There is still the option for localized</p> <p>Centralised banking- full access payments & term deposits Localised banking- internet banking available</p> <p>Suzanne –would still need a member of committee to hold financial portfolio treasurer Kevin believes the centralized will be more streamlined Robyn –issues with receiving other sections accounts due to incorrect coding Ange –no difference in the time to do own banking no benefits (re using own money and other reimbursements)</p>

		<p>Suzanne – guidelines and flowcharts –who has the decision making power for Conference, would there be financial limits</p> <p>Kevin gave example of paying for travel of overseas guests would be easier going through National office. - Re booking with overseas currency. Standards need to be improved on the processing of reimbursements</p> <p>Kevin will do a report from the auditors and himself on any issues that come up Conference question - new bank account for Conference new banking mandate – signatures needed from Canterbury EN Section Possibility to name account Enrolled Nurse Section Conference</p>
Suzanne Rolls NZNO PNA		<p>Suzanne gave an overview of treatment injury costs in NZ. The report from ACC includes significant data from each DHB including the numbers of harm caused and the costs associated. Many of the categories relate to omissions of assessment, equipment and poor standards. This report is accessed on the ACC website and is publically available on the following link - https://www.acc.co.nz/assets/provider/support-patient-safety.pdf</p>
Regional Reports	<p>Reports were tabled and read by Brenda. Reports will be added to the Enrolled Nurse Section website No report from Northland</p>	<p>Reports Moved: Brenda Seconded: Leonie</p>

Date next meeting 7 + 8 February 2018

Date Minutes Confirmed..... 1. 11. 17

Signed..... L. Mestralp

Name..... Leonie Mestralp