Enrolled Nurse Section NZNO Meeting Minutes 10th & 11th November, 2015

<table>
<thead>
<tr>
<th>Section/College</th>
<th>Enrolled Nurse Section NZNO National Committee</th>
<th>File Record Code:</th>
<th>A876.01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Committee/Division/Region</td>
<td>Enrolled Nurse Section NZNO National Committee</td>
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<tr>
<td>Purpose of Meeting (optional)</td>
<td>Committee meeting</td>
<td></td>
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<tr>
<td>Date &amp; Time (dd/mm/yyyy)</td>
<td>10th November, 2015 Opened at 0920 Closed at 1630</td>
<td>11th November, 2015 Opened at 0910 Closed at 1530</td>
<td></td>
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<tr>
<td>Location (city)</td>
<td>Willbank House 5th Floor NZNO Offices Willis Street, Wellington</td>
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<tr>
<td>Facilitator</td>
<td>Leonie Metcalfe</td>
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<tr>
<td>Minutes Taker</td>
<td>Bernie Morgan &amp; Brenda Columbus</td>
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<td>Attendees</td>
<td>National Committee: Leonie Metcalfe (Chairperson), Angela Crespin (Treasurer), Bernie Morgan (Secretary), Maree Hurst (Newsletter Editor, Regional ENS Liaison Officer &amp; ENS Vice Chair), Brenda Columbus (Second minute Taker &amp; Newsletter Editor) Lea Thompson (NENS Te Rununga Rep) Denise Kreft (NENS Committee Member) Deborah Urquhart (NENS Committee Member) Suzanne Rolls (NZNO PNA) Debbie Hawkey (Chairperson TOSENS) Attended the meeting day 10th November</td>
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<tr>
<td>Apologies</td>
<td>None</td>
<td>Committee all present</td>
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<tr>
<td>Topic</td>
<td>Discussion</td>
<td>Action</td>
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<tr>
<td>Meeting NZNO NENS Committee</td>
<td>Leonie Metcalfe (Chairperson)</td>
<td>Leonie welcomed the National Committee to their second meeting in Wellington and welcomed Debbie Hawkey Chairperson for Top of the South Enrolled Nurse Section and the leader of the Organising Committee for Annual NENS Conference 2016</td>
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</table>
| Minutes of last meeting: 4th & 5th August, 2015 NZNO Offices Willis Street, Wellington | Moved: Deborah Urquhart  
Seconded: Maree Hurst | As recorded and tabled by Bernie Morgan |
| Matters Arising:  
Pg 7: Maree & Brenda did not attend conference |                                                                  | We amended this  
Read as a true and correct record. |
| Moved: Brenda Columbus  
Seconded: Denise Kreft |                                                                  | As recorded and tabled by Maree Hurst  
Read as a true and correct record |
| Matters Arising: None  
No further discussion |                                                                  |                                                                       |
| Correspondence In                                                    | As Tabled By Leonie Metcalfe & Bernie Morgan  
Moved: Deborah Urquhart  
Seconded: Denise Kreft  
Matters Arising: | No matters arising |
| Correspondence Out                                                   | As Tabled By Leonie Metcalfe & Bernie Morgan  
Matters Arising: | No Matters Arising |
The organizing committee is made up of 9 members and were meeting once every 2 weeks initially and then once monthly. 7 members have set jobs on the organizing committee. The venue has been confirmed and booked, the band, lights and insurance are awaiting approval and sign off by NZNO. The AV Technician bill will be $2200, they have been recommended to have 2 techs and a quote from another provider for $6500. Hard wire cabling needs to be available not just wifi, for downloading information from the net. The Venue has a duty of care to the equipment that is left in their care. The Venue contract needs amending there are several clauses that need to be removed now that the insurance has been paid and in place. Contracts have been forwarded on to Hilary Graham-Smith for signing (Associate service Manager NZNO).

The TOSENS are organizing several fund raising events to get some of their members to the 2016 conference. They are following the timeline suggested by the information in the conference pack guidelines.

Debbie reports a good response to sponsorship and it was decided that donated wine would be used for speaker gifts only as not be seen as promoting alcohol use. The Conference Dinner will have a cash bar only, no BYO. This has been included in the registration form. No issues have arisen.

