

NZNO Colleges and



Hongihongi te rangi hou'
'Smell the fresh air'

Sections

Annual Business and Operational Plan

Respiratory Nurses Section

Number of current financial members as at 30th October 2017: 257

Years: 2018-2021 updated 30 October 2017

Cost Centre: 466-1-01

Process:

Please complete your draft Business & Operational Plan and forward it to your PNA for review and feedback by **30th November**.

PNA to clarify any issues arising by **7th December** and will forward plans to the Associate Professional Services Manager, copied to Manager Nursing and Professional Services by **13th December**. The managers will review all annual plans and discuss outstanding queries by **16th December**. Meeting and associated core costs will be calculated and entered into a spreadsheet by the Business Improvement Manager. The core funding and financial

reserves policy will be applied based on the February financial statements. The figure will be entered in the NZNO draft budget that shall be presented for adoption at the **February 2018 Board of Directors meeting**. Payments shall be made in two lump sums, June & October 2018. A copy of the budget spreadsheet shall be forwarded with the initial payment advice.

The objectives are subject to the achievements made in the previous year and the recognition of, and response to, any new issues that may arise in the Respiratory environment.

Overview of Committee

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

Name of committee member	Committee role	Region where located
Mary Gluyas	Chair	Ashburton
Carol George	Symposium / Newsletter Editor from 2018	Levin
Laura Campbell	Secretary/Website	Auckland
Dawn Acker	Membership / Shadow Treasurer	Southland – Invercargill
Sharon Hancock	Treasurer	Palmerston North
Michelle Hopley	Newsletter Editor	Te Aroha
Marilyn Dyer	Submissions/ Deputy Chair/ Co-editor 2018	Kaitaia
Mary Cox	Committee member	Kaitaia
Annette Bradley-Ingle	PNA – NZNO	Hamilton

Membership participation on national/international external working groups

Members name	Email address	Name of working party and the host organisation	Status of national group
Betty Poot	betty.poot@huttvalleydhb.org.nz	EAG Asthma Foundation of NZ Lecturer –Victoria University	
Deborah Box	dbox@sdchb.health.nz	Nurses Group Representative and conference convenor TSANZ Secretary TSANZ	
Sara Mason	Sara.Mason@hawkesbaydhb.govt.nz	EIT Health and Science Committee Hawke’s Bay Credentialing committee	

		Regional council Co-convener HBDHB	
Sally Powell	Sally.powell@cdhb.health.nz	Co-Chair Nurses Education Sub-Committee ASA (Australasian Sleep Association)	
Sue Ward	Susanne.ward@hbdhb.govt.nz	NZ Representative World COPD Foundation	
Jenny McWha		Co convenor for TSANZ	

Long Term Objectives identified in long term strategic plan; the themes of improved health outcomes, skilled nurses, strong workforce and effective organisation.

Objectives	Outcomes
1. To have respiratory health acknowledged as a priority in New Zealand - this aligns with the strategic plan objective – Improved Health outcomes	<p>Moving forward NZNO College of Respiratory Nurses will aim to have a committee member involved in update of Te Ha Ora: Breath of life, National Respiratory Strategy</p> <p>With the election of a new Government take the opportunity to re-introduce the Respiratory College and outline the work we do to the new Health Minister and other relevant MPs. Remind them we are a body that likes to be consulted with on any aspects that affect the respiratory health of New Zealanders</p> <p>Support the work of those legitimate parties that are developing the respiratory health indicators, acknowledging respiratory disease as a priority in New Zealand</p>
2. Ensuring collaboration with internal and external stakeholders,	Continue to approach and offer support and collaboration to groups with similar health philosophies and priorities – e.g. TSANZ, Australasian Sleep Association,

<p>this aligns with the strategic plan objective – Improved Health outcomes</p>	<p>Asthma and Respiratory Foundation, Lung foundation NZ, Asthma NZ, reporting activities back to membership through Airways, Kai Tiaki, our webpage and through membership emails. Contribute to and/or formulate submissions made to PHARMAC and MOH as relevant.</p>
<p>3. Building capacity within the Respiratory Nursing Executive Committee – this aligns with the strategic plan objective – effective organisation</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, New Zealand as much as possible. Assign and share roles within the Committee and undertake Committee education provided by NZNO as available, building links to all areas of New Zealand, building knowledge of NZNO and Committee processes and goals and ensuring succession planning for the Committee. The Committee will make efforts to be more involved at a national level on more national advisory groups and committees</p>
<p>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</p>	<p>Encourage associate membership with allied health to encourage interdisciplinary learning through direct contact, word of mouth and via website, newsletter and Kai Tiaki advertising</p> <p>Continue to provide Scholarships for our members to attend educational events Continue to provide educational material through “Airways” which is published 3 times a year and SNIps which has been distributed for the first time this year and which we are in the process of reviewing.</p> <p>The two yearly symposium will continue and planning is well underway for 2018 symposium in April</p> <p>Published “Knowledge and skills framework” for reference and standards of care. Going forward we will actively promote its use and showcase how it can be used in an effort to promote respiratory best practice through modelling it’s use in our own care delivery, word of mouth and via website, newsletter and Kai Tiaki advertising.</p> <p>Promoting that nurses can now belong to 3 NZNO colleges or sections</p>
<p>5. Maintain College Status - aligns with effective organisation</p>	<p>Maintain 3 publications of “Airways” Maintain up to date “Knowledge and Skills Framework”</p>

Encourage membership growth Encourage participation at national and international levels

2016-2017

List your College/Section achievements, major issues or changes in the 2016-2017 (current) year:

