



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Enrolled Nurse Section NZNO Committee Meeting Minutes 9th & 10th November 2021

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	ENROLLED NURSE SECTION NZNO NATIONAL COMMITTEE		
Purpose of meeting(optional):	National Enrolled Nurse Section NZNO National Committee Meeting		
Date & Time (dd/mm/yyyy):	9 th November 2021 – Time Start: 08.50hrs 10 th November 2021 – Time Start: 08.30hrs		
Location (eg city):	St Johns Church, Wellington (NZNO closed to bookings – due to Covid-19)		
Facilitator	Robyn Hewlett – Chairperson		
Minute Taker	ZOOM from Whangarei – due to Air NZ flight issues – due to Covid-19 - Charmaine Parker – Secretary		
Attendees	Robyn Hewlett (Chairperson, Submissions, Co-editor Panui), Charmaine Parker, (Secretary)ZOOM from Whangarei – due to Air NZ flight issues – due to Covid-19, left meeting 10 th November 2022 at 0902am, due to work commitments. Michelle Prattley (Treasurer), Tam Gibbison (National Committee Editor Panui 2 nd Minute Taker), Suzanne Rolls (NZNO Professional Advisor), Debbie Handisides (Submissions), Jo Gore (National Committee), Melissa Peterson (National Committee), zoom from Kaitia- due to Level 3 Covid-19 in Far North; Gwen Ahuriri (Te Runanga Representative)		
Apologies			

TOPIC	Discussion	Action
<p>1. Jane Bodkin, Clinical Chief Advisor Nursing Office of the Chief Clinical Officer</p>	<p>Jane Bodkin, Clinical Chief Advisor, Nursing Office of the Chief Clinical Officer, Ministry of Health</p> <ul style="list-style-type: none"> • Update from Jane – on her projects. • Biggest review of CCDM, KPMG and Nursing Advisory Group linking and advising the Minister – on where this is up to as it progresses. • 116 EN's responded to the survey put out all over the country. • Suzanne – spoke to CCDM FTE Calculations and the inclusion of EN FTE, when calculations are being done. Discussions re EN are usually shut down. Suzanne to write an email and to send to Jane Bodkin, on feedback that HCA seen higher than EN and that HCA same as an EN • Two recruitment campaigns – NZNO – Curative people in Auckland and in lockdown so tricky. • Then will have an oversight group, a nursing pipeline group – working on the initiatives to improve Nursing supply. • Funding – for nurses to return to practice. This will prioritize nurses to cover shortages in Aged Care especially. For NZ Trained Nurses for them to get their registration. Or HCA's from international training who are residents who need to do a cap programme. Would include EN's who has done their training wants to return. Or an IQN. • Nurse Practitioner Programme and for EN's Nationwide, supported 6x ENs into work so far. Issues – EN training provider in the governance group for that, looking at the Barriers. They are aware that NZNO are talking to NZ Nursing Council regards Scope of Practice. Those that want to work in Mental Health will get clinical Mental Health clinical practice. • Robyn Hewlett – discussed ACE Programme, cannot apply for ACE until after their finals. • Jane discussed – That there is an ACE working group. Central (Technical Advisory Service)- TAS are in charge of ACE< and need DON's on board to push this forward. • TAS argued that it was too costly to put EN's into the notification process like RN's. • Employers need to tell TAS that they have employed someone. • Rebecca Kaye – head of EN. • \$8,000.00 incentive through ACE to support EN's, so it would be good if this helps to support EN's and as many as possible into practice. • EN Team, discussion around EN's barriers. 	<p>Suzanne to email Jane Bodkin in regards to feedback on EN's being included in DHB CCDM FTE calculations and workforce and not being replaced by HCA's</p>

