



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Enrolled Nurse Section NZNO Committee Meeting Minutes 17th May 2022

Section/College:	Enrolled Nurse Section NZNO	File Record Code:	
Committee/Division/Region:	Enrolled Nurse Section NZNO		
Purpose of meeting:	ENROLLED NURSE SECTION NZNO NATIONAL COMMITTEE MEETING		
Date & Time	17/05/2022 - 7pm		
Location (eg city):	Microsoft Teams		
Facilitator	Robyn Hewlett, Chairperson		
Minute Taker	Charmaine Parker - Secretary		
Attendees	Michelle Prattley, Debbie Handisides, Tam Gibson, Robyn Hewlett, Melissa Peterson, Tam Gibbison, Suzanne Rolls, Charmaine Parker		
Apologies	Jo Gore, Gwen Ahuriri		


Summary of Actions from this meeting	Person Responsible
ZOOM Number needed to be re- sent out for the 1 st of June 2022 AGM	Robyn organise with Sharyne
ZOOM Number needed to be re- sent out for the 1 st of June 2022 National Committee Meeting	Robyn organise with Sharyne

TOPIC	DISCUSSION	ACTION
1. Enrolled Nurse Generic Position Description -finalise for AGM	Everyone is happy with the Job Description	Robyn to turn the letter to black, remove the strike out words and everyone is to – read this. It will be sent out to all the regions and will be listed under AGM business, for approval.
2. ? A College of Enrolled Nurses discussion paper	Everyone was happy with the discussion paper.	Robyn to send the College of EN Discussion paper, out to all the regions.
3. National Enrolled Nurse Day 30th June 2022	Photos sent out to all the Committee Members – and everyone happy with the photos. Send out the nominations for the National Enrolled Nurse Day Awards – the certificates need to be done, printed out and posted out.	Robyn to send Charmaine Parker the link – for any authorization to use photo in publication material. New Chairperson to print out certificates and post them.
4. NZNO Awards - Nominations close 10th June 2022	Discussion re: nominations of Enrolled Nurses for the Service to NZNO	Discussion held.
5. Pānui – Newsletter	Robyn working on the Chairperson report for Pānui	Robyn will send Tam her article for Pānui
6. 44th Enrolled Nurse Section NZNO Annual General Meeting 1st June 2022	Agenda for the AGM should be up on the EN Website.	Robyn will send out to the regions that the AGM papers are on the Enrolled Nurse Section Website.
7. National Enrolled Nurse Section NZNO & Regional Enrolled Nurse Section Committee Meeting, 1st June 2022	Agenda for the Enrolled Nurse Section NZNO National Committee meeting and Regional Enrolled Nurse Section Chairpersons will be sent out	Robyn to send out to the Regional Chairpersons
8 Webinar – 14th June 2022	Robyn has emailed Sammy from Connect. Melissa has asked Marie Sharp – at Northland District Health Board to present on Advanced Care Planning, after Bob McHawk. CNS – Wounds – Dunedin would be keen to join the above Webinar.	Logo has been sent for the front facing and the names and titles and what they will present on, and what to put on the registration forms, and she will send Robyn – the names for the certificates from Connect, following the Webinar

9. NZNO Organiser Guideline re Enrolled Nurses and Enrolled Nurse Section in New Zealand	Hugo wanted Robyn to add some bullet points and then Rob and Hugo would look at this, they would review the whole document. Updates are required, with the announcement from NZ Nursing Council last week.	Robyn, to add bullet points to the Organiser Guideline.
10. Enrolled Nurse Section NZNO National Committee – re-advertise vacancies on committee	There are still vacancies on the National Committee there will be 3 x positions. Debbie Handisides, who has completed her 2x2 year term. Charmaine Parker, who is not standing for a further two years. Tam Gibbison who is eligible to stand for a further 2 years	Advertise immediately for committee members. Sharyne to send an email out nationwide to Enrolled Nurses who are members of the Enrolled Nurse Section NZNO Robyn to email the Regional Chairpersons also
11. Proposed changes to the Internationally Qualified Nurse (IQN) Competence assessment process and English language standard	Committee Members to check the submission urgently	Robyn to send submission to the Nursing Council of New Zealand
12. Enrolled Nurse positions being advertised at Southern DHB	Robyn sharing that there is numerous EN positions advertised at Southern DHB. New Graduate positions in all areas at Dunedin and Invercargill Hospitals, and other positions	Canterbury will let their members know.
13. NorthTec Awards Ceremony	Charmaine to follow-up with NorthTec and obtain the names of the recipients for the Enrolled Nurse Section NZNO Award "Demonstrating Leadership Skills"	Cc in Robyn as to who the recipients are for the Demonstrating Leadership Award for the 17 th of June 2022 NorthTec Ceremony.

Meeting Closed: 8.07pm

Next meeting will be held 1st June 2022 AGM - 7pm - followed by combined EN Section National Committee & Regional Enrolled Nurse Section Chairperson Meeting

Date minutes confirmed: 10/8/22	
Signed: 	
Name: Michelle Prattley.	

