



Enrolled Nurse Section  
NEW ZEALAND NURSES ORGANISATION

## Enrolled Nurse Section NZNO Meeting Minutes 4<sup>th</sup> & 5<sup>th</sup> August 2021

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	ENROLLED NURSE SECTION NZNO NATIONAL COMMITTEE		
Purpose of meeting(optional):	National EN Section Committee		
Date & Time (dd/mm/yyyy):	4 <sup>th</sup> August 2021 – Time Start: 09.14hrs 5 <sup>th</sup> August 2021 – Time Start: 08.46hrs		
Location (eg city):	NZNO, Findex House, Willis Street, Wellington		
Facilitator	Robyn Hewlett – Chairperson		
Minute Taker	Charmaine Parker – Secretary		
Attendees	Robyn Hewlett (Chairperson, Submissions, Co-editor Panui), Charmaine Parker (Secretary) Michelle Prattley (Treasurer), Tam Gibbison (National Committee Editor Panui, 2 <sup>nd</sup> Minute Taker), Suzanne Rolls (NZNO Professional Advisor), Debbie Handisides (Submissions), Jo Gore (National Committee), Melissa Peterson (National Committee), Leah Thompson (Korowai Ceremony – special guest)		
Apologies	Gwen Ahuriri, Te Runanga Representative		

TOPIC	Discussion	Action
<p><b>1.Jane Bodkin Clinical Chief Advisor Nursing Office of the Chief Clinical Officer</b></p>	<p>Will attend our meeting at 2pm Thursday 5<sup>th</sup> August 2021</p> <p>Fact Sheet – will Jane be updating another Fact Sheet about Enrolled Nurses, example promotion around mental health and addictions sector?</p> <p>Jane responded: Health Sector reforms are taking a lot of time, and energies. Pressures a big and with COvid-19 implications, MIQ's, vaccination programme, as well as business as usual mahi. End of life/abortion work, legislations and act changes, and bargaining as well and deadlines.</p> <p>Jane's team is doing a lot of advice, around CCDM, recruitment campaign, Mental Health etc.</p> <p>Short, medium and long term strategies for nursing supply.</p> <p>Accord, was to have 100% of new graduates, this has not been achieved, and 50+ nurses can be sitting in the talent pool, the is work to improve on there. Some gains have been made, but still improvements to do.</p> <p>Mental Health, bigger questions around how we all work together, educators ???how many nurses can we get trained as no co-ordinated approach to manage student numbers.</p> <p>Everything is interlinked and it's important that the timing is right and it makes senses.</p> <p>ACE Pool – Numbers – MOH get quarterly updates, EN's Talent Pool = 26, 4 are Maori</p>	<p>Ask question – EN for authorized vaccinators. Jane responded, EN's can be authorized vaccinators. There is no barrier to EN's being authorized vaccinators, and MOH/Jane has sent out communications regards this.</p>

	<p>and 4 are Pacific who have been there for more than 6 months. Some have declined jobs, and some who are in other area's than where the job is. Maybe other barriers limiting their practice opportunities. At this time in NZ, we would hope to have zero in the talent pool. Robyn covered the barriers with registering into the ACE programme, until well after qualifying.</p> <p>Jane responded, that the aim is that this in line with RN's, that EN's should be able to access ACE programme months before State Finals.</p> <p>Suzanne responded, that DON's owns the business rules, and they have pushed for this to be corrected.</p> <p>Robyn responded that Southern, all EN's will/have been contacted personally to ask where they want to be working, in an effort to get EN's into work.</p> <p>Jane responded - TAS – pipeline, % of new graduate students left unemployed after 6months 1.5%, of the applicants were still looking for work.</p> <p>Jane responded: Untapped workforce for EN's in Primary care, and Jane helping with governance of this project, Jane feels it will track some momentum.</p> <p>Melissa responded: Roadshow at Te Hiku and doing a roadshow around Northland and Whangarei. Melissa will be part of this roadshow to help promote EN's.</p> <p>Robyn Hewlett: responded that her EN's are currently straight into aged care at the moment, but hopefully will have EN's moving</p>	<p>Suzanne Rolls, to contact and follow-up the ACE and accord.</p>
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	<p>into Primary Care soon, some GP practices have stated interest in the Mental Health and Addiction for enrolled nurses</p> <p>Jane responded: Support funding for nurses to return to practice, CAP programmes, the clinical work involved paying for this.</p> <p>Suzanne responded: MSD were going to help pastoral supports, living etc to completed CAP training.</p> <p>Jane responded: Jane wanted to create something very immediate, in aged care, how to support them to do their own training CAP Course. MOH are wanting to improve EN job placements.</p> <p>Jane responded: MIQ, is full and it is creating a barrier to bringing in additional nurses, it is hard to retain nurses still. Voluntary Bonding, Jane will look into this with Nursing, ???rates???</p>	
<b>2. Rob Zorn Communications/media advisor NZNO – Marketing Plan</b>	Rob was invited and indicated he would attend.	Rob did not attend meeting
<b>3. Enrolled Nurse Section Strategic Plan 2021-2026 &amp; Enrolled Nurse Section Rules</b>	<p>The Strategic Plan was passed at the Enrolled Nurse Section AGM, May 2021.</p> <p>The Enrolled Nurse Section Rules were passed at the AGM, May 2021.</p> <p>To put on our website we have to have these approved by NZNO</p>	Suzanne Rolls to send to Angela Clark, acting associate Professional Nursing Adviser
<b>4. Barriers for Enrolled Nurses</b>	<p>2. DON's have met and want the ACE programme updated, as currently a barrier.</p> <p>4) and 2) add, write a letter to the NZ Nursing Council requesting the Enrolled Nurse Scope of Practice Review, be added to their NZ Nursing Council strategic plan</p>	<p>ACE for new graduate enrolled nurses applying has been updated so they can apply prior to sitting the state examination, as per Jane Bodkin</p> <p>Robyn to write letter to Nursing Council of New Zealand</p>

