



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Enrolled Nurse Section NZNO Committee Meeting Minutes 5th & 6th November 2019

Section/College:	File Record Code:
Committee/Division/Region:	National Enrolled Nurse Section Committee
Purpose of meeting(optional):	Committee Meeting
Date & Time (dd/mm/yyyy):	05/11/2019 opened @ 0930hrs 06/11/2019 opened @ 0900hrs
Location (eg city):	NZNO Office Findex House 57 Willis Street Wellington
Facilitator	Robyn Hewlett
Minute Taker	Treve Swan & Sue Goodwin
Attendees	National Committee : Robyn Hewlett (chairperson/submissions, Treve Swan (Secretary), Darleen 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 present

Summary of Actions from this meeting	Person Responsible
Teleconference regarding Special General Meeting NZNO & Centralised Banking with section chair persons & National committee	Held on the 4 th December 2019
Immunisation - Look at publication advice change then next step. Mobilising full workforce into immunisation so why not EN'S?	Committee, NZNO,
NZNO guidelines on the place of EN'S in NZ health. Identify areas that need change, 2011 guidelines a useful link. Committee to read & work on.	Ongoing work. Sent out by email to committee members January 2020 On agenda for February 2020 meeting. Quite a bit of work to do to update.
EN'S section rules. Suzanne Rolls will follow up with Hillary as still in process.	Enrolled Nurse Section Rules were endorsed by the NZNO BOD on 24 th October 2019 Updated by Sharyne and on our website.
Expression of interest to host 2021 conference, send to all regional chairpersons of EN'S section. Conference registration online.	Email sent to Enrolled Nurse Section Regional Chairpersons January 2020 re hosting the 2021 43 rd Annual Enrolled Nurse Section Conference.
2020 Conference registration online Invite Dianne Martin to Dunedin conference, and book accommodation for Dianne	2020 Conference online registration went live in December 2019 Dianne Martin invited to our 2020 conference – on Feb agenda
Conference Discussion Panel & Theme	Conference discussion panel and theme on Feb Agenda
Discuss fridge magnets at Feb meeting National section budget.	On February Agenda EN Section budget completed and sent to Kevin by Tina Giles
Tina will discuss with Kevin and follow up that Kevin reviewed the charge of a note book that was not purchased by EN section, Kevin made aware of at Nov meeting.	Notebook – was purchased by Deborah Urquhart for Canterbury Regional Enrolled Nurse Section
Also order pen and pads for EN Section	Discuss EN Section pens at February meeting. Pads – may have enough for 2020 conference
Purchase of computer for National Chairperson.	
Rob Zorn invite to attend Feb meeting to feedback on cost of advertising. Robyn to feedback to Rob from meeting on Wed with Margareth Broodkoom, chief nurse, regarding EN'S contributing to the nursing shortage now and in the future.	Rob contacted re attending February meeting. Email back from Rob to say NZNO BOD have put a halt on projects at December BOD meeting. Have put "Marketing Strategy" on Feb 2020 agenda
Korowai Cloak. Dalreen to measure and give measurements to Michelle Pratley. Michelle Pratley to follow up with a friend cabinet maker on cost to make and freight to Wellington. Sue Goodwin to follow up with David Woltman regarding insurance and storage in board room. Also to respond to email from the NZNO Librarian regarding storage of the cloak.	Dalreen Larkin, Michelle Pratley. Sue Goodwin. Progress report, February 2020 meeting
EN National committee orientation folders, purchase more purple folders with files in the folder	Sue Goodwin
Pam Doole. EN'S scope of practice survey, results to nursing council pending results of survey. Coordinated by Jinny Willis. Robyn Hewlett, will follow up by a phone call to Pam Doole.	Pam Doole not contacted re Survey Results, as not received as at 5/2/2020
Also committee to look at entry of status to level 5, for staircase to RN, regarding recognition of prior practice Catherine Byrne, Chief Executive, Nursing Council of New Zealand (NCNZ) invite to Feb 13 or 14 meeting.	Jinny Willis joining us via zoom on 13 th February 2020 Catherine Byrne, NCNZ, attending 13 th February 2020 at 10.00am

