

College of Respiratory Nurses - Annual Plan

Years: 2025/2026

Cost Centre: XXXXXX

Membership at March 2025: 329 members

Process:

Please complete your draft Annual Plan, in consultation with your Professional Nursing Advisor (PNA) by

PNA to forward it to the Manager, Nursing and Professional Services by

The manager will review annual plans, discuss outstanding queries, and forward to the accounts manager for inclusion into the NZNO wide budgeting process

NZNO Budget to the Management and Board

December and February

| APPROVAL ANNUAL PLAN | | | |
|----------------------|--|-----------|------|
| Name | Position | Signature | Date |
| Jacque Westenra | Chair (and Submissions) | | |
| Mairi Luca | Manager, Nursing and Professional Services | | |

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

| Name of committee member | Committee role | Region where located |
|--------------------------|----------------------------|----------------------|
| Jacquie Westenra | Chair (and Submissions) | Nelson/Tasman |
| Mikayla Neil | Secretary (and Newsletter) | Auckland |
| Katherine Waters | Treasurer | Canterbury |
| Vacancy | Committee member | |
| Vacancy | Committee member | |
| Vacancy | Committee member | |
| Vacancy | Committee member | |
| Annie Bradley-Ingle | PNA | Hamilton |

Committee meetings & AGM/Conference planned for 2025-2026 financial year (April 1st – March 31st)

Core Funding is provided for up to TWO face-to-face meetings annually.

| Dates | Meeting type: Zoom/Teams, Face to Face | Number of committee attending | Location of Meeting | Duration of meeting e.g. 1day, 1 hour |
|---|--|-------------------------------|---------------------|---------------------------------------|
| March 6 th 2025 | Face to Face | 4 | Christchurch | 8 hours |
| 30 th April & May 1 st 2025 | Face to Face | 4 | Christchurch | 6 hours (4 hours plus 2 AGM) |
| 25 th August 2025 | Zoom/Teams | 4 | Online | 2 hour |
| October 29 th 2025 | Face to Face | 4 | Wellington | 8 hours |
| March 6 th 2026 | Face to Face | 4 | Nelson | 8 hour |

Membership participation on national external working groups

| Members name | Email address | Name of working party and the host organisation | Status of national group |
|--------------|--|---|--------------------------|
| Mikayla Neil | Mikayla.neil@middlemore.co.nz | Lung Foundation Australia – Bronchiectasis Registry | |

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| Betty Poot | betty.poot@huttvalleydhb.org.nz | Asthma and Respiratory Foundation (ARF) NZ Scientific Advisory Group ARF - National COPD working party PHARMAC Inhaler EAG | |
| Nikola Ncube | Nikola.ncube@waitematadhb.co.nz | Thoracic Society of Australia and New Zealand (TSANZ) Co-convenor Nurse SIG | |
| Sara Mason | Sara.Mason@hawkesbaydhb.govt.nz | EIT Health and Science Committee Hawkes Bay Credentialing committee NZNO Hawkes Bay Regional council Co-convener Hawkes Bay DHB | |
| Sally Powell | Sally.powell@cdhb.health.nz | Co-Chair Nurses Education Sub-Committee ASA (Australasian Sleep Association) | |
| Nicola Corna | nicola.corna@middlemore.co.nz | ARF National COPD guidelines group ARF Scientific Advisory Group | |
| Miriam Manga | Miriam.manga@middlemore.co.nz | Paediatric Respiratory Project Equity Working Group NCNZ Board member | |
| Susan Jones | Susan.jones3@waikatodhb.health.nz | ARF EAG | |

Goals for the financial year (1 April 2024 to 31 March 2025) from the NZNO Strategic Plan.

Outward facing: Patient outcomes that are culturally safe, every nurse has the power and resources to do the job, decisions on nurse resourcing are based on NZNO's 5 fixes.





Inward facing: Every member across the sector is engaged and actively participates, new ways of campaigning are utilised, membership lifted.





Areas of Focus: Please refer to NZNO Strategic Plan for interpretation of each area of focus.





1. Te Tino Rangatiratanga
2. Building member power
3. Workforce
4. Education
5. Registration
6. Quality, Health and Safety
7. Bargaining
8. Political
9. Immigration
10. Allies
11. Te Tai ao





| Areas of focus | Steps to achieve goal /objective. | Estimated costs (supporting documents as appropriate) |
|--|---|--|
| Identify which areas of focus your College or Section can contribute to. <i>Your College or Section does not need to have a goal for each area of focus.</i> | Some areas of activity may become business as usual as they are ongoing. A focus on one or two areas for further development is encouraged. It is helpful to identify which areas of focus will be a priority focus for the year. | Core funding covers your meeting and AGM costs. Your planned activities may have additional costs attributed to them. The costs identified here will assist you to prepare your budget for the year. |







