



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Enrolled Nurse Section NZNO National Committee Meeting Minutes 16th & 17th February 2021

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	ENROLLED NURSE SECTION NZNO NATIONAL COMMITTEE		
Purpose of meeting(optional):	Enrolled Nurse Section NZNO National Committee Meeting		
Date & Time (dd/mm/yyyy):	16th February 2021 – open 9.00am 17 th February 2021 – open 8.30am		
Location (eg city):	NZNO, Findex House, Willis Street, Wellington		
Facilitator	Robyn Hewlett – Chairperson		
Minute Taker	Charmaine Parker – Secretary		
Attendees	Robyn Hewlett (Chairperson), Charmaine Parker (Secretary) Tina Giles (Treasurer & Vice Chairperson), Michelle Prattley (2 nd Minute Taker and Membership Officer), Debbie Handisides (Liaison Officer and action list), Tam Gibbison (Committee Member), Suzanne Rolls (Professional Nursing Adviser),		
Apologies	Jo Gore (Committee Member), Dalreen Larkin (Te Runanga Representative)		

TOPIC	Discussion	Action
<p>Review and confirmation Of Committee meeting Minutes 5th and 6th Nov 2020 & 27th January 2021 Zoom</p>	<p>5th and 6th Nov 2020</p> <p>27th Jan 2021</p>	<p>Moved: Debbie Seconded: Tam Carried</p> <p>Moved: Tam Seconded: Robyn Carried</p>
<p>Matters arising from last minutes 5th and 6th Nov 2021</p>	<p>Nov 5 and Nov 6 - Page 3 in box 3 - Charmaine offered to update Website content and seek profiles and content for this monthly, along with Kevin (should read Rob).</p> <p>Nov 5 and Nov 6 – Page 3 in box 3 - Organizers Fact Sheet re EN's re-send to stakeholders. Kevin (should read Rob)</p> <p>Nov 5 and Nov 6 – Page 3 in box 3 - Conference Presentations. Kevin (should read Rob)</p> <p>Nov 5 and Nov 6 – Page 3 in box 3 every word that says Kevin should read Rob.</p>	
<p>Correspondence In & Out</p>	<p>Current correspondence In & Out: Discussion regards shared mail box access for Committee and Secretary. Discussion to save documents to new laptop. New gmail created with a check in process for all Committee members.</p>	<p>Robyn to forward to Secretary</p>
<p>Financial Report</p>	<p>Treasurers report to face to face committee meetings. Date: 16/2/2021</p> <p>Prepared by Tina Giles Accounts Non-profit Org C/A 20/01/2021 Balance \$20855.66 Account numbers and purpose 01-0505-0096781-00 Current Account 00880283341000 Term Deposit Balance 43,815.68 Interest rate 0.35% Cash reserves</p>	<p>Moved: Tina Seconded: Debbie</p> <p>Clarification: \$2,146.71 was meeting costs for Nov 2020 meeting, and will be clarified more in the future in our financial reports by NZNO.</p> <p>Spot Audit not required now</p>

	<p>Describe actions since last meeting.</p> <ul style="list-style-type: none"> • 12/11/20 Charmaine PA \$2146.71 • 18/11/20 Speed print \$46.64 • 20/01/21 NZNO CS charge \$6.23 <p>Total \$8504.86</p> <ul style="list-style-type: none"> • 20/1/21 Cant trf Creative \$844.78 • 20/1/21 Tina Giles Flight re \$1940.50 • 20/1/21 8x Conf registrations \$3520.00 <p>Outline questions for committee</p> <ul style="list-style-type: none"> • Request payments for approval <p>I declare that these are the true and correct financial statements for the National Committee accounts and move that these are accepted by the committee and respectfully ask for all payments here within be authorised.</p> <p>Signed K M Giles National Treasurer</p>	
<p>Costs to Travel to EN Section Committee Meeting:</p>	<p>Enrolled Nurse Section NZNO – all meals and costs of travel, coming into Wellington, to be covered by EN Section.</p> <p>Ensure day prior to meeting, Committee Members to submit receipts for meals and travel costs.</p> <p>Insurance on airfares, to be added to all airfares now, especially due to Covid-19. This will now be reimbursed by NZNO EN Section</p>	<p>Moved: Tina Seconded: Debbie</p>
<p>Change Regional Bank accounts to ANZ</p>	<p>Regional Enrolled Nurse Sections are required to change their Section Bank account to ANZ. This will align end of year requirements for NZNO Accounts department</p>	
<p>Regional Enrolled Nurse Section Reports</p>	<p>Northland Top of the South Auckland Canterbury Waikato Southern Wellington - verbal</p>	

