



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Enrolled Nurse Section NZNO Meeting 6th & 7th August 2019

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| 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): | 06/08/2019 0930hours 07/08/2019 0830hours | | |
| Location (e.g. city): | Wellington NZNO Office | | |
| Facilitator | Robyn Hewlett | | |
| Minute Taker | Treve Swan & Sue Goodwin | | |
| Attendees | National Committee : Robyn Hewlett (chairperson/submissions, Treve Swan (Secretary), Darlen Larkin (NENS Te Runanaga Rep & Co editor Panui,, Tina Giles (Treasurer), Sue Goodwin, (Vice Chairperson, 2 nd minute taker), Debbie Handisides (National Committee Liaison Officer), Robyn Schakelaar (National committee Membership Officer, Editor Panui), Michelle Pratley (co-editor Panui), Suzanne Rolls (NZNO Professional Nursing Advisor) | | |
| Apologies | Nil all members present. | | |

| Summary of Actions from this meeting | Person Responsible |
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| Bernadette Heaphy, Immunisation Advisory Centre (IMAC) Suzanne Rolls to discuss with NZNO PNA's | National Committee – ongoing – 1y -18 months. |
| Draft Marketing Strategy for EN Section & Enrolled Nursing | Working party group – Rob, Robyn, Sue & Suzanne. Draft out to committee for review and sent back to Rob |
| Implementation time and date for new graduate enrolled nurse supported transition into practice programme | National Committee & Ministry of Health |
| Barriers for Enrolled Nurses – add in immunization & mental health | Robyn H – added to the barriers for enrolled nurses |
| Immunisation new issue, will change NZNO publication | Suzanne to check with NZNO PNA's |
| Chairperson of Mental Health Section NZNO – re support for enrolled nurses in mental health | Robyn H to follow up |
| Enrolled Nurse Section Scope of Practice Survey – to be circulated November 2019 | Robyn H, Suzanne & Jinny Willis |
| Business and operational plan. To review at each committee meeting | Robyn H & Committee |
| Contact Ara for figures for work places of new enrolled nurse graduates | Robyn H |
| National EN day to be put on EN website | Robyn H & Sharyne |
| Orientation Folder for Enrolled Nurse Section committee | Sue Goodwin & Robyn H |
| EN Section NZNO Rule changes as approved at 2019 Conference to be sent to NZNO BOD for approval | Suzanne Rolls |
| NZNO Organiser Guideline RE: Enrolled Nurses & Enrolled Nurse Section in NZ | Robyn H & Suzanne |
| Membership List | Robyn H, Robyn S & Sharyne |
| Kevin Simmonds, NZNO Accountant, Centralised banking for EN Section | Robyn, Tina, Committee, Regional Chairpersons |
| NZNO Board of Directors, election. A letter with the added changes to be sent to the BOD Candidates and once responses received back to committee and regional chairs. | Robyn H |
| Korowai Koha to Lea Thompson | Robyn H to contact Lea |
| Insurance for Korowai | Sue to follow up re insurance for Korowai |
| Conference May 2020 ?Conference Gift = Bottles- suggestion from Southern Region EN Section | Robyn H & Robyn S & Southern Region EN Section |
| Coffee Cups | Sue & Debbie |
| Estimated 2020 Conference Registration Fee for approval by National Committee | Robyn & Robyn S |
| Remits & discussion by teleconference regarding NZNO Board Directors, increase in fees, and the independent board member | Robyn H |
| Computer for National secretary, Treve Swan and future secretaries | Tina, Treve & Robyn H |
| Criteria for EN presentations Link on application form to website for guide on power point presentations | Robyn H |
| Membership list at 792 members | Ask Sharyne to send an updated list to Robyn H & Robyn S |
| Dianne Martin, CEO, RPNAO, invite to Dunedin Conference May 2020 | Robyn H |
| NZNO Strategic Plan 2021-2025 | Robyn to do submission to this |