Panui Newsletter. Article on Jenny Kendall for award from NZNO at annual conference in September, to put in Panui. Panui to be put out x3 annually	December Newsletter completed and link sent to all enrolled nurses who are members of the Enrolled Nurse Section Robyn H wrote article re Jenny Kendall, Suzanne sent photo of Jenny
Central Region: Review to start this regional section starting up again. Reform Central committee with view to have meeting in either Palmerston North or Whanganui in 2020 Membership. Robyn Schakelaar to follow up with EN section chair persons regarding checking their membership contacts for RN'S and HCA's.	Dalreen emailed a reminder re this Robyn Schakelaar
EN'S section website review and revamp. Robyn Hewlett to contact Helen Garrick, Chairperson, Mental Health Section, NZNO Robyn Hewlett to make contact by phone and a follow up letter. Regarding what is Chairpersons of mental health, NZNO position on EN'S.	To add In National Enrolled Nurse Day celebration – Robyn & Sharyne
ARA, Rose Mitchell. Robyn Hewlett will email or phone for figures on work places for EN' new graduates.	Robyn H. has emailed Rose

TOPIC	Discussion	Action
Minutes of last meeting (date) _____	Corrections Moved Robyn Schakelaar Seconded: Tina Giles Carried Abstentions: Nil	Nil
Matters Arising from previous minutes	Nil	
Inwards Correspondence	Moved Seconded Carried Abstentions:	
Outwards Correspondence	Moved Seconded Carried Abstentions:	

Financial Report

Non Profit Organisation

Cheque account balance as of: \$29,406.13

Term deposit: \$43,075.06

Outgoing Invoices for payment:

- D Handisides \$118.74. 14/8/19 F2F
- R Schakelaar \$55.30. 14/8/19 F2F
- T Swan \$57.00 14/8/19 F2F
- T Giles \$1114.49. 16/8/19 F2F
- M Prattley \$37.10. 21/8/19 F2F
- NZNO \$139.25 30/8/19 conference Call
- T Swan \$957.10. 20/9/19 Computer
- NZNO \$29.43 25/9/19 Conference Call

Total \$2503.41

Incoming

- Conf Levey \$2440.00 18/7/19
- Conf prof \$7466.36 02/8/19
- Interest \$13.97 30/8/19
- Core Funding \$5994.03
- Southern \$9.78 4/9/19.. Bags
- GWENS \$63.00 4/9/19 pens
- Southern \$10.00 20/9/19 pens

Total \$10,003.11

Moved: Tina Giles

Seconded: Robyn Schakelaar

Carried:

Abstentions: Nil

Purchase computer for Robyn Hewlett \$1000.00

Moved: Tina Giles

Seconded: Michelle Prattley

Carried

Spot Audit: Moved: Robyn Hewlett

Seconded: Debbie Handisides

Topic	Discussion	Action
Acceptance of meeting Agenda	Robyn Hewlett Moved: Michelle Prattley Seconded: Robyn Schakelaar	Robyn Welcomed the National ENS committee and Suzanne Rolls NZNO PNA to meeting House Keeping: Procedures in the building in case of fire/earthquake also where toilets are located
Rob Zorn, Communications / Media Adviser, NZNO		Marketing strategy plan re enrolled nursing. Update from Rob <ul style="list-style-type: none"> • Expertise of Enrolled Nurses • Rob to look into prices for advertising in national papers • Our priorities • Rob will send out another document with our marketing Plan for February meeting • Marketing Plan - \$\$\$\$ from NZNO.- include in our core funding as project • Waiting for feedback re: cost from Rob Zorn.
Barriers for Enrolled Nurses		Barriers for enrolled nurses - update <ul style="list-style-type: none"> • Robyn will go through Barriers for ENs and remove what is not needed/ has been addressed. • Add on page 14 of Barriers for Enrolled Nurses "Annual Plan"
Enrolled Nurse Section Business & Operational Plan & projected budget for core funding		Robyn had updated. <ul style="list-style-type: none"> • Committee to get back to Robyn with any further comments. This will then be sent to Suzanne Rolls, PNA. • Marketing Plan - \$\$\$\$ from NZNO.- include in core funding as project
NZNO Guidelines on the place of Enrolled Nurses in the NZ Health Care System		Put on Agenda for February meeting 2020 To update and add in the following: <ul style="list-style-type: none"> • Immunisation & vaccinations • Links to assessment tools • Medications • Enrolled Nurses in the workforce • Supported orientation • Before schoold checks • Transition • Night duty – enrolled nurses Needs pulling apart – redoing as currently old – 2011 following transition to practice

