



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Enrolled Nurse Section NZNO Committee Meeting Minutes 4th & 5th November 2020

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	Enrolled Nurse Section NZNO National Committee Meeting		
Purpose of meeting(optional):	Committee Meeting		
Date & Time (dd/mm/yyyy):	4 th Nov and 5 th Nov 2020 Meeting Commencement 4 th Nov – 9am- 4.12pm Meeting Commencement 5 th Nov – 9am- 15.10pm		
Location (eg city):	NZNO National Office - Wellington		
Facilitator	Robyn Hewlett - Chairperson		
Minute Taker	Charmaine Parker - Secretary		
Attendees	Robyn Hewlett, Tina Giles, Michelle Prattley, Debbie Handisides, Tam Gibson, Suzanne Rolls, Charmaine Parker		
Apologies	Dalreen Larkin		

Summary of Actions from this meeting	Person Responsible
13A – Debbie to send an email requesting Chairpersons distribute the Posters around their region	Debbie to email in Dec 2020
18A - Stakeholder lists for the distribution of the EN Scope of Practice survey Booklets	Michelle
13C – Pivotal will produce the 43 rd EN Section NZNO Conference Handbook	Robyn Hewlett
13D - 43 rd Enrolled Nurse Section NZNO Conference 2021- Marketing Advertise in the NZNO Pulse, Panui and Kai Tiaki – a big adverts as 2020- Robyn	Robyn Hewlett
18 - Robyn to organize the printing of 150 copies of the EN Scope of Practice Survey - with Speed Print, Dunedin	Robyn Hewlett
15 - Robyn to re-contact the presenters for the Conference to re-confirm	Robyn Hewlett
13G - A raffle supplied from every Enrolled Nurse Section Regional Section Email reminder regards the raffle for the Conference and names for volunteers for the raffle table	Debbie Handisides to send email
10 - Robyn and Suzanne to zoom into the Nurse Executives Meeting. Robyn to invite Executives to 43 rd EN Conference and also to discuss the EN Scope of Practice. Complete the EN Scope of Practice document – and send them a hard copy prior to the zoom meeting.	Zoom Robyn and Suzanne Robyn to invite while on zoom Robyn to post to Nursing executives prior to the zoom meeting.
4 – Michelle to organize freight to NZNO Head Office of the Korowai Cabinet	Michelle Prattley
7 - Next Accord Meeting to advise no EN matching on ACE	Robyn to update Memo
16 - Robyn will email - Bernadette Heaphy – advisor for IMAC – update progress and the resistance to sign off EN's for vaccinators. Robyn will send any correspondence received onto the Committee Members.	Robyn
8 - Enrolled Nurse Section Budget – Tina waiting to hear from NZNO Finance	Tina to organize Zoom invite to committee
14 – Conference Gifts – Tina to organize the order for the multi pen	Tina to order
Financial – Kevin Simmonds will be compiling an instruction sheet on how to do the electronic payments process – and will send this out to the Regional Chairs to explain the new Treasurer Role and Process.	Kevin Simmonds
4 - Tina to contact Dalreen, regards having Korowai to be couriered to Tina, use pack and send	Tina
4 – Tam will get engraving done, for the plaque, will get a quote for engraving plaque	Tam
4 - Robyn to contact Kerry Nuku – Kai Whakahaere of Te Runanga, Blessing and ceremony organization and protocols regarding Korowai, and words to put on the plaque	Robyn
4 – Debbie to invite Lea Thompson for the Korowai ceremony being held on either of the next National Committee days 16 th or 17 th February 2020	Debbie
\$440.00 Early Bird based on 100 EN's attending, Robyn to add to the flyer Sharyne to update the online registration for Conference, opening for registrations in Dec 2020	\$440.00 Early Bird based on 100 EN's attending, Robyn to add to the flyer Sharyne to update \$440.00 Early Bird cost to the online registration for 43 rd Enrolled Nurse Section NZNO 2021 Conference, opening for registrations in Dec 2020. Sharyne to organize the online to be open in Dec 2020
One page poster – flyer – with marketing of the event	Sharyne to complete by Dec 2020, and send printing to Robyn Hewlett Sharyne NZNO Admin- to complete printing bundles for distribution to