<p>2. Catherine Byrne, Chief Executive, & Nyk Huntingdon, Director Policy & Research, Nursing Council of New Zealand</p>	<p>Catherine Byrne, Chief Executive, & Nyk Huntingdon, Director Policy & Research, Nursing Council of New Zealand. Introductions all round Catherine- Incredibly proud of nurses in New Zealand during Covid-19</p> <ul style="list-style-type: none"> • EN Scope of Practice. Strategic Planning – for next 2 years. Catherine and Nyk have presented a draft – to the Chairs • They need to look at the education that underpins the EN, and look at the competencies that go with this. • They have learnt a lot from reviewing the RN education standards, and can apply a lot of the same process – to EN Scope. • Te Tiriti o Waitangi approach for Maori and non Maori towards the work towards the scope. • Staircase the education of the EN so they can move on to the RN, work away to exit at EN and then can re-enter in again for the RN education, and how would that look?? • Meet again with a full council, and discuss this full set of work. • Wanting to look at the entire Nursing workforce in New Zealand • NZ Nursing Council – to represent the public, define scopes that provide care to the public. Have a duty of care to the profession and to the public • The NZ Nursing Council sees the EN Scope of Practice critical to the Health workforce, a scope that sees your contribution to the HWF, enabling and moving forward. A collaborative scope. work in with EN's as a profession. A forward thinking Scope of Practice. ? word smithing around words in the S of P • They want to be enabling, for the EN workforce to work at the top of their scope. • They want to collaborate with the EN Section to review, and develop so that the EN position is acknowledged. • They would have a partnership group, a Te Tiriti partnership group. • Consultation out soon on: Developing supplementary education standards for students in their holidays to work in Covid-19 related work, they then could use this paid work as for example 100hours towards clinical hours in the student work. ? contact tracing, swabbing etc • Registered Nurse Competencies out for consultation in March 2022. Need to future fit the Enrolled Nurse in Nursing. "How do we ensure Enrolled Nurses" • International Qualified Nurses (IQN) competency consultation 2022 • Annual Practising Certificate Fee increase: \$20.00 • Plan moving forward: 1) Review EN S of P, subject to approval from the 	
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	<p>NCNZ BOD's, within the next 2 years</p> <ul style="list-style-type: none"> • Set up a group from Enrolled Nurses/Enrolled Nurse Section <p>Work force Development: Replaces Career Workforce</p> <ul style="list-style-type: none"> • Donovan Clarke, is the inaugural Chief Executive Toitū te Waioira, Community, Health, Education and Social Services Workforce Development Council (WDC) who will own the New Zealand Diploma in Enrolled Nursing. The Enrolled Nurse Section need to feed into their work in workforce qualification and accreditation <p>Ministry of Health (MOH) – Reviewing the regulatory bodies in New Zealand</p> <ul style="list-style-type: none"> • Governance • Responsibilities • There will be a public consultation 	<p>Suzanne Rolis and Robyn Hewlett</p>
<p>3. Rob Zorn, Communications/media advisor, NZNO. Micro website etc</p>	<ul style="list-style-type: none"> • Robyn sent Rob the Enrolled Nurse Day poster that Northland had produced by a NZNO staff member. The committee want to make changes to this, to be used every year. Rob needs access to update and redesign. • To change the photo, Michelle's idea was that the committee wear what we wear to work and wear our EN Badge for photo to replace photo in poster for the February 2022 meeting. • To go with micro website for Enrolled Nurse profiles • Rob to put together website plan, to come to the section, ? if another domain from the main NZNO website. Spending money Rob feels 5,000.00 under realistic • Next years plan – EN's contributing to covid-19, Conference 2023, working in MIQ's. 	<p>Robyn to email Jill Coleman at Northland NZNO for the poster file</p> <p>All Committee members</p>
<p>4. Enrolled Nurse Section Strategic Plan 2021-2026</p>	<p>The Enrolled Nurse Section NZNO Strategic Plan, as passed at the Enrolled Nurse Section NZNO Conference has not been approved as yet by NZNO</p>	<p>Suzanne to follow up in regards this in December</p>
<p>5. Barriers for Enrolled Nurses</p>	<p>To update and send to committee. 1. ENSIPP archived. The Barriers for Enrolled Nurses to be sent to the DHB Directors of Nursing. Page 12 - To promote provisional and authorized vaccinators. Amend Authorised to provisional July 2023. Page 13. Voluntary Bonding Page 15. Administration of IVAB's – ongoing issues, only certain DHB's allowing Enrolled Nurses to administer IVAB's.</p>	<p>Robyn</p>
<p>6. Enrolled Nurse Section Annual Plan 2021-2022</p>	<ul style="list-style-type: none"> • Setting year of meeting dates, to be held from June 2022 onwards to February 2023 with added zoom meetings 	