Pam Doole, Director, Strategic Programmes, Nursing Council of New Zealand

Pam welcomed to our meeting and introductions. Pam was updated on the following:

- NorthTec and Northland DHB working together on NZ Diploma of Enrolled Nursing to commence March 2020
- Enrolled Nurse Section NZNO "Enrolled Nurse Scope of Practice Survey 2019"
- Immunisation – NZNO paperwork. Barrier – other workforces getting in on immunization. Just doing the vaccination course
- Regional Officers of Health have different interpretations
- Biggest barrier for ENs is working "under", needs changed to "collaborate". This would be far more enabling
- Currently EN in at Level 4 and graduate at Level 5. Raise EN to level 5
- Need staircase model to HCA (L4) – EN (L5) – RN

Pam updated on the following:

- Review of Vocational Education (ROVE)
- Government introduced legislation. 14 Polytechnics into one Nationally.
- Interim BOD, advertising for interim CEO & BOD
- Consistency across NZ
- Industry Training Board - ? Health, ?Social Worker
- Career Force – HCA's etc
- The BN programme is not part of the reform. ? separate money for degree programme
- NCNZ role is to credit institutions & programmes
- NZNO are doing submissions to this, to keep nurses on the radar
- NCNZ collecting data on numbers of nursing students
- All nursing organisations have talked to MOH re nursing shortage. Need workforce plan
- Massey have Level 5 Mental Health course
- Universities out on their own re nursing students and if RN education meets the standards, NCNZ cannot but approve them
- Also doing Masters of Nursing programmes, back to back to BN programme

Review of BN Education Standards are held by working with Maori Nurses re-

- cultural component. Health equity for Maori, TOW relationships, more emphasis on Irhahapei Ramsden's work on Maori and cultural safety.
- Increase Maori & Pacific Nurse – a lot in health workforce but in