And also a One page flyer – with ripping slips/with date and times/where and when	Robyn Hewlett – who will send out printed bundles to Chairs for distribution
23 – Central Regional EN Section - in recess Robyn will send out another email invite to form a Committee in the central region and Invite for a Zoom meeting	Robyn to follow-up with Kevin Robyn will send out another email invite to form a Committee in the central region. Invite for a Zoom meeting
2 - Can EN NZNO Section provide professional development opportunities list. Morag to send professional development list Sharyne and Robyn to organize this to be put on the NZNO Website 2 - Can EN NZNO Section help to provide video clips of EN's and how they work in the EN Position? Committee will work with Morag to create ongoing videos. 2 - Morag to write an article in the next Panui Newsletter.	Sharyne and Robyn Committee – ongoing Morag/ Panui
3 - Robyn to list down all the potential stakeholders and their reach – marketing lists of their reach/website links, also include Iwi, and Community Groups so they can shoulder tap potential people that would make great EN's, so we can market EN potential to them Michelle Prattley to discuss – Spinal Outreach 200 word profile. Michelle Prattley to do 400 word article on general EN update. Organizers Fact Sheet re EN's re-send to stakeholders. Kevin to send out with Drew or Joe Charmaine to push for content for Kai Tiaki and Suzanne to check through the wording for the articles. Charmaine to complete FAQ – then take to Committee and Zoom meeting – to finalize. Charmaine offered to update Website content and seek profiles and content for this monthly, along with Kevin and Suzanne input Every time we do an article for Kai Tiaki – be layered into journals, publications and websites, posters and website. Robyn – list down all the potential stakeholders Robyn Committee to come up with ideas for the updates Rob will get these a4 posters and DLE's printed and NZNO will also distribute. Conference Presentations. Kevin will be on the lookout for speaking opportunities Supportive Comments – from influencers Ask them to give us supportive statements so we can use this and publish it. Committee members to follow-up Ask for two sentences about EN's and their email addresses and cut and paste to possibilities. Robyn Hewlett to follow-up, Robyn will email Jane, Sue Haywood and Marg Dotchin.	Robyn Michelle Michelle Kevin, Drew, Joe Charmaine, Suzanne Charmaine then organize Zoom to finalize Charmaine, Kevin, Suzanne Rob Zorn, Committee, Robyn

TOPIC	Discussion	Action
<p>Review and confirmation of Committee meeting minutes 5th & 6th August 2020:</p>	<p>5th & 6th August 2020</p> <p>17th August 2020</p> <p>23rd September 2020</p>	<p>Moved - Tina Seconded – Robyn Minutes Carried</p> <p>Moved – Tam Seconded – Tina Minutes Carried</p> <p>Moved - Michelle Seconded – Tam Minutes Carried</p>
<p>Inwards correspondence</p>	<p>Moved - Debbie Seconded - Robyn Carried Abstentions: Nil</p>	
<p>Outwards correspondance</p>	<p>Moved - Debbie Seconded - Robyn Carried Abstentions: Nil</p>	<p>Robyn to send to Sharyne to email to committee members</p>
<p>Financial Report</p>	<p>Cheque account balance as of - \$29,363.52 Term deposit - \$ Invoices for payment - Forthcoming expenses needing to be pre-approved - Moved - Tina Seconded - Robyn Carried Abstentions: Discussions around Financials: All Sections will have to go to centralized banking and move to the ANZ.</p> <p>Discussed the change of the Treasurer’s Job: National Treasurer – when Committee Members send in a claims expenses form – then cc in a copy to National Treasurer - Tina Giles as well.</p>	<p>Tina will be compiling an instruction sheet on how to do the electronic payments process – and will send this out to the Regional Chairs to explain the new Treasurer Role and Process.</p>

