



Enrolled Nurse Section
NEW ZEALAND NURSES ORGANISATION

Enrolled Nurse Section NZNO Meeting Minutes 4th & 5th August, 2015

Section/College:	Enrolled Nurse Section NZNO National Committee	File Record Code:	A876.01
Committee/Division/Region:	Enrolled Nurse Section NZNO National Committee		
Purpose of meeting(optional):	Committee meeting		
Date & Time (dd/mm/yyyy):	4 th August 2015 Opened at 0900 Closed at 1620 5 th August 2015 Opened at 0900 Closed at 1540		
Location (eg city):	Willbank House 5 th Floor NZNO Offices Willis Street, Wellington		
Facilitator	Leonie Metcalfe		
Minute Taker	Bernie Morgan & Brenda Columbus		
Attendees	National Committee: Leonie Metcalfe (Chairperson), Angela Crespin (Treasurer), Anita Te Kahu (Outgoing-Secretary & ENS TR Rep), Bernie Morgan (Secretary), Maree Hurst (Newsletter Editor, Regional ENS Liaison Officer & ENS Vice Chair), Brenda Columbus(Second minute Taker & Newsletter Editor) Lea Thompson (NENS Te Rununga Rep) Denise Kreft (NENS Committee Member) Deborah Urquhart (NENS Committee Member) Suzanne Rolls (NZNO PNA)		
Apologies	None Committee all present		

Summary of Actions from this meeting		Person Responsible	2
Close Wellington ENS Conference Bank Account		Angela Crespin	
Contact Debbie Hawkey about TOS ENS Conference Venue for 2016 Re Contract & Conference Bank Account		Leonie Metcalfe	
Contact Alison Hussey Re EN's being funded & signed off to complete Inter-I by RN's		Leonie Metcalfe	
Invite Alison Hussey to join us @ our November meeting		Leonie Metcalfe	
Invite Andrea Mcance to NENS Nov Meeting to discuss the EN position & value		Leonie Metcalfe	
Contact Executive DON Hutt Valley & Wairarapa position on EN's in the workforce		Leonie Metcalfe	
Redraft Letter to Workforce NZ education Providers promoting the ENSIPP Document		Leonie Metcalfe	
Colleges & Section Report for presentation @ C & S Day		Leonie Metcalfe	
Complete Consultation Document for Jill Clendon		Leonie Metcalfe	
Contact Marlborough Venue Manager re Contract for NENS Conference 2016		Leonie Metcalfe	
Invite Debbie Hawkey to Nov NENS Meeting for Conference update		Leonie Metcalfe	
TOPIC	Discussion	Action	
Meeting NZNO NENS Committee	Leonie Metcalfe (Chairperson)	Leonie welcomed the new National Committee to their first meeting in Wellington	
Minutes of last meeting: Post Conference 19th June, 2015 Mac,s Function Centre, Taranaki Street, Wellington	Moved: Deborah Urquhart Seconded: Angela Crespin Matters Arising: Pg1 Helen O'Connell(WC/TTOP Chair) not present Vinnie Walters was present at the meeting Remove Midlands from Lea's Title Pg3 Are these figures correct Pg5 Discussion about Bunting No further discussion	<i>As recorded and tabled by Anita Te Kahu</i> Moved to the Apologies Moved to Attendees Removed Yes Will remain a discussion at present Read as a true and correct record.	
Correspondence In	As Tabled By Leonie Metcalfe & Bernie Morgan Matters Arising As Tabled By Leonie Metcalfe & Bernie Morgan	No Matters Arising	
Correspondence Out	Matters Arising Moved Maree Hurst Seconded Lea Thompson	No Matters Arising	