	<p>unregulated roles</p> <ul style="list-style-type: none"> • Maori into BN programmes • What is culturally safe care? • Maori Researchers – equity for Maori /all, if made into best practice model • Communication & health literature with Maori • Pay parity – issue for Maori Nurses – enquiry W525Y • Health, Quality & Safety website- poverty, - social determinant, Maori & health issues • Enabling EN workforce to respond to all this <p>Review of BN education mid 2020 from NCNZ re Education standard's</p> <ul style="list-style-type: none"> • ?stronger standard's in face to face time • More and more programmes – distance learning • Students want more face to face time • Clinical funding for placements in the future <p>IQN's work – consultation document</p> <ul style="list-style-type: none"> • Coming from India & Philippines • Instead of written qualification – English language, ELT's test – communicate with other nurses, doctor's, family etc. • QLT test sat this test 85% of applications to NCNZ • Add clearer communication skills for IQN's & Nursing students – added to consultation document • Patient – how they want to be cared for • How do we establish relationships – therapeutic relationships • 56% IQN's registered in NZ in 2018 <p>CAP / students programme</p> <ul style="list-style-type: none"> • 1st year of registration • Cultural safety • e-learning re cultural safety • ADL's • Not going to fully integrate <p>Invite Catherine Byrne, Chief Executive, NCNZ to February meeting 2020</p>
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Topic	Discussion	Action
<p>Honorary Membership Enrolled Nurse Section NZNO</p>		<p>Honorary Membership: Gwen Ahuriri, Bay of Plenty /Tairiwhiti Marie Hurst, Canterbury Suzanne Rolis PNA for ENS</p> <p>ENS NZNO Rules: Changes approved at 2019 conference.NZNO BOD endorsed our 2019 Rules, 24th October 2020</p>
<p>Enrolled Nurse Section NZNO Rules</p>		<p>Margareth Broodkoorn – Chief Nurse MOH, introductions all round. Margareth informed the committee of her nursing history.</p> <ul style="list-style-type: none"> • New Health work force directorate - advisory board. Previously Workforce NZ • Maori Health directorate • Mental health directorate • Disability directorate <p>Safe staffing ACCORD- 3 components:</p> <ul style="list-style-type: none"> • Part A – New Graduate Nurses.(RN's & EN's) <ul style="list-style-type: none"> ▪ 24.6 million over 4 years, working group. ▪ How to link into ACE programme with NCNZ and ▪ TAS for ENs ▪ How to track them ▪ Funding for 130 new EN graduates at moment to ▪ commence in 2020 ▪ EIT developing EN programme ▪ 2476 ENs practicing in NZ ▪ Title for New Enrolled Nurse Graduate Programme To be “Enrolled Nurse Supported into Practice Programme” (ENSIPP) • This was the title that the Enrolled Nurse Section National committee gave the programme that they developed in 2014 • Enrolled Nurses into the voluntary bonding scheme – waiting on confirmation • RTN for EN's, ? scholarships for EN's, • Need 200 – 220-year graduating. Currently 130 new • EN grads per year • If you have HCA? why not have EN, more effective ▪ part of workforce
<p>Margareth Broodkoorn, Chief Nurse, Ministry of Health</p>		<ul style="list-style-type: none"> • Part B - CCDM = a lot more work to do – Safe staffing unit = many

		<p>components, escalation pathways. Safe staffing and CCDM by June 2021.</p> <p>CORE Date set = VRIM Leave Recruitment / retention Response to CCDM</p> <p>Data not looking good, meeting with DON's & MOH re this. MOH need to drive this more to DHB's. \$38 million, extra for nurses, HCA's, and midwives.</p> <ul style="list-style-type: none"> • Part C – How to retain nurses in the workforce. <ul style="list-style-type: none"> ◦ How to support nurses to return to practice after a long time out of the workforce. ◦ APC lapsed. Support RTN programme- model on education sector, how to get nurses back to New Zealand. CAP programmes, <p>Margareth meeting with Nurse Executives on the 7th November 2019, to ask what is going on, implementation throughout New Zealand.</p> <p>Margareth updated on</p> <ul style="list-style-type: none"> • "Enrolled Nurse Scope of Practice Survey 2019" to go in November 2019. "Under" being the confusing word in our current Scope of Practice for Enrolled Nurses. • Enrolled Nurse Case studies for ICN <p>Margareth keeping nursing on the radar, celebrate year of the Nurse and Midwife.</p>
<p>42nd Annual Enrolled Nurse Section NZNO Conference 2020</p>		<p>Conference 2020 Dunedin: May 19 – 21 2020</p> <ul style="list-style-type: none"> • Registrations will be on line 2020. Paying by internet banking for conference, via bank transfer or credit card. • Need to add \$8.50 to registration add \$10 to round it off. • Check list to fill out = Needs to be approved. • Can get credit card – this can also make it easier for process of payments. • Use the \$20 from National Committee. \$10 of this to be used for online registration. • Early Bird price for conference is \$400 for enrolled nurses who are members of EN Section & NZNO. • Online process takes 1 month to get/become live. • Need to do this sooner rather than later. • Listed website of interest in registration form. • Conference gift ideas presented by Robyn Schakelaar. Committee

