



Enrolled Nurse Section  
NEW ZEALAND NURSES ORGANISATION

## Enrolled Nurse Section NZNO National Committee Meeting Minutes 28<sup>th</sup> & 29<sup>th</sup> April 2022

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	National Enrolled Nurse Section NZNO Committee		
Purpose of meeting(optional):	National Enrolled Nurse Section NZNO Committee Meeting		
Date & Time (dd/mm/yyyy):	28/4/2022 commenced 3.15pm Thursday. Closed approximately 5.25pm 29/4/2022 8.45am Friday. Closed at 3.12pm		
Location (eg city):	Thursday - Wellington Willis Street Apartments Friday – St Johns in the City – MacKenzie Conference Room		
Facilitator	Chairperson – Robyn Hewlett		
Minute Taker	Charmaine Parker - Secretary		
Attendees	Robyn Hewlett, Charmaine Parker, Michelle Prattley, Gwen Ahuriri, Jo Gore, Melissa Peterson, Suzanne Rolls		
Apologies	Tam Gibbison, Debbie Handisides		

Summary of Actions from this meeting	Person Responsible
Enrolled Nurse Section NZNO Scope of Practice Survey 2019	Robyn emailed this to Jane McGeorge
Submission to the Nursing Council of New Zealand on Proposed changes to the Internationally Qualified Nurse (IQN) Competence assessment process and English language standard	Robyn to compile and send to committee for review prior to sending to Nursing Council of New Zealand

TOPIC	Discussion	Action
<b>1.Enrolled Nurse Scope of Practice Project Group – Jane McGeorge, Project Leader; Nyk Huntington, Kalpana Jayanatha, Nursing Council of New Zealand</b>	<p><b>Welcome and introductions.</b> Nyk provided the latest Nursing Council of New Zealand statistics regarding Enrolled Nurses</p> <p>3042 enrolled nurses with APC's 3021 enrolled nurses practicing 9% identify as Māori 4.3% identify as Pacific 10% are Internationally qualified nurses (IQN's) 92% Female 44% pre 1990 enrolled nurses 45% enrolled nurses post 2010 Low proportion of whom identify as Asian enrolled nurses</p> <p>DHB- 23% Enrolled Nurses at Canterbury DHB</p> <p>Top areas of employment of Enrolled Nurses</p> <ol style="list-style-type: none"> <li>1) Acute DHB</li> <li>2) Aged Care, continuing care</li> <li>3) Primary Health</li> </ol> <p><b>Scope of Practice Review:</b> Actual statement of scope of practice &gt; Nursing competencies &gt; do altogether Education standards &gt;</p>	<p>NZ Nursing Council will contact Suzanne Rolls and Robyn Hewlett with all follow-ups as first contacts and plan forwards with the Review</p>

Scope of Practice Statement:

Defining the scope of practice role

What it is, what EN's do, role in health care system, skills, knowledge, behavior's, education, learning environment, programme content

Sign off by NCNZ Board of Directors, May 2022

Begin work June 2022

RN & EN Competencies talk to each other

Key Points:

- 1) Relationship with others
- 2) Reflect Te tiriti o Waitangi principles
- 3) Other stakeholders
- 4) Other key organisation's – workforce development council

Open floor for questions:

Suzanne –

- Acknowledging the EN Team, as working clinically and the EN Team are volunteering. Availability – to be scheduled ahead with EN Section – as the main voice
- Define the Enrolled Nurse role over the HCA role
- The Enrolled Nurse first port of call to the Registered Nurse
- The S of P EN statement- role and function has a distinct function

Nyk – involve other stakeholders and get to understand the enrolled nurse role versus the health care assistant role.

Suzanne – mentioned the Registered Practical Nurse (RPN) in Ontario, Canada and Dianne Martin, CEO, Registered Practical Nurses Association Ontario (RPNAO) presentation at the 2018 Enrolled Nurse Section Conference. – **Resist the List**

**Structure of the Review:**

Nursing Council of New Zealand (NCNZ) will

Provide financial support e.g., flights if meet Face to Face

But the Reference group would be the key group

Nyk suggested a smaller Reference group for the review, from those interested

What is working well, what is not working well, what is missing from the current scope of practice