<p>Confirmation of Meeting Agenda</p> <p>Jane MacGeorge Manager, Nursing & Professional Services NZNO</p>	<p>1 Item added C & S Handbook</p> <p>Introduction & Presentation of the work she has undertaken since starting in her new role at NZNO</p>	<p>Agenda accepted by this Committee</p> <p>Jane thanked the NENS committee for inviting her to speak at our meeting.</p> <p>This Committee introduced themselves and the many roles that they work in individually</p> <p>Jane told us about her Clinical History, Educational History and her Professional History. How she is using the NZNO Strategic Plan to move forward and be clear about goals that NZNO needs to achieve.</p> <p>She spoke of NZNO's work as a Professional Advisory Body The existence of 160 professional Forums Mobile Legal Forums Introduction of 2 new NZNO PNA's Increase in the number of competency reviews Increasing NZNO Member access to education and a Student membership project</p> <p>NZNO Colleges and Sections NZNO Colleges have increased to 9</p> <p>NZNO Representation on Advisory Groups Contributing to discussions on Workforce Planning Maori Health</p> <p>NERF Oral History Project containing 185 Oral History interviews Nurses telling their stories</p> <p>Specialty Libraries</p> <p>The change in the way we communicate in this digital Social Networking world using Facebook/Blogs/Websites/E-Letter</p> <p>NZNO Research Team are doing a lot of work around the shifting changing workforce The impact of shift work The over 50's nursing workforce Smoking Cessation Projects</p> <p>Policy Changing Working on submissions NZNO presented 60 over the last year</p> <p>National Nursing Consortium Pat Cooke of NZNO/Te Rununga sits on this committee</p> <p>Visibility of Nursing Campaign Nurses making the difference in health care Came out of a 2012 Remit</p>
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<p>2015 NENS Conference Feedback</p>	<p>Angela Crespin asked of Jane "How will the new Level 4 & Lev 5 qualification impact on the employment for Enrolled nurses? Currently there are 9 Tertiary Education Providers of the EN Level 5 Qualification.</p> <p>Suzanne Rolls (NZNO PNA)</p> <p>Angela Crespin</p>	<p>Jane talked of the different phases of action they will take.</p> <p>Kaiawhina Workforce Taskforce 20 year Vision with a 5 year Action Plan Looking at a framework of new regulated roles in the Health and Disability Workforce.</p> <p>What's on Top NZ Health Strategy Older Person Strategy Scope of Practice extended and Expanded Policy Statutory Regulation Closer to Home – Shifts to primary, community and NDO Sector Trends in new service providers.</p> <p>It is important to engage with Health Workforce New Zealand (HWNZ) to make certain that these qualifications are fit for purpose. Who is coordinating the care, employers need to take responsibility and understand what an unregulated workforce can achieve.</p> <p>It is important that the NZNO NENS continues to stay on top and work to promote the Enrolled Nurses and ourselves whilst supporting and mentoring others.</p> <p>Jane promised to be an advocate for Enrolled nurses and promote us to HWNZ and all health providers.</p> <p>135 Attendees with 74 Evaluation forms completed and returned</p> <p>Negatives No help given to speakers who appeared to be struggling from the IT person. Rice dish served 2 days in a row and not enough portions provided at meal times. Length of the day to long/ Do we have to have AGM at conference Shorter presentations 30mins or less Venue room was chilly</p> <p>Positives Excellent caliber of speakers and topics Educational and relevant to EN practice EN's sharing their stories Great venue Brilliant time keeping Angela will put an article together for the NENS Newsletter</p>
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2016 NENS Conference Update

Debbie Hawkey (Chairperson TOS ENS)
Leonie Metcalfe (Chairperson NENS)

Angela Crespin

Marlborough Convention Centre is the venue sourced by the TOS ENS Committee

The TOS section have submitted 3 x Budgets
100 125 & 150 attendees

If the TOS Section want to include a gift from their section in the Conference packs
Then it must come out of their budget and not added on to conference fees.

Debbie asked if the NENS \$20 Levy was necessary
This committee agrees that it is we do not charge a subscription to be a member and this levy is used to fund enrolled nurse projects such as Education Fund and Awards to Graduating Enrolled Nurse students.