		<p>decided against a drink bottle. Robyn to come back with other ideas/suggestions for February meeting.</p> <ul style="list-style-type: none"> • EN presentations at conference will be 3 or 4 as need to also fit in other speakers. <p>Suggested conference discussion theme: "Where to for Enrolled Nurse's in a shifting paradigm of a multicultural population on their health journey". Discussion theme to be further discussed at February 2020 meeting</p>
Conference Discussion Theme		
Enrolled Nurse Scope of Practice Survey 2019		<p>Jinny Willis, Principal Researcher, NZNO joined meeting via video conference from Christchurch. Survey to go out 8th November 2019, if no changes are required by the committee. Results to be reported in Kai Tiaki article and presented at 2020 Conference. Friday 8 November 2019 Survey going out for 1 month. Monkey Survey</p> <p>Conversation re: Case studies for ICN. Need to ensure process was transparent and ask authors of presentation if okay to see their nurses upset and disappointed and unaware their case study was being submitted. In future, need permission by ENS national committee and authors. Robyn will put references at bottom of each presentation. Great this has been achieved and that ENs will be show cased at an International Level. Michelle will arrange photos for Burwood Spinal Unit presentation for ICN.</p> <p>Robyn Hewlett apologized for not discussing it with people involved and stated she will ensure this does not happen in the future.</p>
Enrolled Nurse Case Studies for International Council of Nurses (ICN)		
Immunisation - update		<p>Immunisation = Suzanne discussed with the NZNO PNA's:</p> <ul style="list-style-type: none"> • Who have agreed there is no impediment. • Agreed in principal as it is not enabling regulated nursing workforce to do vaccinations there are issues with vaccination rates and not enough vaccinators in New Zealand. • We have a workforce that can be mobilized, and education/training available to do so. • Need to discuss with IMAC etc • Look at publications list and what would need to change - ? What delegation/direction would look like
Face Book Page		<p>Continue to advertise enrolled nurse positions across New Zealand and advertise study days, education etc. Will promote Enrolled Nurse Scope of Practice survey on FB page</p>

Topic	Discussion	Action
Pānui		<ul style="list-style-type: none"> • Must do at least 3 publication a year. • Need to get section Chairs to give information of what is happening in their area. • Sharyne to send email reminder re articles for our next edition of Panui. • "What is our position in the profession?" • Bios needed – Suzanne/Darlene/ Robyn H –want bios from them. • Chairperson report to be sent.
Korowai – Koha for Lea Thompson		<p>Money for Korowai from NENS for Lea Thompson. Robyn had discussed with Lea, who declined payment as wished to donate it to the Enrolled Nurse Section. Discussed getting a cabinet to display the Korowai with plaque, wooden with lock. Michelle to look into designs and projected costs for a cabinet.</p> <p>Sue Goodwin had looked into insurance cover from an insurance company. David Woltman to check out insurance maybe covered through NZNO. We would need to get permission from the NZNO Board of Directors about this.</p>
Central Regional Enrolled Nurse Section		<p>Discussion held in regards to re-forming the Central Regional Enrolled Nurse Section:</p> <ul style="list-style-type: none"> • Wellington offered/told them about study Day but nobody came from Palmerston/Wanganui • Sue indicated that she had spoken to enrolled nurses from Palmerston North and they were not interested due to retiring in next few years. • Robyn wanted to know if the Enrolled Nurses from Whanganui were interested in re-forming the section and asked Dalreen to canvas / discuss with the enrolled nurses at the Whanganui DHB • ? meeting with Enrolled Nurses in Whanganui / Palmerston North in February
NZNO Medico Legal Forums "Scope of Practice" being held in Feb/March 2020		<p>NZNO Medico Legal Forums: "Scope of Practice", video conference with Julia Anderson, NZNO Professional Nursing Adviser, Christchurch</p> <ul style="list-style-type: none"> • Generic presentation to be delivered re: ENs SOP • EN's /RNs from each city hosting to present at each forum • RNs/ENs working together to deliver quality care • Enrolled Nurses with a deep understanding of EN Scope of Practice. • Look at how each RN understands SOP • Direction & delegation = How RN/EN work together • Why have we got a SOP • Who says we have to have one • How this works with other health professionals