| TOPIC | Discussion | Action |
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| Welcome to new Committee Members | Robyn Hewlett | Welcomed all NENS Members and Suzanne Rolls to meeting. House Keeping: Procedures in the building in case of fire, earthquake, toilets etc. Update contact list of NENS circulated to ensure details correct/update accordingly. |
| Acceptance of Meeting Agenda | Barriers for EN Document | Discussion on Barriers for Enrolled Nurses – Immunizations to be added Mental Health to be part of Barriers for ENs Make it No. 12. Robyn Hewlett will update this document. |
| | Immunization | IMAC Immunization – Protocol for ENs, Change to NZNO policies. Suzanne to update. |
| | Annual Plan | Discussion E/N Section – Annual Plan 2019/2022 in November when new one comes out, update with new committee. |
| | EN Programs | ARA Program – 2 Nelson 10 South Canterbury, 3 West Coast. All managed by Ara Blended Learning. |
| | Web Page | Check number of ENs finding jobs by November following training. Web Page: National EN Day should be on Enrolled Nurse Section Website. The Facebook page could promote what different ENs and sections are doing/did around the country to celebrate. |
| | College & Section days | Hilary (APNA) Wants top three issues in health system for debate for College & Section NZNO days prior to NZNO National conference. Ara and Suzanne Rolls going to review EN programs, due to change within the Territory Sector. National Standardized program for ENs. Not the case with BN training. ? Ara = flushes IV etc. ? Has this covered with e learning, included in their program? DHBs have policies, which needs to cover ENs doing IV therapy. |
| Bernadette Heapy, Advisor, Immunisation Advisory Centre, Central Region | | Robyn welcomed and introduced Bernadette to the committee ? does the EN Scope of Practice sit in the immunization programme. Currently EN's are to be approved, but not authorized by the Ministry of Health in each region, which varies across New Zealand. 1984 – Medicines Act? Can EN be authorized vaccinators? Ask Jane Bodkin on 7 th August. Agreed by all that access, equity issue, poor vaccination rates, limited workforce. Medical officer of health can give orders for vaccination, not covered with indemnity insurance. Pharmacist vaccinators do this in their own right. Total of 4 vaccines. Chief Nurse of health does not support anyone but authorized vaccinators. Standard orders cover everyone. Currently ENs can do training but not be authorized vaccinators. Get medical officers in each region on board = so we can see if vaccination fits within EN |