Printing costs can be saved if the local NZNO office can help
Conference Organizers are charged with the responsibility to get all the AGM and conference documents prepared.

NENS Conference Gift
Watches were very popular at the Dunedin Conference

Travel Costs for Speakers would need to be factored into Conference budget, encourage to use speakers from within region.

Look at Early Bird costing \$350 Late Fees \$400

Conference Theme Taste of Marlborough

Conference Title Past Present and Future Enriching and Unique (Not set in concrete)

Conference Costs 120 BUDGET

NZNO ENS Members (Earlybird)	NZNO NENS Members(Late payers)	Non NZNO
Full Fee \$350	\$370	\$470
1 Day \$160	\$180	\$230
½ DAY \$70	\$80	\$90

Conference Costs 150

Earlybird	Late	Non NZNO
Full fee \$400	\$420	\$520
1 Day \$200	\$240	\$230
½ Day \$80	\$90	\$100

Conference Dinner
Includes \$10 drinks voucher
Total cost per head for Dinner is \$85 which includes food and entertainment

No Bring your own alcohol (BYO) there is a \$10 a bottle carriage fee The committee felt this could get to complicated.

		<p>Will we continue to have the Political Forum for continuing discussion Panel Discussion for 1hr 15mins Suzanne suggested we wait until after NZNO AGM before inviting NZNO President</p> <p>Enrolled Nurse Abstracts Presentations will be 20 minutes long and 10 minutes for questions.</p> <p>Should we have the EN presentations 2 together and then they will be asked questions together and not feel so alone.</p> <p>Possible Guest Speakers include Rachel Block -> Womens refuge Lucy Moore -> Standing up for falls Eva McCavleney -> Balance benefits & Yoga Teresa O'Connor -> Fatigue, the shift worker and self care</p> <p>This committee agreed to invite TOS Chair and Conference Organizer Debbie Hawkey to our November meeting for a comprehensive update.</p>
<p>Mark Speer CA/Management Accountant NZNO</p>	<p>Mark Speer</p>	<p>Mark introduced himself and what he does Audits Regional Council Funds</p> <p>Jo Thompson still to return NENS Cheque Book New signatories now set up and signed off</p> <p>2015 Wellington ENS Conference Account needs to be tidied up and eventually closed and any remaining funds paid to NENS</p> <p>TOS need Budget acceptance and contract approval for their venue before they can set up a Conference bank account and accept the seeding monies to pay any deposits.</p> <p>There will be an overlap time period when the Wellington 2015 Account is still open and the Top of the South 2016 Account are open.</p> <p>Debbie Hawkey sent a document containing Terms and Conditions for the Conference Venue not a proper contract. NZNO do not cover Conference Cancellation Fees, they will cover Public Liability and other things. Further work required on contracts and insurance.</p>