<b>5.Enrolled Nurse Section Annual Plan 2021 - 2022</b>	Melissa Peterson - add the Healthcare Committee and The Northland Nursing Advisory Committee that Melissa is on	Melissa to send the Healthcare Committee information regards the committee that she is on.
<b>6.Promotion of Enrolled Nurse Section/Nursing – Strategies &amp; Marketing</b>	Rob Zorn – 5 <sup>th</sup> August 2021  Get on and design a poster for the National Enrolled Nurse Day. Charmaine showed the Committee the poster that was designed for Northland by administrator in the NZNO Northland Office	Did not attend meeting  Committee liked this
<b>7.NZNO Guidelines on the place of the Enrolled Nurse in the NZ Health Care System</b>	Suzanne to follow-up.	Suzanne Rolls to speak to Wendy Blair in regards to formulating this the section in a new template
<b>8.Panui - Newsletter</b>	Needing more EN profiles, for the Newsletter. Southern – an EN in a general practice will have their profile done Discussion: EN's find it easier if they are interviewed rather than writing their own profile.	Southern follow-up Robyn knows of an EN that could do a profile. Melissa Peterson – will follow-up an EN from Far North Jo Gore – will follow-up with an EN at her work, regards providing a profile.
<b>9.44<sup>th</sup> Enrolled Nurse Section NZNO Conference 2022</b>	44 <sup>th</sup> Enrolled Nurse Section NZNO Conference 31 <sup>st</sup> May to 2 <sup>nd</sup> June 2022, hosted by Northland /Tai Tokeura, at Copthorne Hotel, Bay of Islands Northland will host a meet and greet on the 30 <sup>th</sup> May 2022 in Copthorne bar and pay provide light snacks and platters Robyn indicated that we will need good IT support at the conference ? provided by the Hotel Copthorne have produced daily conference packages for 150 attendees. Section cannot guarantee that 150 will attend the conference	? Conference theme for 2022 "Your Waka EN Trust"  Northland to investigate  Northland to investigate with the Copthorne
<b>11.Waiata – Enrolled Nurse Section NZNO</b>	Discuss with Gwen at the next meeting in regards for the Enrolled Nurse Section	Practice the Waiata's chosen Make up a Waiata Handbook

<b>12. Korowai Ceremony</b>	Blessing held on 4 <sup>th</sup> August 2021, level 5, NZNO, Wellington. Keelan Ransfield, Kaumatu, conducted the blessing ceremony. Leah Thompson, former Te Runanga Enrolled Nurse Section Representative – gifted the Korowai to the Enrolled Nurse Section. The hope is that it will give love and life and will continue to live on, be worn at Hui's and events throughout the year.	
<b>13. Enrolled Nurses as Authorized Vaccinators'</b>	<p>Course 114 EN's – registered for provisional, in terms of the EN's.</p> <p>EN's have come out of retirement to do CAP course, For 12 weeks, so they can be provisional vaccinators.</p> <p>GP practices will be able to vaccinate, whether enrolled or not enrolled with the GP practice, only for Covid-19.</p> <p>Pharmacy's also vaccinating for Covid-19.</p>	Ask Jane Bodkin MOH, regards authorized vaccinators for EN's.
<b>14. New Committee Orientation</b>	<p>Discussion regards, purchase 8-9 folders – for handover regionally or nationally at anytime in the future, committee member to:</p> <p>Also add ongoing rules Add ongoing strategic Plan Other documents as you go.</p>	Purchase 8-9 folders
<b>15. National Enrolled Nurse Section Committee at Conference</b>	<p>Annual Conference Registration fee is paid for all of the Enrolled Nurse Section National Committee members to acknowledge the work they do.</p> <p>Discussion on cost of accommodation for committee, Treasurer, Chairperson, Vice Chairperson and Secretary capped at a certain amount.</p> <p>Will discuss with Kevin Simmonds on the 5<sup>th</sup> August regarding finances for accommodation</p>	<p>Moved: Michelle Prattley Seconded: Debbie Handisides</p>