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| <p>Enrolled Nurse Section NZNO Survey RE: Enrolled Nurse Scope of Practice</p> | <p>Jinny Willis, Principal Researcher, NZNO, Christchurch,</p> | <p>SOP. Jane Bodkin coming to meeting tomorrow so will discuss EN vaccinating, would help improve access and equity issues and? increase vaccination rates, Limiting workforce is not a good choice.</p> <p>Authorized vaccinator = can give vaccine in line with where/when trained.</p> <p>New Zealand Diploma in Enrolled Nursing = Up for review. This a standardized program throughout NZ.</p> <p>Out clause in EN SOP, which may potentially met legislative requirements and vaccination handbook.</p> <p>ENs need to do work with PNO, Keep momentum going Do follow up with Bernadette Heaphy later in the year.</p> <p>Enrolled Nurse Section NZNO Survey for all Enrolled Nurses who are members of NZNO, November 2019. Out for one month. The restrictive word in the EN S of P is "UNDER"- ?change to "collaboration" Better use of words. Use exact language in Survey. What you would like to change within the EN SOP. SOP in partnership with the RNs, GP etc Add? What ENs can do/work to top of the EN SOP.? This is all determined by DHB Policy. Prompt with categories e.g. IV Flush PCA dressing etc.</p> <p>What other things do we know about ENs. What other information would you like to collect from the survey? Explore aspects of training – what would you like to see. E.g. immunization, preceptors, interRai 25% of ENs work in aged care. 25% of EN training is completed is in Residential Care (practical experience). Can get training as an EN but unable to apply this to your SOP. Better to have regulated staff – as opposed to unregulated staff. Collect data by November, discuss at meeting in November, with results being presented at EN conference May 2020. Arrange Global report.</p> <p>Also, put into Nursing Journal, to encourage people to participate. NZNO always keen to profile outcomes of surveys. Advertise on Facebook page that EN survey going out. Expand questions with revision of EN scope. Look at Australian SOP & Canadas.</p> <p>Meet at AGM with Survey in September, as 6 National EN section member will be attending.</p> |
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| <p>NENS Orientation Folder</p> <p>Accord Update</p> <p>NZNO Strategic Plan 2021-2025</p> <p>Enrolled Nursing Marketing Strategy, working party group</p> <p>Jane Bodkin, Chief Nursing Advisor, Ministry of Health</p> | <p>Sue Goodwin will update EN Folder</p> <p>Rob Zoom NZNO Media/Communication</p> <p>National Enrolled Nurse Section Meeting Day 2 Start: 0900hrs</p> <p>Ministry of Health sector update</p> | <p>Hilary Graham-Smith 3 issues for her to discuss at college and section day.</p> <ol style="list-style-type: none"> 1) Jobs/employment for Enrolled Nurses. 2) Poor staffing. 3) Changing skill mix 4) Current funding Crisis <p>Things to be included: Enrolled Nurse Strategic Plan & NZNO strategic Plan. Contacts for National Enrolled Nurse Section Members. EN Section Rules – Have to go to Board of directors to be approved. Constitution: Page with link to website. Job description of Enrolled Nurse Section NZNO committee members. Barriers for Enrolled Nurses in folder. Robyn will review this, as some things need to be changed/removed.</p> <p>Funding for training for all RN & EN - ACE process Funding set aside for the next 4 years. Further update tomorrow from Jan Bodkin –Chief Nurse MOH.</p> <p>Strategic plan 2015-2020 – very little change, only change is NETP programme. Robyn to send comments on this to NZNO</p> <p>Rob Zoom to discuss Media/communications with Robyn Hewlett, Suzanne Rolls and Sue Goodwin, outcome excellent.</p> <p>Rob met with Robyn, Sue & Suzanne and presented his marketing strategy at 15.30hours Working party to review and then to go out to the committee for comments.</p> <p>Meeting closed at 1635 hrs.</p> <p>Jane Bodkin, Chief Nursing Advisor, Ministry of Health: Sector update will be sent as soon as finalized. Keys issues – engaging with the sector 2020 year of the Nurse /Midwife "Surgical Mesh" Restorative Justice" meetings around New Zealand, talking to individuals who have suffered re this. Kai Tiaki doing story on this.</p> <p>Ambitious Agenda for 2020 – Medicines & Mental Health</p> |
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| | | <p>Many changes in the MOH. Chief of Allied Health, Chief of Nursing: trying to work in collaboration to try and brake down silos. Review of Health & Disability System: Workforce etc. Report due soon on how workforce will look like in the future.</p> <p>Mental Health – New Aspect, lots of work being done, more funding.</p> <p>Safe staffing, ACCORD MOH working with NZNO/DHB money allocated from Treasury, can be “picky to work with”. They decide where money will go and evidence of why money is needed.</p> <p>Full funding for EN/RN in New Graduate programmes as per the Accord. ACCORD takes collaborative approach This can be challenging and take time to work through \$\$\$ for EN supported into practice. Up to TAS & DON, not all DON's keen to employ ENs. TAS not very keen to do ACE for EN's, due to small EN workforce, but it is going to happen. The landscape has changed re EN's – less resistance. Could be a manual matching process What is implementation time? Margareth & Jane are meeting with the DON's tomorrow in Christchurch. MOH not ironed out these details yet? Need to identify if funding will be ongoing. Employment of EN's turning. There has been progress. The matching system and funding for EN's “first time ever”. “details still to be worked out”. Official announcement by Minister of Health, David Clark, re the EN funding to come. The Accord- Part C – growing the workforce and promotion. CCDM – MOH is keeping an eye on where the money is spent. Review of the 20 DHB's CCDM.</p> |
| Centralised Banking – Enrolled Nurse Section NZNO | Kevin Simmonds Accountant NZNO | <p>Kevin Simmonds: NZNO Accountant = Centralized banking. Talked about this being a better process's & expense side Kevin is accountant for all college /sections. College & Sections only need 2 sign. Robyn Hewlett will talk to other Treasurers to see if it has stopped their ability to manage their own C&S money. NENS committee members and regional chairpersons need to have teleconference to discuss centralized payments, change of process. Doesn't affect the way sections operate funds etc. Kevin identified that some banks going out of cheques etc. by early 2020. He will give copies of guidelines on how system works. Kevin Simmonds centralized payment information given to NENS</p> |
| Honorary Membership ENS NZNO | | <p>? Question do we make Leah an “Honorary Member” due to her gift = to discuss another time.</p> |
| EN Conference 2020 | Southern Regional Enrolled Nurse Section Hosting | <p>Discussed 42nd Enrolled Nurse Section NZNO Conference 2020. If registration processed online, there is an \$8.50 charge, plus GST, per registration. Maybe \$20 levy money could</p> |