Debbie asked what were the expectations of the NENS Committee to the conference organizing committee.

Call for Abstracts, this is high on the NENS Agenda for discussion 11th November, 2015. The form is now available on a word document (Needs some amending) How many EN Abstracts will be presented, there has been no expressions of interest so far. Completed Abstract application forms should be in 29th January, 2016, ready for discussion at the February 2016 meeting. Call for abstracts to be put on website and sent to all EN membership by Sharyne Gordon following NENS Committee November meeting.

Registration form and accommodation list has been completed Some amendments needed to pricing for partners attending the dinner, needs to be in Bold print The Conference Dinner Yes, no boxes are transverse and need switching.

Any cancellation and loss of fees should be explained on the registration form.

No issues have arisen with parking at the venue.

Accommodation Debbie will source deals in Marlborough.

Conference programme is a Draft and subject to change to accommodate speakers this along with registration details is to be put on website and sent to all EN membership by Sharyne Gordon ? early December.
<table>
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<tr>
<th>Ministry of Health Update</th>
<th>Alison Hussey (Senior Advisor- Nursing Office of the Chief Nurse MOH)</th>
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</thead>
</table>

NENS Committee introduced themselves individually to Alison, about their workplaces and various other jobs and responsibilities.

InterRai Peter Dunn National MP spoke about this at our NENS 2015 Conference. There was an InterRai Governance Group which has now disbanded and been replaced by a group who has more of an advisory role with no real mandate. The completed pilot study identified Enrolled Nurses as a group of health professionals that could contribute to this.

Money was available for training and rollout.

Bridget Meehan was the Project Manager. She had ideas about New Graduate Registered Nurses with an interest in aged care to be trained.

That the InterRai assessment for patients becomes mandatory, before this can happen Inter-Rai InterRai International would have to validate the training package. It is not yet ready or properly developed to train Enrolled Nurses.

Meetings with Clinical Nurse managers from aged care facilities have identified some problems, e.g. As the assessor for current medications, as the patients in the community medications are often being changed by the GP which in some cases it was felt there was a high risk of medical error in the documentation.
The MOH did give a lot of feedback towards the Pilot, Alison stated she still hasn’t seen the final document. There was very little difference in training for an RN for Patient Assessment outcomes.

Nursing Workforce plan MOH looked at the Enrolled Nurse History and Scope of Practice Alison asked us to look at our current challenges and the barriers we are up against and forward plan strategies to promote the EN Directors of nurses need to be included nationally, publish and promote ourselves in our News letter and sent out to DON's Nursing Executives, and Educators. Ask for suggestions on how we can grow the EN workforce. Some DHB’s and Health Care Providers across the country are doing well, we need to forge relationships with them and encourage employers who aren’t doing so well.

Care Capacity Demand Management is this Skill mix vs Models of Care and patient acuity

The long term health vision for New Zealand has not changed The challenges include
An aging population
Rising long term chronic diseases T2DM, Obesity, Heart Failure and COPD Obesity Rates Inequities across the population and funding arrangements not working for all

Where do we see nursing in 10 years and where does the EN future sit. Patients will be left longer in their own homes and families will be responsible for their care with support from a community health care provider.

Angela Crespin spoke of the recent EN graduating class in CCDHB that 30% of graduates found employment in rest homes and only one found work in the DHB.

There is a very small percentage of DON's who don't employ EN’s and appear to be under a lot of pressure to employ only RN’s

The MOH Office are currently working on the parliamentary Bill, "Nurse Practitioner Prescribing" which has already passed it's first reading.

At present only Doctors can issue such documents as Death Certificates, cremation forms Driving Ban Access Mental Health Records and assess and section a patient under the Mental Health Act Issue Medical certificates Abuse of medications Act The Advisory Committee are currently reading submissions and reading amendments to broaden the SOP for Nurse Practitioners to include some of these responsibilities Recommendations are for review next year.