	and cap amount ? paying rest of committee funds for conference	
<b>17.NZNO College &amp; Section Day, NZNO Conference &amp; AGM</b>	Discussion regards Robyn presenting the second presentation 2. Talks to-40 EN's positions in Mental Health and Addictions and also talks to-Vaccinators' as EN's	Robyn to present at NZNO College & Section Day.
<b>18. Letter to NCNZ Chairperson &amp; Deputy Chairperson &amp; Board of Directors</b>	Robyn is doing a letter to the Nursing Council. Wanting to add to the NZ Nursing Council strategic Plan.	Robyn to a letter for the NZ Nursing Council.
<b>19.Lea Thompson</b>	Re-imburement Form for Leah Thompson – Michelle to send to Leah regards costs of travel for Korowai Ceremony	Michelle send re-imburement form

<p><b>20. Review and confirmation of Committee Meeting minutes:</b></p>	<p>16<sup>th</sup> and 17<sup>th</sup> Feb 2021</p> <p>11<sup>th</sup> March 2021</p> <p>21<sup>st</sup> April 2021</p> <p>4<sup>th</sup> May 2021</p> <p>28<sup>th</sup> July 2021</p>	<p>Moved: Robyn Hewlett Seconded: Michelle Prattley</p> <p>Moved: Michelle Prattley Seconded: Tam Gibbison</p> <p>Moved: Tam Gibbison Seconded: Debbie Handisides</p> <p>Moved: Robyn Hewlett Seconded: Tam Gibbison</p> <p>Moved: Debbie Handisides Seconded: Melissa Peterson</p>
<p><b>21. Matters arising from the minutes</b></p>	<p>4<sup>th</sup> May 2021 – There was two \$100.00 floats deducted, not the one \$50.00 float that is documented in the minutes. One was for merchandise and one was for raffles, Robyn Hewlett to be refunded.</p>	<p>Moved: Michelle Prattley <b>Seconded: Debbie Handisides</b></p>
<p><b>22. Correspondence In &amp; Out</b></p>	<p>Correspondence In &amp; Out List outlined and discussed with the Committee Members. 21<sup>st</sup> May 2021 – 28<sup>th</sup> July 2021.</p>	<p>Moved: Tam Gibbison Seconded: Debbie Handisides</p>
<p><b>23. Financial Report</b></p>	<p><b>Current Account \$16,336.98</b> Term Account \$43,870.75 Conference Account \$10,603.52</p> <p>Actions since last meeting: Committee Account Receipts since 5/5/2021 \$35,235.21 Expenses since 7/4/2021 \$35,173.00 Closing Balance at 31 July 2021 \$16,336.98</p>	<p>Matters arising from Financial Report – change name from Challenge Marketing to Strawberry Sound, \$9,070.05</p>