Topic	Discussion	Action
Jane Bodkin, Clinical Chief Advisor, Nursing Office of the Chief Clinical Officer	Unable to attend – via Zoom	
2. Catherine Byrne, Chief Executive, Nursing Council of New Zealand	Catherine Byrne did not attend, no apologies received. Robyn had sent a reminder to Catherine Byrne.	Robyn will email Catherine
3. Rob Zorn, Communications/media advisor, NZNO. Enrolled Nurse Section - Marketing Plan	<p>Micro Website: not set up yet. Very busy since last meeting – overall large workload. Rob: Enrolled Nurses working on Profiles Articles for Nursing Pulse – early to mid march</p> <p>Discussed promoting EN as vaccinators, link – to the Vaccinator Course, IMAC website.</p> <p>In the future we will record profiles and place on the EN Website</p> <p>Korowai Ceremony – to be covered, re marketing (Korowai Ceremony in August 2021)</p> <p>Promote the EN Conference</p>	FAQ – send to Robyn, Rob has completed these, but check past EN Committee.
4. Bernadette Heaphy, Programme Manager – Education and Quality, Immunisation Advisory Centre	<p>Robyn update MOH regards EN's not being sufficiently supported to practice/give vaccinations particularly at DHB level, not being supported to have their peer assessments</p> <p>Michelle talked to – Not having peer supports signed off, she will write a letter to the DON. Allied Health workforce have discussed how they are being supported – to be vaccinators. deally EN's have good client contact, already understand medication policy and have skills in giving injections already.</p> <p>Peer assessment – needing to increase, due to lack of peer</p>	<p>Robyn to compile letter to MOH – Re:</p> <ol style="list-style-type: none"> 1) enrolled nurses not getting peered reviewed/assessed as a Provisional Vaccinator. 2) Enrolled Nurses as Authorised Vaccinators. Covid-19 response <p>Michelle letter to acting DON Becky Hickmont at CDHB.</p>

	<p>assessment Immunisation Advisory Centre are working on a refresher of the provisional vaccinator training completed last year, this will be done by Webinar. 700 Nurses completed provisional vaccinator training last year, and 2000 are booked in to train this year.</p> <p>Bernadette encouraging as many EN's to be completing provisional vaccinator training.</p> <p>Bernadette will be making contact with Stakeholders in order to promote EN's as provisional vaccinators.</p> <p>Contacts for peer assessment needing sign off have been sent to the MOH.</p> <p>Awaiting MOH sign off for EN's to vaccinate.</p> <p>Simulation peer assessment – work in progress</p>	
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<p>5. Enrolled Nurse Section Strategic Plan 2016-2021 – review</p>	<p>Committee working on 2021 – 2026 Strategic Plan – to present at 2021 Conference AGM How this will look for EN Section.</p> <p>Vision and Mission to remain the same as the 2016-2021 Strategic Plan. Area's of focus now reads: Membership Driven/ Ka peia te Effective communication/Whakawhitinga korero Equity/Oritetanga Effective leadership/Rangatiratanga And Measuring progress</p>	<p>Notes and workings to be sent out to committee members by Suzanne</p> <p>Robyn to: update and send out to everyone Will be discussed and hopefully passed at our Annual General Meeting 19th May 2021</p>
<p>6. Barriers for Enrolled Nurses</p>	<p>Page 12 # 11 - update - Primary Health Care MH AOD funding for 40 EN's</p> <p>Page 3 # 2 – update – no progress on matching process for ACE. NZNO Staff on Accord following up.</p> <p>Page 12 # 12 – Peer assessment still not signed off for our EN's that have completed training.</p> <p>ACE Programme Vaccinator Issue Voluntary Bonding opened February 2021</p>	<p>Discussed with Bernadette on the 17/02/2021 and Jane Bodkin 16/02/2021: NZNO EN Section follow-up regards support for EN's as vaccinators.</p> <p>We are a regulated nursing workforce ready to vaccinate.</p> <p>Updates on Barriers for Enrolled Nurses: Moved: Robyn Seconded: Tina</p>
<p>7. Enrolled Nurse Section Annual Plan 2021-2022</p>	<p>Update - Primary Health Care MH AOD funding for 40 EN's.</p> <p>Any reduction in core funding – this annual plan will have risks associated with it.</p> <p>Add Jo under committee.</p> <p>Tina to look at travel costs etc. over past years, to what core funding received.</p>	<p>Robyn to update</p>
<p>8. Enrolled Nurse Section budget</p>	<p>Tina has completed to the recent budget: Discussed this within the committee. Budget is ongoing- discussion had regards year to date. Ongoing Kevin to discuss with Committee/Budget.</p>	<p>Tina will be analyzing the past 3 years: Expenses Allocated: Spent?; Net deficit?; or profit?</p> <p>Tina to email to all committee members updates on ongoing budget YTD.</p>