	<ul style="list-style-type: none"> • Updated Committee member list with National Committee positions, and regional contacts • Updated membership participation – Leonie Metcalfe removed from list as retired • Need to put in what was approved in the Enrolled Nurse Strategic Plan to the Annual Plan, to keep it updated and relevant • Page 11 of 2022-2023 – Improved Health Outcomes- change the word “Provisional” to “Authorised Vaccinators” • Committee went through the Annual Plan and colour coded the actions: <ul style="list-style-type: none"> Yellow – 2022 Pink – All ongoing Actions Green – 2023/2024 Blue – 2024/2025 Red – Achieved • Need to go through and prioritise what needs to be focused on for the next year • ? pink has own subtitle of ongoing actions • Saved as draft 3 • Attach Enrolled Nurse Section Strategic Plan 2021-2026, with the Annual Plan • Committee decided to keep the Annual Plan as is, due to being sent the incorrect template. This had not been updated in line with the new NZNO Strategic Plan 2021-2025. Go through bullet points and add our Strategic Plan and email to Christine Clappcott 	
<p>7. NZNO Guidelines on the place of the Enrolled Nurse in the NZ Health Care System</p>	<p>This needs to be transferred to new NZNO template for documents, so committee can review and add /update to where necessary</p>	<p>Suzanne to do in December 2021</p>
<p>8. Panui - Newsletter</p>	<p>Call out for profiles and articles from Enrolled Nurses. Ask Leonie to do an article on Asbestos cancer, ? update on Conference 2023 Gwen to do profile and provide a photo</p>	<p>Tam to follow-up. Robyn to get Shayne to send an email to all Enrolled Nurse Section members in regards this for November/December</p>
<p>9. 44th Enrolled Nurse Section NZNO Conference 2022 – discussion</p>	<p>Venues and Providers won't accept cancellations to Covid-19, and all event packages won't cover Covid-19. Discussions: will have to vaccinated, do not come if sick and covid-19 testing. Enforce the vaccination passports. Need to plot out the date of decision re-cancellations/ contract and finer details around deposits and other costing. You can defer: from most venue.</p>	<p>Get an IT quote, from Sound Cave</p> <p>Send Copthorne Conference Contract to Robyn and Suzanne, who will forward to Kate Weston, NZNO to sign off.</p>

	<p>Traffic light system – will have no more lockdowns. Decide in 4 weeks time. Possibly we do Zoom sessions, rolling sessions that EN's can zoom in to. Sound Cave IT company- We will require good technical support for the conference. A tech there for the duration of the conference, to support, upload presentations, etc. It cost us quite a bit in May, but was well worth it. We didn't have to worry about uploading presentations etc, technical issues etc You will see we have a levy. Half of that covers the cost of the online registration for everyone attending the conference.</p> <p>Technical Support: Technician for duration of conference Laptop for presentations Screen and projector for presentations two/three roving microphones for questions Lecturn for presenters with microphone Lap microphones - the ones that can attach to presenters We are discussing the conference this coming week. The committee may need to have a few zooms in next few weeks.</p>	<p>Updated contract from Copthorne Hotel, to check for any and all changes, especially regards cancellation policy. Zoom again in 4 weeks to decide, if it will go again. Wednesday the 1st of Dec – zoom, 7pm.</p>
10. Enrolled Nurse Presentations Conference 2022	<p>Enrolled Nurse Presentation application form go out in December, once decisions are made.</p>	<p>Robyn to arrange with Sharayne re sending out "Enrolled Nurse Presentation" application form to committee in February 2022</p>
11. Waiata – Enrolled Nurse Section NZNO	<p>We need to have a specific Waiata for the EN Section, in Maori and English for our annual conferences handbook and when attending functions, where we are invite to speak/present.</p>	<p>Gwen to check a suitable Waiata and present to committee in February 2022</p>
12. Documenting the Korowai history and on website	<p>Documenting the Korowai history for NZNO Library and on Enrolled Nurse Section NZNO website</p>	<p>On-going between Robyn, Lea and Gwen</p>
13. New Committee Orientation	<p>Gwen has been given an Orientation Booklet. Unable to orientate to NZNO offices, due to having our two day meeting at St Johns church, Wellington</p>	
14. NZNO Organiser Guideline re Enrolled Nurses and Enrolled Nurse Section in New Zealand	<p>To ask Rob Zorn to look at the guidelines. Robyn has updated the guidelines as suggested at August 2021 meeting. To name the pages and add in ENSIPP on page 5- new graduate enrolled nurses. Employment – add in private surgical hospital</p>	<p>Robyn to send to Rob Sorn once adjustments completed</p>
15. Membership Drive	<p>15-16 have joined and equaled to those members who have left due to retirement/other. Letter was sent to an Enrolled Nurse regards vaccination question</p>	

<p>16. Nomination and Election process for Chairperson and Committee 2022</p>	<p>Discussion regards Robyn's 2x2 term being up next year, 2022. Tam and Charmaine, are eligible to be re-nominated for a further 2 year term, by their regional enrolled nurses sections. Debbie's 2x2 term finishes in 2022.</p>	<p>Advertise in January 2022 Robyn is working on a handover for next year, but as per the Enrolled Nurse Section Rules is available to mentor for following year</p>
<p>17. ?College of Enrolled Nurses or similar title</p>	<p>Robyn added in wording from NZNO Constitution definition on Colleges and Sections 3, 3.1, 3.1.1. For further discussion at 2022 Annual General Meeting and implementation plan also needed; media, stakeholders etc Discussion on what Te Reo wording/names we have or don't have. Acronym would have to be different from the College of Emergency Nurses. Discussed various names: ? Enrolled Nurse College NZNO</p>	<p>Ongoing</p>
<p>18. EN Section Financial Report</p>	<p>Treasurers report as at 31/10/2021</p> <p>Current Accounts: \$15,948.03 Non Profit Organisation Current Account \$43,870.75 Term Account \$10,607.90 Conference Account</p> <p>Describe actions since last meeting</p> <p>Spread Sheets attached with Outgoing and Incoming transactions for both accounts. Term Deposit reinvested July 2021 for 180 days, Rate 1.05% Core funding total \$12126.10. \$6063.05 paid in June remaining \$6063.05 to be paid in October.</p> <p>Outline questions for committee</p> <p>Request payments for approval</p> <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. Signed: Michelle Prattley, National Treasurer</p>	<p>Moved: Michelle Prattley Seconded: Debbie Handisides</p>