NZNO Equal Pay Campaign NZNO CEO Memo Musa & Cee Payne All female Members of parliament have signed up in favour of the Equal Pay Campaign
A lot of feedback from EN's has been received re No recognition for PDRP for EN's, there was for RN's and Midwives which has recently been increased in the MECA settlement argument that there has no changes in EN's level of practice since PDRP introduced, so no monetary recognition.

HCA's have Merit Steps which increases their pay rate The pay scales have widened between the EN & RN and closed between the EN & HCA because the pay increase is in percentages and not monetary increments.

As the Enrolled Nurses are a small group in a big MECA we need to start the conversation Suggested we invite Leslie Harry to meet with this NENS committee February As a group we need to voice our response to NZNO on not being rewarded for our achievements and the impact that it is having We must include a monetary reward for EN PDRP in the next NZNO MECA payround negotiations, and form a response from EN's

Some DHB's and health Care providers in order to meet the pay scales of the RN & HCA may remove EN's from it's skill mix.

A. Kawahina Workforce are introducing new level 4 & 5 to HCA Qualification B. Work Force New Zealand and Oceania are promoting HCA's into Senior positions and giving them the responsibility of medication administration.

An aged care worker at present trains to a competency level of 2-3 and are unregulated

Enrolled Nurses are regulated by the Nursing Council of New Zealand and practice at NZQA Level 5. EN's need to keep themselves at a marketable pay level. Changes for the EN are happening globally, Australia have promoted opportunities for the Second Level Nurses.

Memo spoke of his recent meeting with HWNZ which seemed to be a little confusing, the agenda items for the meeting were agreed while he was away. Enrolled Nurses and Nursing were on the agenda because Grant Brookes (NZNO President) wanted to address HWNZ about where they saw EN in the future plan. HWNZ acknowledged their response and support for EN's Chai Chuan and Ruth see this as an important issue, but made no mention of any future commitment or future funding to promote EN's in the team. NZNO see that this is a time for a careful approach.

The next meeting is scheduled for the 4th December, 2015 Memo has been invited by Suzanne and Leonie to attend this meeting with them to present the work we have done on the EN Supported into practice program document. Angela Crespin will also attend this meeting. There is a need for a tactical approach. NZNO and all stakeholders employing enrolled nurses need to be on board, Chai Chuan challenged NZ Chief Nurse Jane O'Malley to look at the EN workforce and raising the profile of the second level nurse and the integral part they can play in the skill mix of health care delivery.
| Financial Update | NZNO Financial Advisor Mark Speer | Angela Crespin (NENS Treasurer) The GST post 2015 conference has all been covered in the final payment.

Some concerns expressed by some C&S re Global meet, monthly charges for service when not used, ineffective training sessions. David Woltman (NZNO Banking & IT) is making investigations on behalf of C&S and NZNO.

Angela spoke of when booking flights travel centers won’t accept cheques only cash or credit card and will only hold the flight bookings for one night.

She is reluctant to use her personal credit card.

Mark suggested we use the Tandem Travel company because they offer flexibility.

If you need to change your flights or travel plans.

Grab a seat can incur large extra costs if flights need to be changed.

Credit cards incur a 4% charge.

Feedback from Chairs & Treasurers Day was very positive.

Central ENS treasurer Fran has resigned her position because she will be moving to Whangarai.

There is over $4,000 in the bank account.

They need to nominate a new treasurer, what is Plan B do they need to look at going into recession...

Leonie will write a letter thanking Fran for her long service to the NZNO NENS and all her hard work and commitment. Leonie will catch up with both Fran and Elsa.

| President NZNO | Grant Brookes | NENS Committee introduced themselves and the individual work that they do to grant.

Grant thanked us for the invitation to our meeting, he is at present settling in and being orientated to the policies and procedures of the NZNO.

Grant is planning to embark on a cross country road trip starting on 25th November, 2015 and will include the West Coast and Northland/Tai Tokerau in December, he has already visited 9 regions.

Leonie spoke of the ENSIPP Document and the widening pay gap between EN’s & HCA’s...
The NZNO NENS were the only section to write to every single Presidential and Vice Presidential candidate separately, asking how they would lobby for and support the promotion of the Enrolled Nurse.