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10. Nurse Executives of New Zealand (NENZ) Meeting	<p>Discussed the removal of D&D and the NENZ agreed that there should be a review of the enrolled nurse scope of practice</p> <p>Conference coming up and can they release EN's to Conference</p> <p>Talked about ACE, only comes out/matching process after EN's sit final exams</p>	Robyn to follow-up with Sue Haywood regards update on ACE for EN's.
11. NZNO Guidelines on the place of the Enrolled Nurse in the NZ Health Care System	Guideline for the EN put on a new template, by Suzanne-work in progress.	Once on a new template, committee to review
12. Panui - Newsletter	<p>Due soon, Profile required – ask around in the EN workforce to profile EN's</p> <p>Chair report</p> <p>Query and update on the Scope of Practice review. NZ Council review.</p> <p>Immunisations promote again for EN's to become vaccinators.</p> <p>Voluntary Bonding.</p> <p>Tam – to become the Co-Editor of Panui Newsletter</p>	<p>Committee members – check into their workplaces</p> <p>For possible profiles</p> <p>Moved: Tina</p> <p>Seconded: Michelle</p>
13. 43rd Enrolled Nurse Section NZNO Conference 2021 – update	<p>Pauline Hutchings – ANZ – Tina to contact regards possibility of sponsorship from the ANZ Bank, for Conference. pauline.hutchings@anz.com</p> <p>NZ Nursing Council – Chair invite to present Toa Fereti to present at Conference.</p> <p>Robyn working on the prices of zooming: Ensuring camera, and sound - \$600.00 + GST was previously quoted, work in progress – regards updated additional contingency pricing for zoom.</p> <p>Currently 26 EN's registered for Conference. 100 participants – to break even, discussed cancellation contingency if NZ in lock down level 4, or level 3. Query zoom participants and in person.</p>	<p>Tina – ANZ sponsorship – enquiry</p> <p>Robyn to send invite.</p> <p>Robyn to get pricing on each day of zoom.</p> <p>Zoom meeting end of March discuss further</p> <p>Robyn will get Sharyne to send out an email to all the Section Members each week.</p> <p>Will be promoted in the Pulse Magazine for end of March 2021- Rob</p>