	<p>Gwen to discuss with Te Poāri regarding a representative to be on the reference group</p> <p>NZ Nursing Strategic Plan to complete Review of the EN Scope – to complete within 2 years.</p> <p>NZ Nursing council may action some topics pieces</p> <p>Nyk asked that the Enrolled Nurse Section do a submission to the Nursing Council of New Zealand on Proposed changes to the Internationally Qualified Nurse (IQN) Competence assessment process and English language standard</p>	<p>Robyn to compile and send to committee for review prior to sending to Nursing Council of New Zealand</p>
<b>2.Enrolled Nurse Generic Position Description updated</b>	<p>Discussion re: position description working group held within the committee, working on the Generic Enrolled Nurse Position Description</p>	<p>Discussion paper at AGM – to discuss and be approved at the Enrolled Nurse Section AGM 1<sup>st</sup> June 2022. Suggestion that it be reviewed again post the Enrolled Nurse Scope of Practice review</p>
<b>3. National Enrolled Nurse Day 30th June 2022</b>	<p>Photographs taken of National Enrolled Nurse Section Committee and individual photos to be used for the National Enrolled Nurse Day Poster</p>	<p>Hugo to forward photos for poster and to update poster</p>
<b>4. Barriers for Enrolled Nurses</b>	<p>The Advanced Choice Employment (ACE) programme has been archived as EN's can now register prior to their state exams</p> <p>ACC – “<b>General Nursing Functions</b>” needs to be in the new Enrolled Nurse Scope of Practice as ACC currently does not recognize Enrolled Nurses, which affects enrolled nurses in some primary health settings from doing wound care- e.g., general practice</p>	<p>Ongoing, update each meeting</p>
<b>5. Enrolled Nurse Section NZNO Annual Plan 2022-2023</b>	<p>Completed, but requires updating continuously</p>	<p>Ongoing, needs updated at each meeting</p>
<b>6. Pānui – Newsletter</b>	<p>Robyn is working with Tam on the next newsletter</p>	<p>Robyn to send Chairperson news to Tam</p>
<b>7. Annual General Meeting 1st June 2022</b>	<p>Minimum 33 people required for a Quorum, 5% of the membership</p>	<p>Encourage our members to attend, Zoom AGM on 1<sup>st</sup> June 2022 at 7pm</p>
<b>8.National Enrolled Nurse Section &amp; Regional Enrolled Nurse Section Committee Meeting 1<sup>st</sup> June 2022</b>	<p>Combined National Enrolled Nurse Section NZNO Committee meeting with Regional Enrolled Nurse Section Chairpersons</p>	<p>Robyn to send out agenda for this meeting</p>



Topic	Discussion	Action
<b>9. Waiata – Enrolled Nurse Section NZNO</b>	<p>Decision on Enrolled Nurse Section NZNO Karakia's: Opening Prayer Closing Prayer Bless the food</p> <p>Decision on Waiata's: Te Aroha He Honore Whakaaria mai Tutira Mai Nga Iwi Purea Nei</p>	<p><b>Moved:</b> Gwen Ahuriri <b>Second:</b> Melissa Peterson</p> <p>Add to the EN Conference Handbook Booklet or do individual booklet and ask for it to be returned at annual conferences</p>
<b>10. Enrolled Nurse Section NZNO Webinar</b>	<p>Organisation ongoing. Presenters will be: Rob McHawk- End of Life Choice Act 2019 Maree Sharp – Advanced Care Planning</p> <p>Registration process – Sammy to set up NZNO Membership Number, but not Compulsory</p> <p>Rob McHawk would like questions at the registration process and sent to him prior to the webinar.</p>	<p>Robyn will keep committee updated</p>
<b>11. College of Enrolled Nurses' discussion paper Enrolled Nurse Section NZNO AGM</b>	<p>Discussed and will be on agenda for the Enrolled Nurse Section NZNO AGM, with Enrolled Nurse Section NZNO National Committee recommending that the paper be deferred until the NZNO Constitution review is completed</p>	<p>Wait until NZNO constitution review is completed and take back to Enrolled Nurse Section NZNO Annual General Meeting</p>
<b>12. NZNO Guidelines on the place of the Enrolled Nurse in the NZ Health Care System</b>	<p>Committee are still waiting for this to be transferred to the new template</p>	<p>Ongoing</p>
<b>13. NZNO Organiser Guideline re Enrolled Nurses and Enrolled Nurse Section in New Zealand</b>	<p>As discussed in matters arising, document has been sent to Rob Zorn and Hugo Robinson for their review</p>	<p>Await review of the document by Rob Zorn and Hugo Robinson at NZNO</p>
<b>14. Enrolled Nurse Strategic Plan 2021-2026</b>	<p>The Strategic Plan was sent to Kerri Nuku, Kaiwhakahaere Te Runanga for their approval</p>	<p>Wait for approval, then the Enrolled Nurse Section NZNO Strategic Plan 2021 -2026 can go on the Enrolled Nurse Section NZNO website page</p>
<b>15. Enrolled Nurse Section NZNO Rules 2021</b>	<p>The Enrolled Nurse Section Rules were sent to Kerri Nuku, Kaiwhakahaere Te Runanga for their approval</p>	<p>Wait for approval, then the Enrolled Nurse Section Rules 2021 can go on the Enrolled Nurse Section NZNO website page</p>