	<ul style="list-style-type: none"> • Need to match up RN to survey • What are we/who are we going to identify? • Need Names by Early December 2019 • Could draft up letter to gain consent • Those interested to be in touch by email to Julia • Use scenario to show how it looks and works • Slides • Make up scenario <p>Key Principal:</p> <ul style="list-style-type: none"> • ENs are: Responsible/accountable for their own practice. • RN is responsible for understanding EN SOP& EN understand RN SOP. • ENs are a regulated workforce. • ENs have professional judgement. • Power Point: put up one scenario, how it should be, • How it works communicates. <p>Suzanne Rolls will type up scenario.</p> <p>Auckland Angle Hamilton Leonie Wellington Tina Christchurch ? Michelle Dunedin ? Robyn S</p> <p>EN & RN presenters will get free registration to the forums. If travel, accommodation required, NZNO will cover any costs.</p>
<p>NZNO AGM, Conference Day C& S Section Day 15,16,17th September 2020</p>	<p>15th September 2020 - NZNO College & Section Day 16th September 2020 – NZNO Annual General Meeting 17th September 2020- NZNO Conference Day</p>
<p>Enrolled Nurse Section NZNO Committee Meetings for 2020</p>	<p>Dates for meetings 2020 February 13th & 14th May 21st May Dunedin post Conference August 4th & 5th November 4th & 5th</p>
<p>Dianne Martin, Chief Executive Officer, Registered Practical Nurses Association, Ontario</p>	<p>To invite Dianne Martin to May 2020 Annual Enrolled Nurse Section Conference in Dunedin 19th -21st May 2020.</p>

Topic	Discussion	Action
Kevin Simmonds, NZNO Accountant	<p>That the Enrolled Nurse Section NZNO National Committee change to Centralised Banking with NZNO</p> <p>Moved: Debbie Handisides Seconded: Robyn Hewlett Carried</p>	<p>Meeting with Kevin Simmonds, NZNO Accountant:</p> <ul style="list-style-type: none"> • Managing GST in the correct month & GST information for IRD. • Capture everything in the month that this has happened. • This is about doing things better in an accounting view. • Cheques are about to be discontinued by banks 2020. • Rule is two people sign cheques; this wasn't always happening in the past. • Other sections have moved to Centralized Banking and nil problems with this. • Process of payments is more effective/Better. • Term deposits can be managed by sections/colleges, need 2-3 people as signatories. • Reporting – improving all the time • Can continue to book own accommodation and air travel <p>Regional Enrolled Nurse Sections:</p> <ul style="list-style-type: none"> • Same as National Section, their money belongs to that regional section • NZNO would pay their accounts etc e.g. study days • Regional Enrolled Nurse Section – potential for problem finding the signatories of regional accounts, if have retired from nursing if don't change, may have to go it alone, but would lose your assets/monies
Catering		<p>Debbie Handisides discussed with committee present re the present catering for lunch and morning tea/ afternoon tea, at next NENS February meeting 2020. Discussion held and Tina to look at alternatives for February meeting from New World. Danielle Saunders, NZNO, sent Robyn H the link to Blue Carrot catering.</p>
Action List	<p>Action list completed Moved: Sue Goodwin Seconded: Debbie Handisides</p>	<p>Action list presented by Robyn Hewlett</p>
Website	<p>Robyn will write an article re "National Enrolled Nurse Day" and Sharyne Gordon will update website</p>	<p>Website: Needs a revamp = Going to include National Enrolled Nurse Day to website Gmail email address for enrolled nurse section working well. No spam emails / messages</p>
NZNO BOD Special General Meeting 11 th December 2019, via Video/conference	<p>Robyn Hewlett, Chairperson, will be attending the Video Conference representing the Enrolled Nurse Section NZNO</p>	<p>Email to be sent Enrolled Nurse Section Committee & Regional Enrolled Nurse Section Chairpersons with suggested dates for a teleconference. Also to discuss with Regional Chairs centralised banking with NZNO</p>

Meeting Closed (Time): 16.00 hours
Next meeting/teleconference will be held: 13th & 14th February 2020

Date minutes confirmed	13 - 2 - 2020
Signed	[Signature]
Name	Robyn Hewlett