<p>14. 43rd Enrolled Nurse Section Conference gift and sponsorship</p>	<p>Enrolled Nurse Section NZNO Conference gifts – Wireless Charger - Conference Pen Enrolled Nurse Section 4 ink pen Re-tractable with EN Section Logo on it</p> <p>No sponsorship</p>	<p>Robyn Schakelaar, Southern organizing</p>
<p>15. AGM paperwork – AGM minutes 2020, Financials 2020</p>	<p>AGM Minutes 2019 Report back Minutes 2020 AGM Financials 2019/2020</p> <p>Annual General Meeting 19th May 2021 Paperwork Any Remits Enrolled Nurse Section Draft Strategic Plan 2021-2026 Discussion paper - ? College of Enrolled Nurses Procedure Paper ENS Rules</p>	<p>Robyn Robyn Tina</p>
<p>16. College of Enrolled Nurses – discussion paper for 2021 Conference AGM</p>	<p>Robyn to add in the pros and cons and send to the Committee Committee would like projected costings of the change to ? College of Enrolled Nurses e.g. pull-ups, pamphlets, table cloth, etc</p>	<p>Robyn</p>
<p>17. Waiata – Enrolled Nurse Section NZNO</p>	<p>Previous waiata's x3 submitted by Lea Thompson, were agreed by the National Committee – for the EN Handbook.</p>	<p>Email Lea, Dalreen to get approval for 4 Waiata and 1 Karakia</p>
<p>18. Korowai Ceremony date</p>	<p>Postponed to Thursday 5th August 2021 10am – This event will be covered - Via Marketing/ Rob Zorn.</p> <p>Following Korowai Ceremony – morning tea</p> <p>Discussed the possibility of zooming in other Regional Chairs.</p>	<p>Invite Lea and Keelan Ransfield as master of ceremony</p> <p>Invite NZNO Staff</p> <p>Robyn to update Sharyne admin for zoom set up, to invite other 4 regional chairpersons.</p>

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19. Enrolled Nurses as Provisional Vaccinators	Refer meeting with Bernadette Heaphy	
20. Membership	Sharyne has updated latest membership= 668 Pulse, mention membership drive, due out at the end of the month	Robyn will send out the latest membership list to all regions to check all new members. Rob
21. Enrolled Nurse Scope of Practice Analysis – List of organisations to send	Michelle has completed a list of MECCA organisations. Discussion – addresses and contact details – ready to post out to stakeholders, work in progress \$229.60 for postage for 50 books. Complete a letter to go with the published booklet.	Tam to write up all the addresses for the stakeholder list. Work in progress – Robyn to write letter
22. Voluntary bonding- opens 21st February 2021 – promote	Opened on the 15 th Feb 2021 and closes on 31 st March 2021, we will promote on the facebook page. Sharyne to send out an email to all EN Section Members	
23. Dates for August & November 2021 committee meeting	August: Thursday 5 th & Friday 6 th August 2021 November: Tuesday 9 th & Wednesday 10 th November 2021	Moved: Robyn Seconded: Tam
24. Nominations & ? Election for committee members	Timeline will be sent by Sharyne: Nominations Robyn to contact Dalreen, to check if she is going to stand again for the next 2 year term Te Runanga Rep Robyn spoke to Kerri Nuku, regards the nominations form for Te Runanga and Kerri will check it. Nominations to be endorsed by Regional Chairperson	Robyn – will organize with Sharyne.

Topic	Discussion	Action
25. Enrolled Nurse Section Education fund Applications	Michelle Prattley – \$200.00 Debbie Handisides - \$200.00 Maree Hurst - \$200.00 Michelle Cameron - \$200.00 Applications received all approved.	Tina is to arrange payment and notify fund applicants Moved: Robyn Seconded: Charmaine
26. Contingency Planning for Enrolled Nurse Section Conference 2021	In 6 weeks Committee needs to make a decision on proceeding with Conference, and how things are looking. Zoom meeting 1st week April or last week in March 2021.	Robyn to email out possible dates for zoom meeting.

Meeting Closed:16th February 2021 at 4.45pm17th February 2021 at 3.30pm

Next meeting will be held in Wellington at Enrolled Nurse Section Conference: Annual General Meeting, 19th May 2021

Enrolled Nurse Section NZNO Committee Meeting 20th May 2021

Date minutes confirmed:	5/8/2021
Signed	[Signature]
Name	Robyn Hewlett