	<p>Email: for payments too: Kevin –his email is - kevin.simmonds@nzno.org.nz Remember - Cc in Treasurer Tina Giles – for electronic copy of the claim. Claim form should include photocopies of the invoices/receipts and send first to Robyn Hewlett or Tina Giles for their signing/approval. Remember to always cc in Tina Giles – National Treasurer For the regions: when claiming money back, the chair or the treasurer signs approval on the expense claims form, then send to Kevin Simmonds, but ensure you cc in the Regional Treasurer as well. Potplant purchased for Suzanne Rolls – get well soon, \$35.00.</p>	Tina add to financial spreadsheet
Membership	<p>Currently _____ members. Movement from previous meeting</p>	
Spot Audit - Financial	Treasurer report check - completed under new electronic process	Tina - presented
Regional Reports	All reports from all the regions read and discussed	Sharyne Admin to upload online
Review of Action List	Completed as review of the 4 th and 5 th August minutes	Completed – moved and carried.
1.Jane Bodkin, Clinical Chief Advisor, Nursing Office of the Chief Clinical Officers	<p>Jane Bodkin & Jill Wilkison attended and introductions to committee and Jane and jill. Discussion held on the Primary Health Care model for Enrolled Nurses in Mental Health & Addictions. This is being lead by Sue Adams, Auckland University. Funding has been given by the government for 40 enrolled nurse positions and 14 Nurse practitioner roles over four following 4 years. A four year contract. Scoping for this is still being established – establish a framework</p> <ul style="list-style-type: none"> ✓ Funding was from the 2019 budget, utilizing enrolled nurses to increase access with education and support ✓ Initiative – “supported practice for Enrolled Nurses – health improvement model” <p>InterRAI No block for enrolled nurses Enrolled Nurses can do the training, with support from organization working for. Enrolled Nurses having to be signed off is an issue with the providers. Suggested write to the providers.</p>	

	<p>TAS- Technical Advisory Service – ?Bridget Meehan is new Enrolled Nurse ACE programme contact. Investing in our own home grown nurses</p> <p>Ministry of Health Webinar 2pm 10th December 2020: -reflections on the year. Would like an enrolled nurse to reflect on you as an enrolled nurse 10-15 minutes. Contact Jill Wilkison or Debra Begg at the MOH.</p> <p>Fee Free: Ian Crabtree, Head of Health, Otago Polytechnic had put in two submission in regards to enrolled nurses and free fees. Jane indicated that he should put in another application.</p> <p>Enrolled Nurse Fact Sheet 2021 – MOH would like to re-instate this in 2021.</p>	
<p>3. Rob Zorn, Communications/media advisor, NZNO- Marketing Plan</p>	<p>Potential Action Plan – discussed as presented by Rob</p> <ul style="list-style-type: none"> • Do a list of priority Topics • NZNO Organiser Guideline Re Enrolled Nurses & Enrolled Nurse section in New Zealand- to re-look at this, update and send to Rob • Regular Enrolled Nurse Article in Kai Tiaki • Suzanne – \$9.2 million for 40 EN & NP positions in MH & Addictions – Primary Health Care Enrolled Nurses can be provisional vaccinators Enrolled Nurses can do InterRAI – but both opportunities are being blocked • Look at the words in the new NZNO Strategic Plan in the pulse. • FAQ's – give the same sinncint message • Charmaine to compile and committtee to review • A targeted PDF for stakeholders • Own Website – a stand alone website – micro website ?who maintians it • Collection of Enrolled Nurse profiles • Articles for various journals, publications, websites, Polytechnics • Complie a list of publications, websites we can target Stakeholders and their publications e.g. iwi providers, aged care, 	<p>All of the Enrolled Nurse Section Committee</p>