	<p>Actions since last meeting:  Conference Account  Receipts since 26/2/2021 \$54,573.14  Expenses since 3/2/2021 \$44,027.04  Closing Balance at 31 July 2021 \$10,603.52</p> <p>Term Deposit reinvested July 2021 for 180 days, Rate 1.05%.</p> <p>Core funding total \$12,126.10. \$6,063.05 paid in June remaining \$6,063.05 to be paid in October.</p> <p>5/08/2021 at 11.30am, Kevin Waugh Financial Controller, spoke with the Committee members – issues, with move to centralized payments. Regions to move to ANZ accounts.</p> <p>EN Palmerston North, lost signatory names, \$1080.30 ish in the account, need to find the original signatories.</p> <p>Midlands – Fiona is now on centralized payments now.</p> <p>Bank charges on final statements needed on closing accounts.</p> <p>Bay of Plenty – Val Scott, follow-up on their bank changes.</p> <p>Southern – need to close Westpac account and transfer funds into ANZ centralized payments. \$5,000.00+</p> <p>West Coast – Bernie Morgan and Maree Dalzell, need to sign a mandate to make account changes to ANZ bank. \$1,000.00+</p> <p>Banks have really tightened up on opening and</p>	<p>Financial Report prepared by: Michelle Prattley  Moved: Michelle Prattley  Seconded: Robyn Hewlett</p> <p>Charmaine has forward Fran Garndners email address to Robyn Hewlett. Robyn already knows the other EN that will need to sign.</p>
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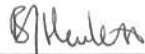
	<p>closing bank accounts, with the new change to Head Office, this will alleviate issues in the future.</p> <p>When Kevin checks the payments and claims etc, they check consistency and make correct calculations. As long as spending is prudent and the Section know what they are spending money on, there is no issues with regard to the regions control over their own accounts.</p> <p>Kevin states that they are getting a lot of bequests, sent to NZNO. Kevin states that a Member Handbook on the grant options would be helpful for people to know. Maybe request for conferences for example, to bring in a speaker from overseas, or for other options. Could request for flights, accommodation, speaker costs.</p> <p>Staff shortages at Finance Head Office, but trying to work through the changes as quickly as possible. Kevin also discussed - NERF – Nurses Education Research Foundation, they offer funding for nurses, ideally southland nurses. Broadly how can we access NERF to support Enrolled Nurses. Hoping to recognize EN's, in more creative ways. NERF are awaiting for a bequest from the Public Trust for Maori Nurses, money has not been received yet, but marked as coming to NZNO.</p> <p>Nurses Trust Management, a bequest of a quarter of a million dollars, how can this spend make the biggest impact over the shortest period of time, for the benefit of South Island Nurses.</p> <p>Perpetual Guardian Website, a website and portal for requests for funding. Perpetual</p>	
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	<p>Guardian - have bequests and funds available for Nurses.</p> <p>Guidelines for accommodation – is there a cap for accommodation, \$177.00 in Wellington for face to face meetings. If in other regions, then you will need to work out what the rates are for those regions, as they will most likely be more. It is up to each committee, to work out how they want to do the capping.</p> <p>If you drive from Whangarei to Auckland, you are allowed a \$125.00 a day, for a standard rental car charge. Either get mileage x the rate, up to \$125.00 a day. Example if away 3 days then \$125.00 x 3 = \$375.00. AA Website, put in your actual address and then the destination, then it will tell you the total km's x \$0.79 cents.</p> <p>Michelle thanked Kevin for the Treasurer Templates to complete financials.</p>	
<b>24. Regional Reports</b>	Read out by those Chairpersons from the regions present and the remainder by Debbie Handisides	<b>Northland /Tai Tokearu Auckland</b>
<b>25. Membership</b>	<p>676 members down from over 700 in May 2021, a decrease.</p> <p>Debbie Handisides to relinquish the Membership position, Michelle Prattley to take this back over.</p>	Robyn to request another Membership drive, to be sent out.
<b>26. Website</b>	Rob did not attend the meeting today	
<b>27. Review of the Action List</b>	Completed.	
<b>28. Committee Meeting in 2022</b>	15 <sup>th</sup> & 16 <sup>th</sup> February 2022 Committee Meeting	

<p><b>29. NorthTec – preparing for first cohort of EN Students since sitting their finals in July 2021</b></p>	<p>Beth Cooper Head of EN Programme Awards: Regional – Excellence in Clinical Placement National – Excellence in Leadership Skills</p> <p>\$100.00 prese' card per recipient Certificate given per recipient</p>	<p>Robyn to send letter to Head of Nursing Dept and Head of EN Programme, outlining the Student Nursing Awards for their Awards Ceremony.</p> <p>Beth MacKay – Pathway Manager for Nursing <a href="mailto:bmackay@northtec.ac.nz">bmackay@northtec.ac.nz</a></p> <p>Beth Cooper – Lead Tutor - Enrolled Nursing Programme <a href="mailto:bcooper@northtec.ac.nz">bcooper@northtec.ac.nz</a></p>
<p><b>30. Accommodation</b></p>	<p>Tandem – everyone book their own airline tickets.</p> <p>Accommodation – majority of the committee members will stay at Willis Street Apartments and share rooms and apartment. Charmaine will still stay at Astelia.</p>	<p>Michelle will book for herself, Debbie, Tam, Jo and Robyn</p> <p>Michelle to look at accommodation at Astelia and Willis street apartments to compare prices and to email everyone.</p>
<p><b>31. Submissions</b></p>	<p>Debbie Handisides as relinquished the Submissions role and this is back under Robyn Hewlett now.</p>	

Meeting Time End: 4<sup>th</sup> August 2021: 16.16hrs  
5<sup>th</sup> August 2021: 15.08hrs

Next meeting will be held in Wellington: 9<sup>th</sup> and 10<sup>th</sup> November 2021

<p>Date minutes confirmed: 9<sup>th</sup> November 2021</p>	
<p>Signed: </p>	
<p>Title: Chairperson</p>	