

NZNO Colleges and Sections Annual Business and Operational Plan



Name of College/Section: NZ Flight Nurses Association

Number of current financial members as at 19th Oct 2015: 397

Cost Centre: 476-1-01

Years: 2016-2019

Overview of Committee

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

Name of committee member	Committee role	Region where located
Delwyn Rattray	Chairperson	Christchurch
Sheryl Gibbs	Treasurer	Wellington
Heather Dixon	Secretary	Wanganui
Kelvin Still	Magazine Editor /Website	Hawkes Bay
Jo Knight	Membership	Wanganui
Gillian Robertson	Flight Course Liaison	Tauranga
Toni Johnston	Vice Chairperson	Dunedin
Anju Sethi	Vice Secretary	Waikato

Member participation on national external working groups:

Members name	Email address	Name of working party and the host organisation
Diane Fuller	difullernzfna@gmail.com	AUT -Flight course introduction of course to the AUT campus as clinical component
Diane Fuller	difullernzfna@gmail.com	Aeromedical Society Australasia (ASA) committee member
Steph Boston	steph.boston@hawkesbaydhb.govt.nz	ASA committee member
Kelvin Still	kelvin.still@gmail.com	ASA committee member
Shane McKerrow	Shane.McKerrow@cdhb.health.nz	ECCT- Emergency Care coordination team
Shane McKerrow	Shane.McKerrow@cdhb.health.nz	South communication user group

Review of current business and operational plan:

Objectives	Outcomes
Update all documentation to reflect new College status especially knowledge and skills framework.	College application successful - awarded November 2015 Review all documents by Feb 2016
Continue to represent flight nurses on national forum	Members on a number of working groups, NASO, ECCT, ASA Combine with ASA at 2016 ASA/COASTN conference Queenstown
Education review	COASTN course successfully being run in collaboration with AUT Inclusion of HUET course within the flight course achieved Hypobaric course not achieved due to contract produced at last minute
Continue to offer scholarship assistance to members	One member applied and was granted financial assistance
Review of Air Ambulance Standards	Get COASTN committee member on ASA committee.
National pay parity for flight nurses	Working party founded, job descriptions and pay scales collected from around the country. Seeking further information from flight nurses from different areas

Example:

Objective: to encourage the development of leadership skills

Activity: support attendance at/participation in xyz

Has your college/section had any achievements/successes in this last financial year over and above your planned activity?

Achieved College status
Commencement of collection of national documentation and flight nurse pay scales
Flight course now run in collaboration with AUT
Next COASTN conference will be run jointly with ASA 2016

Objectives for 2015-2016 financial year: (these should come out of your longer term strategic plan; the themes of leadership, membership, organisational and social can be used)

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

Objective	Plan of activity
The national committee will seek out and engage with other flight groups nationally and internationally	Joint running of ASA/COASTN conference Queenstown 2016 Share quarterly magazines with Australian flight nurses Look at other national and international alliances
Provides Flight Nurse education	Maintain current national course in collaboration with AUT. Introduction of a flight course for senior members
The national committee will engage with membership/ MOH/submissions/ bills related to flight nursing	The national committee commits to participation in this and ensure the membership are consulted Work towards a National documentation chart for inter hospital transfers using the EWS and ISBAR tools. Working parties as invited
Succession planning	Mentor existing committee members into treasurer and secretary positions Mentor one of the committee into the Chairperson role for 2016/17 Three people ended terms in 2015 and three new members recruited at AGM 2015

Objectives for 2015-2016 member development/engagement and/or college/section promotion

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

Objective	Activity	Estimated costs
Flight course	Renewal contract for flight course educator/convenor Five day course training specialising in aviation requirements Continue to include HUET training on course with sponsorship Hypoxia training with the air force assistance and sponsorship	\$7,500 \$19,200 cost \$1200 x16 \$9000.00
Flight Conference	Conference for 2015 – Tauranga	Profit \$2,380
Magazine	On going 3 times per year. Sent to members Survey to assess suitability of on-line version	\$6500 pa approx
Scholarship funding	Remind members that this is available for use. Criteria to be worked on	\$500.00 per request or assessed at time

Objectives for 2016-2017 financial year: (these should come out of your longer term strategic plan; the themes of leadership, membership, organisational and social can be used)

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

Objective	Plan of activity
Flight Nurse pay scaling nationally	Scope the Flight Nurse position with guidance from NZNO and NCNZ
The national committee will seek out and engage with other flight groups nationally and internationally	Share quarterly magazines with Australian flight nurses Look at other national and international alliances that meet the requirements of flight nursing
Provides flight nurse education	Maintain current national course in collaboration with AUT. Annual review AGM 2016 Maintain and provide flight course for senior flight nurse members
The national committee will engage with membership/ MOH/submissions/ bills related to flight and surface transport nursing	The national committee commits to participation in this and ensure that membership are consulted

	Engage with submission analysis requirements Imbed and review the national documentation charts for inter hospital transfers using the EWS and ISBAR tools. Commence work on specialised national transport policies e.g. Spinal, cardiac or neonate transport.
Research Activities	Engage with research – Flinders University – NZ & Australian Flight Nurse role
Succession planning	Actively seek further members for the national committee, 2 stepping down Mentor one of the committee into the secretary role for 2016/17

Objectives for 2016-2017 member development/engagement and/or college/section promotion

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

Objective	Activity	Estimated costs
Flight course	Five day course training specialising in aviation requirements delivered in collaboration with AUT	Convenor \$8500 HUET \$9000
	Hypoxia training with the air force assistance and sponsorship tbc	\$9000.00
Flight Conference	Two day conference in conjunction with ASA August 2016	\$30,000
Magazine	On going 3 times per year. Sent to members, anticipating will be available on-line by 2016	\$6500 pa approx
Scholarship funding	Remind members that this is available for use if meet criteria.	\$500.00 per request or assessed at time

