

# NZNO Colleges and Sections Annual Business and Operational Plan

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## COASTN

Number of current financial members as at **6 Nov 2017: 375**

Years: **2018-2021**

Cost Centre: 476-1-01

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### **Process:**

Please complete your draft Business & Operational Plan, in consultation with your PNA, and forward it to the Associate Professional Services Manager, copied to Manager Nursing and Professional Services by **07 December**.

The managers will review all annual plans, discuss outstanding queries, and forward to Corporate Services by **15 December** for consideration for the NZNO draft budget.

## Overview of Committee

Please include details for all committee members (do not include the PNA)

Name of committee member	Committee role	Region where located
Toni Johnston	Chairperson	Dunedin
Rachel Pringle	Treasurer	Christchurch
Lisa Black	Secretary	Wanganui
Angela Coward	Magazine Editor	Auckland
Jo Knight	Vice Chair - Membership	Wanganui
Anju Sethi	Committee member	Hamilton
Amanda Thompson	Social media/Facebook	Tauranga
Di Fuller	Committee member	Auckland

## Membership participation on national external working groups

Members name	Email address	Name of working party and the host organisation	Status of national group
Toni Johnston	<a href="mailto:Antonia.johnston@southerdhb.health.nz">Antonia.johnston@southerdhb.health.nz</a>	CAG group – Air Ambulance Co design Project NZS8156 National review committee	MOH working party MBIE
Angela Coward	<a href="mailto:angela@nzaas.co.nz">angela@nzaas.co.nz</a>	NZS8156 National review committee	MBIE
<b>Shane McKerrow</b>	<a href="mailto:Shane.McKerrow@cdhb.health.nz">Shane.McKerrow@cdhb.health.nz</a>	<b>South communication user group</b>	ECCT- Emergency Care coordination team
Diane Fuller	<a href="mailto:dianef@adhb.govt.nz">dianef@adhb.govt.nz</a> -	Secretary ASA	Society ASA, Chair COASTN sub- committee

Chris Craig			MOH working party air Ambulance
Karen Hathaway			MOH working party Air Ambulance DHB steering group
Pam Adams	Pam.adams@Southerndhb.govt.nz		ECCT-Emergency Care coordination team

## 2018-2019

### Objectives for the 1<sup>st</sup> April 2018-31<sup>st</sup> March 2019 financial year:

**These objectives come out of your long term strategic plan; the themes of improved health outcomes, skilled nurses, strong workforce and effective organisation.**

**Please note: The financial year is 1st April 2018 to 31st March 2019**

Objective	Steps to achieve objective
Continue to represent flight and surface transport nurses on both national and international forum, identifying opportunities for representation and giving a voice for political engagement at local level, nationally and internationally	Members on several working groups, ECCT, Air Ambulance Services Review, MBIE standards rewrite committee COASTN 2019 symposium in Dunedin Formally introduce COASTN to the new Minister of Health via letter (and possibly a deputation.) Letter will also outline current diverse flight nurse roles in respect to co design air ambulance project/ambulance services review.
The national committee will seek out and engage with other transport nursing groups nationally and internationally	Share quarterly e- magazine with Australian flight nurses Engage nationally and internationally with developed alliances where and when appropriate
Education programme	COASTN course successfully being run in collaboration with AUT Inclusion of HUET course within the flight course achieved Hypobaric training component is currently not available.

Course Sponsorship	Committee will support new course coordinator. Committee and Course Coordinator will continue to regularly review course attendance numbers, content and costings Committee continues to seek sponsorship. Business plan template completed in line with NZNO and Industry requirements and ready for use. Ongoing work for Committee.
Continue to offer scholarship assistance to members	Continue to advertise, word of mouth, Kai Tiaki, NZNO promotional materials, COASTN website and newsletter
National pay parity for flight nurses	Survey monkey completed, results sit with NZNO
Planning for 2019 Symposium	In Dunedin 14-15 November 2019, also to include CRM education day. Considering using e touches booking system 2019.
Electronic banking	Committee has adopted electronic banking system, treasurer reports reduced workload, . Will continue to monitor impact on Treasurers workload through 2019.
Formation of sub- committee, to raise professional profile of NZ Transport nurses and nursing.	Working group Chair and members agreed, Tors have been agreed, and work formally commenced, and continues.