	<p>nursing agencies,</p> <ul style="list-style-type: none"> • Collateral – such as 3 fold DLE brochures, posters • The Big Why – “ What does an Enrolled Nurse give you” • Photographs – Enrolled Nurses – local • Posters (A4) size • Conferences – look at GP’s conferences, other conferences, look out for speaking opportunities • Supportive comments- write to movers and shakers and put on posters, “Why do you think enrolled nursing is important”. Two sentences • Quotes for in our publications • Get a stock pile of Enrolled Nurse Photos • Contact Margaret Dotchin, Jane Wilson, Sue Haywood <p>A huge workload for the committee.</p>	
<p>2. Morag Mackenzie, Senior Academic Staff Member, WINTEC</p>	<p>Morag MacKenzie 9.30am 5th Nov 2020 – Zoom</p> <ul style="list-style-type: none"> • Research done with 120 respondents • 12 with 1:1 interviews all with EN’s. • A collection of ideas and thoughts came from that, of which Morag has completed a Thesis on EN’s in NZ. • RN’s were also interviewed, for their feedback. <p>Statistics – have been collated:</p> <ul style="list-style-type: none"> • Highlighting: <ul style="list-style-type: none"> • Strong narratives about HX hurt, modern day devaluing and hurt as well with pay equity (example some HCA’s paid more and given more responsibilities) • EN’s can’t get jobs. • Senior Nurses telling students, “don’t know why you are training as an EN, there are no job’s anyway”. • Professional development was wanted for progression. • Collaborate with health providers, to promote EN’s. • Offer more EN positions in the workforce. • 10 years plus new scope has been out, but employers and staff are still unsure what an EN does. • Research has been done to enhance EN’s and help with further 	<p>Can EN NZNO Section provide professional development opportunities list. Morag to send professional development list Sharyne and Robyn to organize this to be put on the NZNO Website</p> <p>Can EN NZNO Section help to provide video clips of EN’s and how they work in the EN Position? Committee will work with Morag to create ongoing videos.</p> <p>Morag to write an article in the next Panui Newsletter.</p>

	<p>collaboration with stake holders</p> <ul style="list-style-type: none"> • Framework has been created to work through problems and create satisfactory outcomes • 2019 NET Survey NZ – RN’s 86% graduates employed • EN – 58% of graduates employed • HCA pay increase – level 4 and level 5 – pay parity required to widen the gap. • Ernst Young Research state EN’s will be a significant part of the workforce in future. • Lack of knowledge and confusion of scope of practice, up to date. • Can EN NZNO Section provide professional development opportunities list. • Can EN NZNO Section help to provide video clips of EN’s and how they work in the EN Position? • EN Training – how to earn and learn in rural hubs, Polytec’s are looking to work around barriers, like children drop offs and travel, so Polytecs are now training locally and promoting employment locally. • Morag’s research gives the weight of evidence that supports the NZNO Barriers to Enrolled Nursing. • When EN’s are seen by another researcher it supports all of the findings. • Acceptance, HX football, competition, HX hurt, we need to recognize we are in the 2020’s and before long we will be in the 2030’s, so working move EN’s along. • Changes to uphold New Scope of EN, has been a slow wheel and a lot of regional EN’s have been caught up in the political cog mire to this day. • There has been a well trained workforce that has been underutilized 	
<p>4 - Korowai</p>	<p>Michelle to organize freighting the cabinet to NZNO Head Office Building costs for the cabinet \$844.78.</p> <ul style="list-style-type: none"> • Robyn to contact Kerry Nuku – Kai Whakahaere of Te Runanga, Blessing and ceremony organization and protocols regarding Korowai, and also discuss words to go on the plaque. 	<p>Moved – Robyn Seconded – Debbie Carried Robyn Michelle to organize pack and send – freight company Committee agrees with this cost.</p>