Grant spoke of the meeting he had had with the Ministry of Health, Kerri Nuku (Te Runuga Kāiwhakahairei) and Tracey Morgan (Te Rununga Tumu Whakahairei) and Memo Musa (NZNO CEO) were also present.
He stated that the response from the ministry about Enrolled Nurses was very vague.
NZ Chief Nurse Jane O’Malley spoke about the existing Graduate Programs such as NETP & NESP, and the availability of funding for an ENSIPP program, nothing was promised but the idea was planted that needed some investigation.
Their advice was to continue to engage with DHB’s pro employment promoting the valuable qualities that the regulated EN brings to the team and advantages that the new broader SOP allows them to increase their skill levels.

The concerns that NZNO voiced was Career force NZ introduction of the HCA Qualification at Level 4 & 5 impacting on not only EN’s but RN’s too.
The new programmes are not accredited by NZQA.
The first intake of the HCA students is planned for February 2016.
The students already have a signed contract with Geneva who have already agreed to take the students into their resthomes.
The impact on the regulated workforce could be huge, who will be directing and delegating these new students, some of the tertiary education providers who cooperated in the interim investigations are very upset as they feel that their intellectual property has been stolen.

At the 2015 NZNO Conference members voted for the continued campaign to seek full employment for our Nursing graduates in NZ.

Leone spoke of EN’s seeking monetary recognition for PDRP attainment and widening the gap between EN & HCA’s pay rates.
The NZNO NENS is maintaining a good rapport with Tertiary Education providers across NZ and providing mentorship for new EN students.
Unfortunately we have no official tracking of the numbers of new EN graduates and if they are finding employment.
Hutt Valley have had to cancel its NETP program for newly graduated RN’s because of budget overspending, and will have to reconfigure the nursing budget to hopefully restart in the new year.

We will continue to promote ourselves and engage with the right people.