Please rate your progress on your areas of focus according to the following rating when you meet and note in meeting minutes

| Progress rating | Colour |
|-------------------------|---|
| Not started |  |
| Started and progressing |  |
| Progressing well |  |
| Achieved |  |





| Tino Rangatiratanga | | | | | | |
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| Objectives | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Include clear partnership with Māori, Te Tiriti o Waitangi and Pacific Peoples Te Tino Rangatiratanga- MM | Apply tikanga principles to all communications Respiratory College national committee recruitment efforts to reflect Aotearoa New Zealand's population to provide equitable representation on the national Committee. Encourage Māori and Pacific nurses to join NZNO and those NZNO members to join the College of Respiratory Nurses to provide equitable representation within the membership. Embed a Te Ao Māori lens on our structure, policies and processes and work alongside Te Runanga Apply a bicultural approach when working with all members. Creating partnerships with other Colleges and Sections as appropriate. Airways Newsletter includes helpful Te Reo words section Ensure there is visible and relevant Te Ao content in annual symposiums | \$500 |  |  |  |  |

| Building member Power | | | | | | |
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| Objectives | Steps to achieve goal/objective | Est Cost | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Influencing Improved Health Outcomes: Empower members to lead and act in their workplaces and in NZNO activities Building member power, Workforce- MM | <p>Promoting use of the Knowledge and Skills Framework (KSF) as a tool of clinical excellence accessible to NZNO members</p> <p>Review due 2024 as per KSF 2020 document outlines. Investigate possible outsourcing of KSF to a technical writer. Aspire to present KSF at conference.</p> <p>Encouraging all nurses to utilise the KSF tool to maintain and further professional and clinical development</p> <p>Use the KSF to provide a benchmark of clinical competency for nurses working with respiratory patients in any clinical setting including paediatrics.</p> <p>The Committee will provide representation at the National NZNO AGM and College and Sections Day Conference Committee seeks involvement with relevant submissions as identified by NZNO or by the Committee itself.</p> <p>Encouraging College members to promote respiratory nursing as a career option and non-members to join NZNO and specifically the College of Respiratory Nurses.</p> <p>Encourage College members to take up opportunities to be delegates of NZNO across the health system.</p> | \$2500 |  |  |  |  |





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| <p>Building capacity within the College of Respiratory Nurses NZNO National Committee – this aligns with the strategic plan objective – effective organisation</p> | <p>Aim to gain a full compliment of members in the National Committee</p> <p>Aim to ensure Primary Health/Community based care representation on the national Committee recognising the essential role this group play in prevention, education and clinical management in respiratory health of the people of Aotearoa, New Zealand</p> <p>Encourages College member involvement with relevant submissions as identified by NZNO or by the Committee</p> <p>Continue to identify and enlist new Committee members in a timely manner aiming to truly reflect the geographical, social and cultural diversity of Aotearoa NZ as much as possible.</p> <p>Lobby NZNO to offer support and mentorship for committee members particularly for Chair, Secretary and Treasurer. To consider honorarium to committee members for their time.</p> <p>Assign and share roles within the Committee and undertake Committee education provided by NZNO as available, building links to all areas of Aotearoa, New Zealand, building knowledge of NZNO and Committee processes and goals and ensuring succession planning for the Committee.</p> <p>The Committee will make efforts to be more involved at a national level on more national advisory groups and committees</p> <p>The Committee will provide representation at the National NZNO AGM and College and Sections Day Conference (no College charge).</p> | <p>\$14000 – two face to face meetings</p> |  |  |  |  |
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| Workforce | | | | | | |
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| Objectives | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Building capacity within the membership, including students, to ensure best evidence-based practice care for respiratory patients – aligns with strong workforce and skilled nurses. Education, Registration, Allies-MM | <p>Encourage associate membership with allied health to encourage interdisciplinary learning through direct contact, word of mouth and via website, newsletter, college led social media and Kaitiaki advertising</p> <p>The bi-ennial College of Respiratory Nurses symposium will continue and planned for 1st May 2026. A subcommittee will be formed. The Respiratory College symposium alternates annually with South Island Respiratory Educators Forum (SIREF).</p> <p>Monitor national and international guidelines and other documents for review/provide input as appropriate.</p> <p>Published updated KSF for reference and standards of care. Going forward we will actively promote its use and showcase how it can be used to promote respiratory best practice through modelling it's use in</p> | \$14000 est |  |  |  |  |
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| | <p>our own care delivery, word of mouth and via website, newsletter, TSANZ, NENZ, Nurse Executives, Primary Health College and Kaitiaki advertising.</p> <p>Promoting that nurses can belong to 3 NZNO colleges or sections.</p> <p>Investigate possible evening webinars as an alternative to symposiums.</p> | \$5000 | | | | |
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| Education | | | | | | |
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| Objectives | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Ensure best evidence-based practice care for respiratory patients – aligns with strong workforce and skilled nurses. | <p>Ongoing review and commitment to the KSF and continuing promotion of the framework. Last updated 2020 – update now overdue. Due to poor response to call for sub committee the Committee is investigating possibly outsourcing this work.</p> <p>NB consideration will be given to extending the framework to include paediatric respiratory on hold due to lack of (human) resource to complete this work.</p> <p>Continue to provide a limited number of scholarships for our members to attend educational events improving equity of access to education.</p> | <p>\$6000</p> <p>\$4000</p> |  |  |  |  |