	<ul style="list-style-type: none"> • Tina to contact Dalreen, regards having Korowai to be couriered to Tina, use Pac and Send. Cost \$335.00 • Put a plaque on the front of the cabinet – recognizing that Lea Thompson gift – former Te Runanga rep for EN NZNO Section • Tam will get engraving done, for the plaque, will get a quote for engraving plaque • Invite Lea Thompson for the Korowai ceremony being held on either of the next National Committee days 16th or 17th February 2020 	<p>Robyn to check wording with Te Runanga rep</p> <p>Tam</p> <p>Robyn</p>
5. Election of Enrolled Nurse Section Committee	<p>Call for Nominations</p> <p>Robyn will send to EN Section Members next week a call for EN Section Committee member</p>	Robyn & Sharyne
6. Barriers for Enrolled Nurses	<p>Discussed page 14 and 15 IV Antibiotics. Correct wording Administrate to Administer.</p> <p>Page 6 InterRAI – double handling with getting oversight by an RN, if already competent and working to the top of your scope.</p>	
7. Enrolled Nurse Section Annual Plan 2021 - 2022	<p>ACE not matching EN's to employers, needs to be discussed at the next Accord Meeting</p> <p>Committee updates confirmed</p>	Robyn – to update Memo Musa that ACE is not matching EN's so Memo can bring this subject up at the next Accord Meeting
8. Enrolled Nurse Section Budget	Committee will Zoom for the Budget	Tina organize Zoom Invite to committee members
9. Promotion of Enrolled Nurse Section/Nursing – Strategies & Marketing Topic	Committee to meet via zoom to discuss this	Robyn to organize a zoom date
10 - Nurse Executives New Zealand Meeting	<p>Robyn and Suzanne to zoom with the DHB Directors of Nursing, to Discuss the Enrolled Nurse Scope of Practice and Direction and Delegation.</p> <p>Robyn to invite Executives to 43rd EN Conference and also to discuss the EN Scope of Practice.</p> <p>Complete the EN Scope of Practice document – and send them a hard copy prior to the zoom meeting.</p>	<p>Zoom Robyn and Suzanne Rolls</p> <p>Robyn to invite while on Zoom</p> <p>Robyn to post to Nurse Executives prior to Zoom meeting</p>

11 NZNO Guidelines on the place of the Enrolled Nurse in the NZ Health Care System	Robyn will send out the new template when she receives this from Suzanne	Suzanne, Robyn
12 - Panui - Newsletter	Two profiles received Morag MacKenzie invited do an article Chairperson will do an article Charmaine to do a profile	Robyn to follow up with Morag MacKenzie
13A - 43rd Enrolled Nurse Section NZNO Conference 2021- Marketing 13C - Conference Handbook 13D - Conference Advert – Kai Tiaki 13E - Panel Discussion 13G – Raffles and volunteers for the raffle table	Discussion had with Sharyne NZNO Admin, regards Posters for the 43 rd EN Section NZNO Conference. One page flyers with ripping slips – to be printed by NZNO Admin. Handbook to be printed by Pivotal Do we do a bigger advert – or a smaller advert. The committee agreed to the larger advertisement Decided will keep the same title as 2020 Multi Pens – black, blue, red purchase these to sell at the Conference. A raffle to be supplied from every region Email reminder regards the raffle for the Conference and names for volunteers for the raffle table	Organize a Conference Poster printed/ Robyn to update flyers and material – then Robyn to send to Debbie to email out to all Chairpersons. Chairpersons to distribute around the Stakeholders in their regions in Dec 2020. Robyn to get a quote from Pivotal for the Conference Handbook Get it advertised in the NZNO Pulse - Robyn To advertise in the Kai Tiaki Journal Dec 2020 – Robyn advertise in the Panui - Robyn Tina to organise. Email to be sent by Debbie Handisides to regional chairpersons
14 - 43rd Enrolled Nurse Section Conference gift and sponsorship Conference Gifts	Sponsorship – Southern Region Enrolled Nurse Section had suggested that due to current economic environment that companies, business's etc not be asked for sponsorship for the conference goodie bags. Discussion around other options and prices Round Phone Holders in goodie bag Power bank/charger in goodie bag Pen – normal one in the goodie bag Retractable card holder in goodie bag	The committee agreed and decided that due to the economic climate It was not appropriate to approach businesses to ask them for sponsorship. Already approved from last year. Robyn Schakelaar to order closer to time of conference.