		<p>When all the paperwork is finalized Mark will open the TOS ENS Conference bank account</p> <p>When paying monies into the Wellington Conference Account there was a request for E-Mail confirmation from attendants so that they had proof to show their workplaces that they could attend and have the appropriate time off.</p>
<p>Hawkes Bay Enrolled Nurse Section Mid Central Enrolled Nurse Section Road trip</p>	<p>Leonie Metcalfe</p>	<p>As part of her road trip Leonie visited Hawkes Bay and met with Hawkes Bay ENS Chair Helen Morgan and some of Hawke's Bay Section members from Wairoa and Napier. Helen is doing a good job keeping members informed and up to date about issues in her region and the works of NZNO NENS through E-Mail and meetings.</p> <p>Leonie also met with Elsa Morgan Chairperson Central Enrolled Nurse Section. Elsa also keeps members informed and up to date about issues in her region and the works of NZNO NENS through email contact, AGM meeting and annual study day.</p> <p>We will all have an opportunity to meet up with Helen at NZNO National AGM and Conference in September.</p>
<p>PDRP Badges</p> <p>MECA</p>	<p>Leonie Metcalfe (response to question asked re how do some EN's receive medals and some do not)</p> <p>NENS Committee</p>	<p>Leonie's Midlands Health Board issue PDRP Badges to EN's achieving EN Accomplished level Angela & Anita have them from Wellington Canterbury and West Coast DHB's do not</p> <p>Badges are awarded depending on Employers policy so good to have discussions around this with Professional Development Units providing PDRP.</p> <p>EN's who have achieved PDRP are not recognized in the MECA with an increase in monetary reward as RN's are.</p> <p>They say there is no evidence to show that overseas EN's are rewarded for their professional Development.</p> <p>Leonie and Suzanne will write a letter to Memo Mussa (CEO NZNO) and Leslie Harry (NZNO) regarding Overseas Development of EN's and monetary reward.</p>
<p>NZNO Colleges and Section Day and National Conference</p>	<p>NENS Committee</p>	<p>Leonie, Angela, Denise and Deborah will be attending Colleges and Section Day Bernie, Maree, Lea and Brenda will join up at Conference/</p>
<p>New Staff at NZNO Head Office in Wellington</p>		<p>Emma Hay (NZNO) Office Manager has resigned</p> <p>Vanessa Jane Hunt has taken her place Congratulations Vanessa</p>
<p>NZNO Secretarial Support</p>	<p>Sharyne Gordon</p>	<p>NENS Website</p> <p>There is a lot of old material on our website that needs to be removed or updated.</p> <p>The current template for the NENS News letter is distracting from the content. At present it is dated and presented in more of a clip art form It needs to be more polished and circulation increased, it is agreed that we do need a more suitable printable template</p> <p>In order to attract DON's and CNM's to read our content the presentation is key.</p> <p>Suzanne sourced a suitable template on Microsoft word.</p> <p>Leonie asked Maree to table the Regular newsletter and Maree will date the news items.</p> <p>It was suggested a Facebook page dedicated to NZNO Enrolled Nurses could be set up.</p>

	NZNO NENS Membership	<p>Concern as to who would police content, not able to be moderated</p> <p>Currently Bernie Morgan is the NENS Membership list Officer and all new applicants are addressed to her. Sharyne and Bernie will liaise over any new member applications that come in.</p>
Inter-I	Robyn Hewlett (Southern ENS Chair)	<p>Robyn E-Mailed Leonie about EN's not being funded for Inter-I assessment, she asked can an EN be signed off by an RN. Leonie will follow up with Alison Hussey and redirect back to Robyn. This committee will invite Alison to our November meeting for an evaluation of progress.</p>
ENS Maori Membership List	Lea Thompson NENS Te Rununga Rep	<p>Lea has requested a list of the NENS Maori members in order to send a letter of introduction a statement(proverb) She wants to engage with membership identified as Maori, and keep them updated with issues, educational opportunities and news pertaining to EN's news.</p>
Colleges and Sections Day	<p>Reporting Template</p> <p>Committee Activities</p> <p>NZNO Research and Surveys</p> <p>Education</p> <p>Leadership Dynamics</p>	<p>Leonie will be presenting an update on the National ENS at C & S day Formatting a list of Committee activities</p> <p>Reformatting the ENS Newsletter produced 3 times in one year Website -> ongoing improvements and updates NENS Conference and AGM all Regional reports are taken as tabled and read AGM's held by all regions prior to NENS conference 37th Annual NENS Conference hosted in 2015 by the Greater Wellington Region ENS 135 attendees plus 5 EN abstracts and 2 research papers with a Political Panel Discussion including DON's and Politicians Suzanne will add more and update about our political and industrial achievements, goals and ongoing business.</p> <p>Participation in Research surveys Ensuring NZNO Policy is aligned across the Health Sector/Employment agreements /strategy promotion of the ENSIPP Document Employment opportunities for EN's PDRP -> monetary reward percentages have widened the pay gap between EN and RN and closed the gap on EN & Aides. NENS participation in Document Reviews/ Submission contributions/ ENSIPP Doc Review /Pharmac NZNO update on Health and Wellbeing / Career Workforce NZNO Practice fact sheet supervision</p> <p>9 Enrolled Nurse Study days hosted by NZNO ENS Regions 9 Tertiary Education providers of the national EN Diploma at Level 5 CPIT running courses specifically for EN's NENS involvement with Tertiary Education Stakeholders by presenting an award for the best EN Student Providing a liaison person and mentor for new EN Students EN's as Preceptors and supporters providing education to new EN Students</p> <p>Inviting and engaging with leading stakeholders at NENS Meetings</p>