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| | Continue to provide educational material through “Airways” which is published 3 times a year | | | | | |
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| Registration | | | | | | |
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| Objectives | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Maintain College Status - aligns with effective organisation | <p>Encourage membership growth</p> <p>Promote attendance annual AGM and bi-ennial symposium</p> <p>Plans for Promotional stand to market the College of Respiratory Nurses (and KSF) at the Asthma and Respiratory Foundation 2025 Conference Wellington 30-31st October under way.</p> <p>Encourage participation at national and international levels e.g. sponsor a yearly membership for the committee for a relevant international organisation</p> | \$1500 |  |  |  |  |









| Quality, Health and Safety | | | | | | |
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| Objectives | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| The College will be responsive to significant challenges or threats to respiratory health in Aotearoa/New Zealand – e.g. COVID Pandemic, acknowledged inequities | <p>Recognising and responding promptly to keep College members informed and updated regarding the situation/ threat or challenge.</p> <p>Provide access to the most current resources available which will inform best nursing practice.</p> | \$1000 |  |  |  |  |

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| for Māori and Pacifica health. | <p>Be an avenue for advice and support via the website, Member emails, Airways, Kaitiaki and committee members whichever is most relevant in the situation. Collect the experiences of those involved to inform best practice moving forward.</p> <p>Committee seeks involvement with relevant submissions as identified by NZNO or by the Committee itself.</p> <p>Encourage member involvement with relevant submissions as identified by NZNO or by the Committee.</p> <p>A cultural lens will be applied to all our activity in keeping with our commitments to Te Tiriti O Waitangi and the vision of NZNO Maranga Mai.</p> | | | | | |
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| Bargaining | | | | | | |
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| Objective | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Assist where appropriate in bargaining development pertinent to the requirements of | <p>Remain up to date on pay negotiations, working conditions, strategies and professional support options through NZNO.</p> <p>Regular communication with CEO of NZNO and College and Section Chair meeting.</p> | N/A |  |  |  |  |

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| NZNO and members of the College of Respiratory Nurses. | Actively support steps of the bargaining process where applicable and beneficial to College members. | | | | | |
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Political

| Objective | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
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| To have respiratory health acknowledged as a priority in Aotearoa/New Zealand - this aligns with the strategic plan objective – Improved Health outcomes with consideration to Te Tiriti O Waitangi commitments | <p>Moving forward NZNO College of Respiratory Nurses aims to work with the new Health NZ Te Whatu Ora to ensure respiratory health is a priority.</p> <p>With every change in Government take the opportunity to introduce the Respiratory College and outline the work we do to the new Health Minister and other relevant MPs. Remind them that we are the respiratory nursing body of Aotearoa New Zealand and will request to be consulted with on any aspects that affect the respiratory health of New Zealanders</p> <p>Support the work of those legitimate parties/groups undertaking projects/activities that are associated with improving respiratory outcomes/disease prevention and/or respiratory health indicators, acknowledging respiratory disease as a priority in Aotearoa New Zealand.</p> <p>Contribute to and/or formulate submissions made to external bodies for example, Pharmac and MOH as relevant.</p> | N/A |   |   |   |   |

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| | <p>Any mahi will consider and address current inequity in outcomes particularly for Māori, Pacific and other systemically underserved populations. (this may include low socio-economic, disabled, refugee and migrant groups in respect to respiratory health)</p> <p>Aim to ensure Primary/Community care representation on the national Committee recognising the essential role this group play in prevention, education and clinical management in respiratory health of the people of Aotearoa, New Zealand</p> <p>Advocate Respiratory Best Practice by monitoring and responding to any issues or inequities that arise.ie.</p> <ul style="list-style-type: none"> • Education • Medication products and management • Nursing respiratory services and availability | | | | | |
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| Allies | | | | | | |
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| Objective | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Ensuring collaboration with internal and external stakeholders, this aligns with the strategic plan objective – | Continue to approach and offer support and collaboration to groups with similar health philosophies and priorities – e.g., TSANZ- Thoracic Society of Australia and New Zealand, Australasian Sleep Association, Asthma and Respiratory Foundation, International Coalition of Respiratory Nurses, Lung Foundation NZ, Asthma NZ, Cystic Fibrosis NZ, Bronchiectasis Foundation reporting activities back to membership through | \$850 |  |  |  |  |

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| Improved Health outcomes | <p>Airways, Kaitiaki, our webpage, college run social media and through membership emails.</p> <p>Seek change to NCNZ Nurse prescriber formulary to include new triple therapies.</p> | | | | | |
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| Te Tai ao | | | | | | |
|--|--|-----------------|---|---|---|---|
| Objective | Steps to achieve goal/objective | Estimated Costs | Progress meeting 1 | Progress meeting 2 | Progress meeting 3 | Progress meeting 4 |
| Ensuring that decision made by the decision has a protection of the environment at the forefront of decisions. | <p>Working on moving the KSF framework online.</p> <p>Zoom meetings throughout the year. Collaborating on MS Teams for online documents rather than paper documents.</p> <p>Recycling and reusing products where possible.</p> | N/A |  |  |  |  |