Conference Budget:	<p>Conference Handbook Conference AGM forms Black blue and red combination pen, discussed ordering more to sell at the next conference Regional Enrolled Nurse Section gifts for raffle</p> <p><u>Registration Cost:</u> Discussion had about – pricing – what to charge for registration: Numbers attending – EN and NZNO membership currently – if 100 EN's attended next year's conference the price of the registration would need to be \$440.00 per person. At 125 EN's attending, the price of the registration could be \$400.00 per EN.</p>	<p>Tina will order these</p> <p>Debbie to email Regional Enrolled Nurse Section Chairpersons.</p> <p>Decision was made to charge: \$440.00 Early Bird based on 100 EN's attending. Moved – Debbie Second – Robyn Carried: Sharyne to update \$440.00 Early Bird cost to the online registration for 43rd EN NZN 2021 Conference, opening for registrations in Dec 2020. Sharyne to organize the online to be open in Dec 2020. The other registrations fees for conference would be required to be updated also.</p>									
15 - Enrolled Nurse Presentations Conference 2021	<p>One slot is available – put out an expression of interest – deadline end of 31st January 2021. Everybody said they would be available from last year list.</p>	<p>NZNO – Sharyne will send out Robyn to re-contact the presenters to re-confirm.</p>									
16 - Enrolled Nurses as Provisional Vaccinators	<p>Still some resistance to sign off Enrolled Nurses as vaccinators, some confusion about proof of documentation and then when provided still resistance.</p>	<p>Those currently needing sign off – still be completed Robyn will email - Bernadette Heaphy – advisor for IMAC – update progress and the resistance to sign off EN's. Robyn will send any correspondence received onto the Committee Members.</p>									
17 - Membership	<p>We have had no extra members respond to the recent membership drive in the last fortnight, up to the 2/11/2020 Now totaling 30 people since last count of 28. Graduations – promote membership – by putting in a membership form in their NZNO packs, at graduation.</p>	<p>Regional Enrolled Nurse Section Chairpersons</p>									
18. Enrolled Nurse Scope of Practice Survey	<p>Publishing of Booklet:</p> <table border="0"> <tr> <td>Pivotal Print</td> <td>\$1,842.30</td> <td>200 copies</td> </tr> <tr> <td>Pivotal Print</td> <td>\$1,771.00</td> <td>150 copies</td> </tr> <tr> <td>Speed Print</td> <td>\$ 674.30</td> <td>150 copies</td> </tr> </table>	Pivotal Print	\$1,842.30	200 copies	Pivotal Print	\$1,771.00	150 copies	Speed Print	\$ 674.30	150 copies	<p>Decision: Speed Print Moved: Michelle Prattley Seconded: Debbie Handisides Carried: Robyn – Robyn to organize the printing of 150 copies of the EN Scope of Practice Survey Michelle Prattley</p>
Pivotal Print	\$1,842.30	200 copies									
Pivotal Print	\$1,771.00	150 copies									
Speed Print	\$ 674.30	150 copies									
18A - Stakeholder lists for the	<p>Michelle do compile a list of Stakeholders that the 150 copies of the EN</p>										

distribution of the EN Scope of Practice analysis Booklets	Scope of Practice Analysis Booklets will go too.	
19 - Website	Rob to build micro – website with four pages, to link off the Enrolled Nurse Section website on the NZNO website.	Rob Zorn
20 - DHB Director of Nurses letter & responses	No further correspondence received from DON's regarding EN's Training as Preceptors.	Robyn waiting further responses, and Robyn will be speaking to Executive Nurses also via Zoom
21 - Voluntary bonding – opens 21 st February 2021 – promote	Opens on the 21 st Feb 2021 – and Robyn will add to the Panui Newsletter about the Voluntary Bonding to promote it.	Robyn
22 – Committee Photo	Completed	To put in Panui and marketing
23 – Central Regional EN Section	In recess	Robyn to follow-up with Kevin Robyn will send out another email invite to form a Committee in the central region Invite for a Zoom meeting
D&D request to check	NDHB – no reply from Suzanne Rolls – want to ensure That we put the right details – on our CKC	Charmaine

Meeting Closed (Time): 5th Nov – 15.10hrs

Next meeting/teleconference will be held: 16th and 17th February 2021

Date minutes confirmed:	16-2-2021	
Name:	ROBYN HEWLETT	
Signed:	R Hewlett.	