		<p>Jane O'Malley (NZ Chief Nurse), Memo Musa (NZNO CEO), Pam Doole (NCNZ) Kerri Nuku (Kaiwhakaheira) Alison Hussey (Senior Advisor- Nursing, Office of the Chief Nurse. Ministry of Health.</p> <p>EN's contribute towards NZNO Policy NZNO Regional Councils Membership Committee DHB MECA Negotiations and are Health & Safety Reps, Infection Control Champions, Smoking Cessation officers.</p> <p>Engaging with our DHB Directors of Nursing, become known and discuss local issues. Continuing the work we are doing being part of the NZNO colleges and Sections Network Having influence on a National level.</p>
Hazel Florence Johnson Grant for EN's	Marion Guy (President NZNO)	<p>EN Student Nurses can apply for up to \$1500 towards further education. Effy Redwood Rotorua & North Mature nurses and under 25 Maori and Pacific Nurses Post information on EN Website and E-mail details to EN membership point out the application form, encourage them to have a good read and promote to EN members. Information on Scholarships and Grants on NZNO website. Under utilised</p>
Revision of ENSIPP Document	Leonie Metcalf and Suzanne Rolls	<p>Leonie will redraft a letter to Workforce New Zealand (WFNZ) DON's and Tertiary Education providers with Suzanne by the end of August 2015.</p> <p>ENS Chairs should be promoting the Document positively and engaging in conversations about barriers of implementation in work areas.</p>
Educational Product Development Lead Careerforce	Catriona Petrie and Sue Roberts Marilyn Head (NZNO Policy Analyst)	<p>Catriona and Sue presented the Health Workforce New Zealand Plan on Unit Standard based training at Lev 4 & 5 NZQA for Unregulated Health workers who will be working under the Direction and Delegation of a Health Professional in the Primary Health & Rehabilitation sector caring for clients with a history of head and neck injuries, cared for in their own homes.</p> <p>Suzanne stated that there appears to be an overlap with the new qualification and the existing EN Diploma at Level 5.</p> <p>Sue stated that they had been very careful while developing this new qualification that it did not overlap with the EN Scope of practice.(SOP)</p> <p>Marilyn in her submission stated that there are going to be a lot of employers that will mistake the level of experience and expertise and employ these people in place of an EN, the care of an elderly patient compared to a patient with clinical issues by a care giver causes some concerns. There is no SOP, or boundaries for an unregulated worker, clinical assessments can not be carried out by a support worker.</p> <p>There is a marked difference between a regulated and unregulated workforce, there are limitations to the work that they will be able to do. What needs to be looked at is what they will be trained to do . NZQA will have to show the journey that a student has to take and how they can be directed. Training is drifting away from outcome statements and not encroaching on existing regulated qualifications.</p> <p>There is a need for more detailed guidance with the curriculum , Who does what? How is it assessed?</p> <p>New qualification Level 4 = 60 credits and can cross over to Lev 5.</p>

Date Minutes Confirmed:

11-11-15

Signed:

L. Meskalk

Name:

Leonie Meskalk.