## Reserve funding objectives for 2018-2019:

### Your objectives for member development/engagement and/or college/section promotion

Please note: this section is specifically focused on the use of your reserves funding

Objective	Steps to achieve objective with timeline	Estimated costs with backing documents/quotes
Flight courses	Five-day course training specialising in aviation requirements in collaboration with AUT Course convenor - review contract and availability for next 2 years Continue to include HUET training on course Commercial support being sought (donations) Hypoxia training with the air force assistance may become available. Sponsorship being sought	Costs to be confirmed. (Coordinator, Speakers, HUET, Insurance and other associated costs \$30,000 Expected revenue \$30,000 (Donations, course fees)  Sponsorship being sought also
Flight Conference	One day symposium 2018 in Hamilton - completed	\$7,000, approx. profit of \$2000

E-Magazine	Ongoing 3 times per year. Sent to members on- line and accessible from website at no cost. COASTN Facebook page	No cost
Scholarship funding	Remind members that this is available for use Kai Tiaki, NZNO promotional materials, COASTN website and newsletter. Criteria and application form on website	\$500.00 per scholarship or assessed at time and depending on funds available – 2 awarded in the 2018 year.
Working group formation and Activity	Working group Chair and members agreed, ToRs being developed, timeframes agreed, budget finalised. Work has commenced Feb 2018 with F2F (one of 3 planned)	\$ 6000.00

#### Upcoming dates and times for Committee meetings 2018 -2019

<b>Committee meetings &amp; AGM/Conference planned for 2018-2019 financial year (April 1<sup>st</sup> – March 31<sup>st</sup>):</b>				
<b>Dates To be confirmed</b>	<b>Meeting type: teleconference, WebEx, face to face, videoconference</b>	<b>Number of committees attending</b>	<b>Location</b>	<b>Duration of meeting e.g. 1day, 1 hour</b>
23 April 2018	Teleconference	8		1600
16 <sup>th</sup> July 2018	F2F Auckland	8	Auckland	1 day
25 July 2018 (Working Group)	F2F Wellington	8	? Wellington	1 day
10 September 2018	Teleconference	8		1600
1 November 2018	F2F Hamilton	8	Hamilton	1-day meeting
2 November 2018	F2F Hamilton	8	Hamilton	1-day symposium & AGM
29 January 2019	Teleconference	8		2hours
25 Feb 2019 (Working group)	F2F Wellington	8	Wellington	1 day
26 – 27 Feb 2019	F2F Wellington	8	Wellington	2 day

# 2019-2020

## Objectives for the 1<sup>st</sup> April 2019-31<sup>st</sup> March 2020 financial year:

**Your objectives should come out of your long-term strategic plan; the themes of improved health outcomes, skilled nurses, strong workforce and effective organisation.**