	<p>Annual Financial Plan came in from Christine Clappcott. The core funding will be cut by 50%. Annual Financial Plan to be submitted from Sections by the 19th Nov 2021.</p>	
<p>18.a Kevin Simmonds, Management Accountant, NZNO</p>	<ul style="list-style-type: none"> • Payment confirmation of \$97.00 from Southern, had to wait several months. It was for retracibles, wireless charger purchased by Southern for National Enrolled Nurse Day. • Spreadsheet from conference accounts: \$10,607.90 in account after GST. Conference revenue, there will be more in account. • Not all payments went out of conference account. Need to go through list to check expenses if it is conference or committee expense. • Income spreadsheet – amount got paid into EN section account, why added to income • Kevin presumed it came from conference, Kevin advised its part of income from conference, as it happened at conference • How to break it down next time: Mark on invoice or expense claim if coming out of committee or conference account • Kevin to send a template to Michelle to use • Transferring \$5,600 out of the conference account and leaving \$5,607.90 in the conference account • Kevin changing the format of how he does this • Kevin has done a presumed outcome for end of the financial year • To add line in at expenses – reviewing the Enrolled Nurse Scope of Practice, money towards this -estimate \$8,000.00 • Advised to give the calculations of our meetings and what we do and send to Christine Clappcott • Kevin and Michelle to go through Enrolled Nurse Section Committee expenses and refine budget and costs • Committee went through the budget with Kevin for 2022/23. Kevin gave rounds realistic figures and guided the committee in what we may need for income and expenses. • Christine to budget for four face to face meetings, so committee can budget for this correctly • Send spread sheet to Kevin, who will go through to review and amend where needed. Michelle and Kevin to get in contact with each other and go through • The committee will now book full refundable flights for all other meetings going forward 	

19. Enrolled Nurse Section NZNO Rules	These were presented and passed at the May 2021 Annual Enrolled Nurse Section Conference	Approved by Angela Clark, Professional Nursing Advisor, NZNO
20. General discussion of non vaccinated workforce	There has been a noticeable impact on the workplace with stand downs from unvaccinated workforce – who are choosing not to be vaccinated. This puts increased stress on the vaccinated staff in all health care settings	Mandate commences 15 th November 2021
21. Review and Confirmation of Committee Meeting Minutes	4 th and 5 th August 2021 – Face to Face 8 th September 2021 - ZOOM 6 th October 2021 - ZOOM	Moved: Tam Gibbison Seconded: Debbie Handisides Moved: Robyn Hewlett Seconded: Tam Gibbison Moved: Jo Gore Seconded: Melissa Peterson
22. Matters arising from August 2021 Committee Meeting Minutes	Nil matters arising	
23. Correspondence In & Out	Discussed with Committee Members	
24. Regional Enrolled Nurse Section Reports	Northland – Report coming next week Auckland Southern Top of the South Canterbury Midlands	Charmaine Parker to forward Regional Report next week Moved: Tam Gibbison Seconded: Gwen Ahuriri
25. Representative List for Enrolled Nurse Scope of Practice Review	<ul style="list-style-type: none"> • Cross section of people in the health workforce sector/education • Enrolled Nurses across the regions and different areas of nursing • Know enrolled nurse scope of practice and competencies • Can speak to that higher level • Get Lorna Davies from ARA, Christchurch • Put out to regions – add to agenda for 1st December zoom meeting • Put out an expression of interest to potential Enrolled Nurses who may want to be part of this review • Submit to NCNZ once those who have agreed 	

	<p>Agenda for December Zoom:</p> <ul style="list-style-type: none"> • Conference 2022 • Nomination of Chairperson and Committee members • Review of Enrolled Nurse Scope of Practice <p>Expression of interest to be on sub-committee for Nursing Council of New Zealand Enrolled Nurse Scope of Practice Review</p>	

Meeting Time End:
 9th November 2021: 4.45pm
 10th November 2021: 13.36pm

Next meeting will be held in Wellington: Tuesday 15th and Wednesday 16th February, 2022

<p>Date minutes confirmed:</p> <p>19-2-2022</p>	
<p>Signed</p> <p><i>R. Mearns</i></p>	
<p>Name</p> <p><i>Robyn Healett</i></p>	