Objectives for 2017-2018 financial year: (these should come out of your longer term strategic plan; the themes of leadership, membership, organisational and social can be used)

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

Objective	Plan of activity
Be the leading voice for flight, surface and transport nursing in New Zealand	Identify opportunities for representation and a voice for political engagement at local level, nationally and internationally.
Evaluate College effectiveness through membership engagement	Engage with members through survey and mail outs
The national committee will seek out and engage with other flight groups nationally and internationally	Share quarterly magazines with Australian flight nurses Engage nationally and internationally with developed alliances
Provides flight Nurse education	Maintain/improve current national course in collaboration with AUT Maintain and provide flight course for senior flight nurse members
The national committee will engage with membership/ MOH/submissions/ bills related to flight nursing	The national committee commits to participation in this and ensure that membership are consulted Engage with submission analysis requirements Imbed and review the national documentation charts for inter hospital transfers using the EWS and ISBAR tools. Commence work on specialised national transport policies e.g. Spinal, cardiac or neonate transport.
Succession planning	Actively seek further members for the national committee Target replacement for committee members who will be ending term – in particular office bearing roles

Objectives for 2017-2018 member development/engagement and/or college/section promotion

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

Objective	Activity	Estimated costs
Flight courses	Five day course training specialising in aviation requirements in collaboration with AUT Course convener - review contract and availability for next 2 years Continue to include HUET training on course with sponsorship Hypoxia training with the air force assistance and sponsorship Senior flight nurse course	Approx \$20,000 inclusive of convener , HUET and other associated costs Expected revenue approx \$22,000 \$9000.00

		\$10,000
Flight Conference	One day symposium 2017	\$15,000
Magazine	On going 3 times per year. Sent to members Investigate further on- line opportunities to minimise printing costs	\$6500 pa approx
Scholarship funding	Remind members that this is available for use. Criteria to be worked on	\$500.00 per request or assessed at time

Objectives for 2018-2019 financial year: (these should come out of your longer term strategic plan; the themes of leadership, membership, organisational and social can be used)

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

Objective	Plan of activity
Be the leading voice for air and surface transport nursing in New Zealand	Identify opportunities for representation and a voice for political engagement at local level, nationally and internationally.
Evaluate College effectiveness through membership engagement	Engage with members through survey and mail outs
The national committee will seek out and engage with other flight groups nationally and internationally	Share quarterly magazines with Australian flight nurses Engage nationally and internationally with developed alliances
Provides flight nurse education	Review current national course in collaboration with AUT Maintain and provide flight course for senior flight nurse members
The national committee will engage with membership/ MOH/submissions/ bills related to air and surface transport nursing	The national committee commits to participation in this and ensure that membership are consulted Engage with submission analysis requirements Implement the national documentation charts for inter hospital transfers using the EWS and ISBAR tools. Complete work on specialised national transport policies e.g. Spinal, cardiac or neonate transport.
Succession planning	Actively seek further members for the national committee – mentoring into office bearing roles – Chairperson, Secretary and Treasurer Recruit to fill gaps on committee – regional balance

Objectives for 2018-2019 member development/engagement and/or college/section promotion

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

Objective	Activity	Estimated costs
Flight courses	Five day course training specialising in aviation requirements through AUT Course convenor Continue to include HUET training on course with sponsorship Hypoxia training with the air force assistance and sponsorship Senior flight nurse course	\$20,000 inclusive of convenor , HUET and other associated costs Expected revenue \$22,000 9000.00 \$10,000.00
COASTN Conference	Two day conference 2018	\$30,000
Magazine	On going 3 times per year. Sent to members	\$6,500 pa approx
Scholarship funding	Remind members that this is available for use. Criteria to be worked on	\$500.00 per request or assessed at time

When planning these meetings & conferences, please refer to your Section/College rules as to how many are permitted per annum. It is recommended the option of videoconferencing or webex for at least one committee meeting is considered. Please discuss this option with your PNA. Videoconferencing facilities are available in all NZNO offices and may be booked through your admin support.

Committee Meetings & AGM/Conference planned for 2016-2017 financial year (April 1st – March 31st)

Dates	Meeting type: teleconference, webex, face to face, videoconference	Number of committee attending	Location	Duration of meeting e.g. 1day, 1 hour
16 th -17 th May 2016	Face – face meeting	8	Wellington Lifeflight Conference preparation/pay parity/AAS standards	2 days
24-26 th August 2016	Face – Face meeting	8	Queenstown COASTN/ASA AGM and conference	3 days
November 2016	Global meet	8	Teleconference/globalmeet	4-8 hours
Jan 25 th 2017	TC/globalmeet to discuss Flight course applicants	8	Teleconference/globalmeet	2 hours
Feb 2017	Face – Face meeting	8	Wellington	1 day

Committee Meetings & AGM/Conference planned for 2017-2018 financial year (April 1st – March 31st)

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April 2017	Face – face meeting	8	Auckland/Wellington NZNO offices Conference preparation/pay parity	2 days
August 2017	Face – Face meeting	8	COASTN AGM and symposium	2 days
November 2017	Global meet	8	Teleconference/globalmeet	4-8 hours
January 2018	TC/globalmeet to discuss Flight course applicants	8	Teleconference/globalmeet	2 hours
Feb 2018	Face – Face meeting	8	Wellington	1 day

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August 2018	Face – Face meeting	8	COASTN AGM and conference	3 days
November 2018	Global meet	8	Teleconference/globalmeet	4-8 hours
January 2019	TC/globalmeet to discuss Flight course applicants	8	Teleconference/globalmeet	2 hours
Feb 2019	Face – Face meeting	8	Wellington	1 day