**Please note: The financial year is 1st April 2019 to 31st March 2020**

Objective	Steps to achieve objective
Continue to represent flight and surface transport nurses on both national and international forum, identifying opportunities for representation and giving a voice for political engagement at local level, nationally and internationally The national committee will seek out and engage with other transport nursing groups nationally and internationally	Members on several working groups, ECCT, Air Ambulance Services Review COASTN 2019 symposium in Dunedin Seek to continue relationship with Minister of Health. Share quarterly magazines with Australian flight nurses Engage nationally and internationally with developed alliances where/when appropriate
Education programme  Course Sponsorship	COASTN course successfully being run in collaboration with AUT Inclusion of HUET course within the flight course achieved Committee and Course Coordinator will continue to regularly review course attendance numbers, content and costings, this will include (Crew resource management training)/human factor workshop Committee considering running 2 courses per year. Committee continues to seek sponsorship. Business plan template completed in line with NZNO and Industry requirements and ready for use. Ongoing work for Committee.
Continue to offer scholarship assistance to members	Continue to advertise, word of mouth, Kai Tiaki, NZNO promotional materials, COASTN website and e-mag.
Keeping current Industry Standards	Review of NZS8156, COASTN will act to disseminate information from standards that impact on flight nurses also reference to NZ aeromedical and Air Rescue standards via links through COASTN e-mag and website
National pay parity for flight nurses	Survey monkey sent out to all COASTN members. This information will feed into sub committee
Planning for Nov 2019 Symposium	In Dunedin 2019, it is proposed to run Crew resource Management/Human factor Workshop.
Review COASTN Standards	Review of COASTN standard knowledge/ skills framework

Sub-committee working to develop one comprehensive document that outlines minimum clinical and professional skillsets for flight/transport nurses from service entry level to expert.	Work formally commenced Feb 2018. Due for completion 2020, develop one national standard for flight/transport nurses. Passport trial March-June 2019.
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## Reserve funding objectives for April 1<sup>st</sup>, 2019-March 31<sup>st</sup>, 2020:

### Your objectives for member development/engagement and/or college/section promotion

Please note: this section is specifically focused on the use of your reserves funding

Objective	Steps to achieve objective with timeline	Estimated costs with backing documents/quotes
Flight courses	Five-day course training specialising in aviation requirements in collaboration with AUT Course convenor - review contract and availability for next 2 years Continue to include HUET training on course Commercial support being sought (donations) Hypoxia training with the air force assistance may become available. Sponsorship being sought	Costs to be confirmed. (Coordinator, Speakers, HUET, Insurance and other associated costs \$30,000 Expected revenue \$30,000 (Donations, course fees)  Sponsorship – income unknown
Flight Conference	One day symposium 2019 in Dunedin, CRM workshop	\$10,000 (cost neutral)
E-Magazine	Ongoing 3 times per year. Sent to members on- line and accessible from website at no cost. COASTN Facebook page	No cost
Scholarship funding	Remind members that this is available for use Kai Tiaki, NZNO promotional materials, COASTN website and newsletter. Criteria and application form on website	\$500.00 per scholarship or assessed at time and depending on funds available
Sub-committee continues working to review National Standards for flight/transport nurses, finalising development of one comprehensive	Working group aiming to be completed ready for launch Nov 2020	\$ 6000.00

document that outlines minimum clinical and professional skillsets for flight nurses from service entry level to expert.		
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<b>Dates To be confirmed</b>	<b>Meeting type: teleconference, WebEx, face to face, videoconference</b>	<b>Number of committees attending</b>	<b>Location</b>	<b>Duration of meeting e.g. 1day, 1 hour</b>
29 April 2019	Teleconference 1600-1800 hrs	8	Teleconference	2 hours
8 July 2019 (working group)	F2F	8	Wellington	1 day
9 July 2019	F2F	8	Wellington	1 day
2 September 2019	Teleconference	8	Teleconference	2 hours
13, November 2019 14,15 November 2019	Working group/COASTn 14 <sup>th</sup> CRM 15 <sup>th</sup> CONFERENCE and AGM	8	F2F Dunedin	3 days
28 <sup>th</sup> January 2020	Teleconference 1600-1800hrs	8	Teleconference	2 hours
24th Feb 2020 (sub- committee)	F2F	8	Wellington	1 day
25 <sup>th</sup> /26 <sup>th</sup> Feb 2020	F2F	8	Wellington	2 days



# 2020-2021

## Objectives for the April 1<sup>st</sup>, 2020-March 31<sup>st</sup> 2021 financial year:

**Your objectives should come out of your long-term strategic plan; the themes of improved health outcomes, skilled nurses, strong workforce and effective organisation.**