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| <p>Computer for Secretary</p> <p>Criteria for EN presentation at conference</p> <p>Newsletter Pānui</p> <p>EN education and career pathway for entering the profession</p> <p>National ENS member list update</p> <p>EN Facebook page</p> <p>Board of Directors NZNO</p> | <p>Purchasing computer for NENS Secretary</p> <p>Editor – Robyn Schakelaar Co- editor Michelle Prattley</p> <p>Eldred Gilbert, Visibility of Nursing Project Lead NZNO responded by email following question to her from section</p> | <p>be used for this. Still deciding on dinner theme. Conference theme is "The year of the Enrolled Nurse" Have some ideas about presenters, National Bowel Screening Programme Blind Foundation. Invite David Clarke MOH to Open "Conference". Conference gift water bottle = come back in November with costs and full costings for conference 2020.</p> <p>Computer for NENS secretary Treve Swan, Treve provided x2 quotes, decision made by committee to go with Harvey Norman option. Treve will purchase and get reimbursed by Tina (treasurer).</p> <p>Criteria for best Enrolled Nurse presentation form. Robyn to add in the link on the application page on how to prepare a power point presentation = The EN Presentation application form will be put on the EN website, calling for applications.</p> <p>Pānui = Robyn/Leonie – report on the 41st EN Section Conference Burwood Spinal Unit – Debbie and Michelle. Profiles of new committee members.</p> <p>"In June we met with the CATE (careers advisors and transition education) executive where we presented on all nursing pathways – although the emphasis was on students choosing science subjects, and encouragement of Māori into nursing and other health professions. Currently we are preparing material for a website for this work – as part of this we are doing a piece of work that will demonstrate <u>all nursing pathways (enrolled nursing is outlined and part of this work)</u> so that young people will be able to see what the prerequisites are, be informed and able to make a choice. This work is in its very early stages – I am very happy to share it with you when it becomes available. I also understand that the Enrolled nurse section are undertaking marketing endeavours (to be congratulated) and if the project can assist in any way – quite happy to do so"</p> <p>Sharyne (NZNO) will send Robyn list of Section members, these will then be forwarded to regional chairs to check list for their region. 792 ENS Members at present. 42 enrolled nurse members with no email address. Sharyne will post out a letter to them all re providing their email address.</p> <p>Advertising Enrolled Nurse positions across NZ. Enrolled Nurses are still joining the section.</p> <p>There are two papers for discussion at the NZNO AGM. 1. To have 1 person who is not connected to NZNO/Nursing as an Independent</p> |
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| <p>NZNO AGM remits</p> <p>Teleconference</p> <p>Diane Martin</p> <p>Website</p> | | <p>person on the NZNO Board of Directors</p> <p>2. To increase the NZNO Membership Fee in the 2020-2021 period. Two suggested increases put forward by the NZNO BOD</p> <p>NZNO Conference AGM remits – due to one member one vote – the voting for the three remits will be on-line and voted on by the NZNO Membership. Constitution remit 1 from board of Directors, see attached remit 2019.</p> <p>Teleconference with regional chairs to discuss the NZNO BOD Remits x 3 prior to NZNO conference/AGM. Look at dates early September.</p> <p>Diane Martin = Donated money budgeted for her trip to present at the 2017 Enrolled Nurse Section Conference back to the National Enrolled Nurse Section to use for ENs in NZ. She will try and bring RPNAO National President next time to our conference.</p> <p>Website = Put EN Presentation Application form on website Since change to gmail we haven't had any spam mail.</p> |
| Minutes of last meeting: | <p>Moved: Debbie Handisides Seconded: Robyn Schakelaar</p> <p>Minutes passed by all NENS members.</p> <p>Matters Arising: Nil</p> | <p>Passing of ENS committee minutes of February 7/8 2019 Robyn to sign the May 2019 Minutes– to approve education grant. Feb 2019 Minutes Teleconference minutes</p> |
| Teleconference Minutes 1st May 2019 Re: Enrolled Nurse Section Education Applications: | <p>Moved: Robyn Schakelaar Seconded: Robyn Hewlett</p> | |
| Inwards Correspondence | <p>Moved: Robyn Schakelaar Seconded: Darleen Larkin Matters Arising: Nil</p> <p>Moved: Debbie Handisides Seconded: Michelle Prattley</p> | <p>Letter/card/ 2 blocks of chocolate from Leonie & Waikato ENS thanking National committee for their support with National conference.</p> <p>Regional Reports -to be emailed to Treve. Reports tabled: Northland Auckland Midland Top of the South Canterbury Greater Wellington Verbal Report from Southern by Robyn.</p> |

Date of Next Meeting: 5th & 6th November 2019, Wellington

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| Date Minutes Confirmed: | 6-11-2019 |
| Signed: | R. Hewlett |
| Name: | Robyn Hewlett chair person |