Topic	Discussion	Action
<b>16. Abstract NZNO Conference – no abstracts 2022</b>	Abstracts for the 2022 NZNO Conference: Robyn could not download the Abstract Application form – Robyn informed Christine Clapcott, NZNO, and she stated – no abstracts are required for the NZNO Conference and AGM this year in September 2022. An email was then promptly sent out to the colleges and sections, regarding no abstracts. They are going to have breakout sessions instead.	NZNO delegates day, conference day and AGM are 13/14/15 September 2022
<b>17.NZ Nursing Council Development of online State Exam questions</b>	Interested EN's to work on the Nursing Council of New Zealand Enrolled Nurse State Exam online questions	Robyn will send out an email to all the committee chairs to Circulate – for interested EN's
<b>18. Documenting the Korowai history and on website</b>		Robyn Hewlett to compile and follow-up with Lea
<b>ENVIRONMENTAL SCAN</b>		
<b>Review and confirmation of Committee meeting minutes 9th March 2022 Enrolled Nurse Section NZNO Committee Minutes</b>	Correct	<b>Moved:</b> Gwen Ahuriri <b>Second:</b> Melissa Peterson
<b>18th February 2022 Enrolled Nurse Section NZNO Committee Minutes</b>	Correct	<b>Moved:</b> Michelle Prattley <b>Second:</b> Robyn Hewlett
<b>Matters Arising from 18<sup>th</sup> February 2022 minutes</b>  <b># 17 and #18</b>	Matters arising – NZNO organiser guidelines: The document was sent to the NZNO communications media advisor to look at – to see if in the right format and does anything need to be added.  EN rules and strategic plan 201-206 have been sent to Te Runanga for their approval with a covering letter, in the covering letter – Chairperson – stated that the Enrolled Nurse Section NZNO Strategic Plan 2021-2026 had been brought into line with the NZNO Strategic Plan.  The letter included that the new Enrolled Nurse Section NZNO Te Runanga representative was present at the 2021 AGM and two others, which were Anita and Lea and were part of the approval process.	Outcome: Awaiting response from the NZNO communications media advisor.  <b>Moved:</b> Melissa Peterson <b>Second:</b> Jo Gore

<b>Correspondence In &amp; Out</b>	Explore becoming a college in the strategic plan also	Robyn Hewlett will add to minutes
<b>Financial report</b>	<p>Kevin has emailed Michelle with a draft of the end of year report – Michelle to finalize this for the AGM.  Two things need to be removed off the asset list:  1 laptop and 1 Microsoft office package.  <b>Term deposit:</b> \$44,036.13  <b>Conference Account:</b> \$ 5,003.90  <b>Current Account:</b> \$16,706.85  NZNO on charges \$3085.53 queried with Kevin. Nicola Cooper travel \$210.30 not ours and Odette Shaw Hells Pizza \$73.91 not ours. These amounts were deducted on charges \$2800.32</p>	<p><b>Moved:</b> Michelle Prattley  <b>Second:</b> Gwen Ahuriri</p>
<b>Membership list and Associate Membership</b>	<p>Visibility of options not showing – usually member inquiries only and no prompts regards other options are offered.  If an enrolled nurse section member resigns or non-financial to NZNO and then re-join, they are not automatically re-joined to the Enrolled Nurse Section. They must re-join themselves.  Associate membership – only one identified on the Enrolled Nurse Section membership list. Michelle to follow up re changing to normal membership as Associate members have no voting rights as per Enrolled Nurse Section Rules, Associate Membership</p> <p>Discussion with Suzanne Rolls re: Membership enquiries</p>	<p>Speak to NZNO inquire re: IT</p> <p>Check with your members – do they want other options offered to them? e.g., normal membership instead of associate membership if practicing as an Enrolled Nurse and a member of NZNO  Robyn to send Suzanne an email – with an outline of the IT Issues.</p>
<b>Website</b>	<p>Needs a revamp as it is hard to navigate – 2 years of Covid-19, MECA, etc. – has created delays.  National EN Day – create posters for this year, organising in advance.</p>	<p>Await approval for IT-website updates – once the rules and strategic plan is approved, they can go on the EN website</p>
<b>Enrolled Nurse Section NZNO National Committee Meeting Dates for 2022</b>	<p>1<sup>st</sup> June 2022 AGM – via Zoom then followed by a National Committee and Regional Enrolled Nurse Section Chairpersons meeting via Zoom.  10<sup>th</sup> and 11<sup>th</sup> of August 2022 – Wellington – 5<sup>th</sup> Floor has been booked at NZNO  31<sup>st</sup> October and 1<sup>st</sup> November 2022 – Wellington - 5<sup>th</sup> Floor has been booked at NZNO</p>	<p>At the June Annual General Meeting – make sure book NZNO rooms booked for next year or well in advance to secure NZNO rooms</p>

Meeting Closed: Friday 29<sup>th</sup> April 2022 at 3.12pm  
Next meeting will be held): Date to be confirmed as a zoom meeting

Date minutes confirmed: 10/8/22	
Signed: <i>M. Prattley</i>	
Name: <i>Michelle Prattley.</i>	