**Please note: The financial year is 1st April to 31st March**

Objective	Steps to achieve objective
Continue to represent flight and surface transport nurses on both national and international forum, identifying opportunities for representation and giving a voice for political engagement at local level, nationally and internationally  The national committee will seek out and engage with other transport nursing groups nationally and internationally	Members on several working groups, ECCT, Ambulance Services Review COASTN 2020 symposium in? Wellington (TBC) Seek to continue relationship with Minister of Health.  Share quarterly e-magazines with Australian flight nurses Engage nationally and internationally with developed alliances where and when appropriate
Education programme	COASTN course successfully being run in collaboration with AUT Inclusion of HUET course within the flight course achieved Committee and Course Coordinator will continue to regularly review course attendance numbers, content and costings Committee continues to seek sponsorship. Business plan template completed in line with NZNO and Industry requirements and ready for use. Ongoing work for Committee.
Course Sponsorship	
Continue to offer scholarship assistance to members	Continue to advertise, word of mouth, Kai Tiaki, NZNO promotional materials, COASTN website and e-mag.
National pay parity for flight nurses	Completed work of working group by Feb 2021
Planning for 2020 Symposium	Likely Wellington with ASA (tbc)
Sub-committee finalising National Standards for flight/transport document.	Work on document to be presented at symposium Nov 2020, then working group will be tasked with continuing and promoting the use of document through 2020 and 2021.

## Reserve funding objectives for 1<sup>st</sup> April 2020-31<sup>st</sup> March 2021:

### Your objectives for member development/engagement and/or college/section promotion

Please note: this section is specifically focused on the use of your reserves funding

Objective	Steps to achieve objective with timeline	Estimated costs with backing documents/quotes
Flight courses	<p>Five-day course training specialising in aviation requirements in collaboration with AUT</p> <p>Course convenor - review contract and availability for next 2 years</p> <p>Continue to include HUET training on course</p> <p>Commercial support being sought (donations)</p> <p>Hypoxia training with the air force assistance may become available.</p> <p>Sponsorship being sought</p>	<p>Costs to be confirmed.</p> <p>(Coordinator, Speakers, HUET, Insurance and other associated costs \$30,000</p> <p>Expected revenue \$30,000</p> <p>(Donations, course fees)</p> <p>Sponsorship -</p>
Flight Conference	One day symposium 2020 in? Wellington	\$10,000 (cost neutral)
Magazine	<p>Ongoing 3 times per year. Sent to members on- line and accessible from website at no cost.</p> <p>COASTN Facebook page</p>	No cost
Scholarship funding	<p>Remind members that this is available for use Kai Tiaki, NZNO promotional materials, COASTN website and newsletter.</p> <p>Criteria and application form on website</p>	\$500.00 per scholarship or assessed at time and depending on funds available
Sub-committee monitoring and finalising flight /transport Standards document, and that criteria is met	Continue promotion of document ( at 2020 symposium).	\$1000.00

**Committee meetings & AGM/Conference planned for 2020-2021 financial year (April 1<sup>st</sup> – March 31<sup>st</sup>):**

<b>Dates To be confirmed</b>	<b>Meeting type: teleconference, WebEx, face to face, videoconference</b>	<b>Number of committees attending</b>	<b>Location</b>	<b>Duration of meeting e.g. 1day, 1 hour</b>
April 2020	teleconference	8	teleconference	2 hours
July 2020	teleconference	8	teleconference	2 hours
Sept 2020	teleconference	8	teleconference	2 hours
November 2020	AGM & F2F	8	Wellington tbc	2 days
Feb 2021	F2F	8	Wellington	2 days

**APPROVAL ANNUAL PLAN 2018 - 2021**

<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
<b>Antonia Johnston</b>	<b>Chair</b>		
<b>Hilary Graham-Smith</b>	<b>Associate Professional Services Manager</b>		