<table>
<thead>
<tr>
<th>National Enrolled Nurses Day</th>
<th>Leonie Melcalf (NENS Chairperson)</th>
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<tr>
<td></td>
<td>No balloons (New health &amp; safety guidelines)</td>
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<td>Bunting, How do we get it made and how much will it cost</td>
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<td>What will we write on it (wording)</td>
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<td></td>
<td>Leone will ask Liz Robinson.</td>
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<td>Cake to celebrate</td>
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<td>Chocolates with the NZNO NENS Logo ?matakana Chocolate factory</td>
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<td></td>
<td>Angela will source costing.</td>
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<td>Pens for student presentations need to place an order</td>
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| NZNO ENS Chairpersons Reports | Maree Hurst | Maree read out all ENS regional Reports  
Northland/Tai Tokerau Vinnie Walters  
Greater Auckland Dorothy Browning  
Midlands Leonie Metcalfe  
BOP/Tairawhiti Val Scott  
Central Elisa Morgan  
Hawkes Bay Helen Morgan No Report  
Greater Wellington Angela Crespin  
Top of the South Debbie Hawkey  
West Coast/ Te Tai o Poutini Helen O'Connell No Report  
Canterbury Maree Hurst  
Southern Robyn Hewlett  
Te Runungu Report Lea Thompson |
|-------------------------------|-------------|--------------------------------------------------------------------------------|
| NZNO Press Officer/Media Consultant | Liz Robinson | Liz spoke about the barbecue at NZ Parliament building promoting the Equal Pay Campaign  
It was very successful as now all the female MP’s have signed up in support  
It was well attended and there was a good atmosphere.  
Leonie asked about the bunting  
Brainstorming for positive slogans about EN’s to write on it  
Team player/ enriching and unique/ versatile  
It comes in lengths of 50 to 100 meters, find quotes for both  
NZNO Blog about enrolled nurses. Bernie to write a blog for Liz Robinson to edit  
Which was done in November.  
Stay in touch with the Media Consultant for promotion and Conference advertising.  
Catch up with Corazon (Journalist) who wants to write a story on the EN Graduate and employment rates post grad.  
Be clear about the message/story she wants to convey.  
Suzanne and Leonie will continue the conversation Re the Enrolled nursing journey |
| NZNO NENS Website and Newsletter | Maree Hurst | Next publication set for 10th December, 2015  
Issue will include a Profile on GAR ENS Chairperson Dorothy Browning  
It will have updates from all the ENS Regional Study Days  
Sharyne Gordon states that she is finding it very difficult to upload the data onto the new template  
Maree sends her the articles and the pictures and Sharyne configures it.  
Maree and Brenda will speak to Sharyne about the template and if it would be possible for them to do it.  
A decision was made to remove Merchandise from the Website, we can sell our stock at study |
<table>
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<tr>
<th>Executive Director of Nursing &amp; Midwifery Hutt Valley, Capital Coast DHB and Wairarapa</th>
<th>Helen Pocknall</th>
</tr>
</thead>
</table>
| days and National EN Conference  
Relook at NZNO NENS Rules 2012-2015 |
| This Committee introduced themselves individually to Helen and all the different jobs they do and roles they play.  
Helen currently has the role of Chair on the DON’s Committee and holds the Deputy Chairpersons role on the Board of Health Workforce New Zealand, Sally Webb from Hawke’s Bay is also on this Board  
There is a strong focus on the medical workforce, and are currently looking at the entire Health Workforce. It’s a case of funding, with the total nursing budget for NZ is $20,000,000 per annum. A Budget needs to be developed that covers more of health workforce. There is a new initiative to fund 20 Auckland students to train as nurses  
Playing more of a Governance role.  
HWNZ is working with the Chief Nurses Office  
Enrolled Nurses and Nursing is on the agenda at the DON’s group engaging Nurse leaders to look at the validity of an ENSIP program and trying to engage with those who are or have no interest in employing EN’s., and find out their histories and reasons behind the decision they have made.  
Whanganui was highlighted as a good example of one DHB that is doing well at supporting new EN graduates, they were shown to have a new mindset that a well supported nurse will be better able to fit into the Health Care delivery Team.  
Some DHB’s have found that the level of training that some EN’s have received is not as high as some employers were expecting. (More in the North Island) The South Island appears to be doing better. History shows that some areas have Clinical Nurse Managers /Charge Nurses who have never worked with EN’s and have never employed them because they don’t understand the EN Scope of Practice.  
What we would like to promote is Direction and Delegation to a regulated workforce rather than unregulated. In some areas of NZ Health Care Delivery Teams are made up of 70% RN’s & 30% HCA’s  
We should be celebrating our successes  
We are discussing with stakeholders to address the barriers to EN employment and training. Helen invited members of the NENS Committee to attend a DON’s committee meeting and give a presentation on the various skills and positions that EN’s work in around the country.  
Hutt Valley and the Wairarapa are looking at models of Care including Team Models incorporating skill mix and how that can work, and the benefits of taking New Graduate RN’s & EN’s towards building a future workforce. |
Suzanne (PNA) spoke about the utilization of the EN SOP, in various DHB’s there are restrictions placed on them forced by DHB policy. Who are these restrictions helping or harming.

Helen advised us to keep the conversation going with Chief Executives, Nursing Managers and people of influence, the PHO’s are looking at workforce development and are making changes in the North Island. Helen stated that EN’s are an important part of her Health Workforce.

<table>
<thead>
<tr>
<th>NZNO NENS Financial Report &amp; Spot Audit</th>
<th>Angela Crespin</th>
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<tr>
<td>Spot Audit</td>
<td>02/11/2015 Term Deposit $39,894.60c</td>
</tr>
<tr>
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<td>Due for Reinvestment 01/02/2016</td>
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<tr>
<td></td>
<td>All agreed</td>
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<td>10/11/2015 Chq Account $26,146.64</td>
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<td>All NZNO invoices paid</td>
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<tr>
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<td>No accounts outstanding except for today’s.</td>
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<td>Flights for Maree Hurst, Deborah Urquhart and Brenda Columbus</td>
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<td>All records and receipts present and correct</td>
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<td>In light of the problems that have arisen for Angela and the booking of flights this committee has agreed that she can pay with her own credit card and can be reimbursed with a cheque to her account from NZNO NENS funds ASAP.</td>
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Date of Next Meeting: 2nd & 3rd February, 2016

Date Minutes Confirmed: 

Signed: [Signature]

Name: Leonie Metcalf