Objectives	Outcomes/comments
Respiratory Knowledge and Skills framework	<ul style="list-style-type: none"> Completed end 2016. Associated costs in time and personnel resources.
Bi- Annual Symposium 2016 in Hamilton	<ul style="list-style-type: none"> Completed April 2016 Ran at profit.
Transitioning from a Section to a College	<ul style="list-style-type: none"> Completed and formal board approval gained in Feb 2017 and celebrated at AGM
Objectives 1 – 5 in the section above comprise core activities for the respiratory college and activity in these areas is ongoing as part of the longer term strategic plan.	<ul style="list-style-type: none"> Points 1-5 are usual business and are ongoing objectives. <ul style="list-style-type: none"> Educational and best practice guidelines are available on the website Consulted on Paediatric Asthma guidelines <p>Changes to Respiratory College rules now allows for student nurses who are NZNO members to join the College</p>
Promote updated Respiratory Knowledge and Skills framework (KSF)	<ul style="list-style-type: none"> Completed August 2015 & 2016 at TSANZ. Costs of conference attendance where promotion took place remained within budget. Article published in Kai Tiaki regarding use of KSF
Section to College transition (reserve funding)	<ul style="list-style-type: none"> Updated Logo and flyers completed within cost, website update underway
Promoting respiratory health as a priority	<p>The Respiratory Committee had significant input into Te Hā Ora: Breath of Life, National Respiratory Strategy, November 2015. This document acknowledges Te Tiriti o Waitangi and the burden of Respiratory disease amongst Maori and Pacific and low income New Zealanders. This document is available on the website for all members to read.</p> <p>NZNO College of Respiratory Nurses lobbied political parties prior to the Election in 2017 in an effort to raise awareness of respiratory health</p>

	Members of the Respiratory College published in Kai Tiaki this year in a special Respiratory issue – we addressed respiratory nurses roles – the committee – aspects of respiratory disease – and how to use the Knowledge and Skills framework and nurse prescribing
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Has your college/section had any achievements/successes in this last financial year over and above your planned activity?

<ul style="list-style-type: none"> • Successfully managed unplanned exits from the Committee due to illness. • Successfully undertook unplanned visits to lobby MPs pre- Election

2017-2018

Objectives for the 2017-2018 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 to 2017 to 31st March 2018

Objective	Steps to achieve objective
Objectives 1 – 5 in the first objectives section comprise core activities for the respiratory college, and activity in these areas is ongoing as part of the longer term strategic plan.	<ul style="list-style-type: none"> • See above • With the change in Government rewrite to Minister of Health re our organisation and raise awareness of respiratory Health
Symposium 2018	<ul style="list-style-type: none"> • Subcommittee - this is on task with planning • Topic, region and speakers arranged • Budgets set with NZNO approval • Sponsorship arranged • Advertising symposium flyers to the local and wider district • Advertised through Airways and on section webpage

Promotional drive to highlight College	<ul style="list-style-type: none"> • Printing costs for new college promotional material • Introductory letter to new Minister of Health, MPs and other national groups • Slot at symposium to highlight College of Respiratory Nurses • Encourage associate membership with allied health
Full re-design and modernisation of Website	<ul style="list-style-type: none"> • Near completion
Establishment of formal scholarship fund	<ul style="list-style-type: none"> • Plans to increase promotion of scholarships in place
Work on endorsement of Pulmonary rehabilitation guidelines	<ul style="list-style-type: none"> • Completed – will provide link on website
To be more involved at a national level with other national bodies and have input into national level guidelines	<ul style="list-style-type: none"> • Chair has written a College introductory letter to various national organisations expressing our interest in collaborating with them on national strategy – this will be continued on an annual basis

Reserve funding objectives for 2017-2018:

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
Promote scholarship Fund	Advertised in Airways and on the website Review this new initiative at AGM Advertise on the NZNO scholarships page Email out to membership	\$2500 per annum (total scholarship dollars that can be awarded per annum)
Total revision of Website to align with new College status		Up to \$2000 for initial revamp if required
Provide “SNIPS” as a means of education for members of the college	Email college members each month “SNIPs” as compiled by SNIP(Stopforth nursing information service)	\$800.00

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

<u>Dates</u> 2017	Meeting type: teleconference, webex, face to face, videoconference	Number of committee attending	Location	Duration of meeting e.g. 1day, 1 hour
June 12th	Teleconference	8	phone	1 -2 hours
September 4th	Teleconference (remits)	8	phone	1 – 2 hours
October 30/31st	Face to Face	8	Wellington	2 day
February 12 th 2018 (Considered part of the 2017 financial year)	Teleconference (pre- symposium)	8	phone	1-2 hours

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.

2018-2019

Objectives for the 2018-2019 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 to 2018 to 31st March 2019

Objective	Steps to achieve objective
Objectives 1 – 5 in the first objectives section comprise core activities for the respiratory College, and activity in these areas is ongoing as part of the longer term strategic plan.	<ul style="list-style-type: none">• We will continue with the steps outlined in our long term goals
Symposium 2018 (including 2018 AGM)	<ul style="list-style-type: none">• Final stages and running of symposium all committee members to help out on the day
Preparation for AGM which is held in 2019 SIREF conference	<ul style="list-style-type: none">• As per usual steps
Plan and prepare for 2020 symposium	<ul style="list-style-type: none">• Compile feedback from 2018 symposium to assist in planning of 2020 symposium

Reserve funding objectives for 2018-2019:

Your objectives for member development/engagement and/or college 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
Continuation of Formal scholarships	•	\$2500.00
Review and potential continuation of SNIPS	• Quarterly payments	\$800.00
Symposium funding (2018 Wellington- possible funding shortfall)	•	Est \$20,000
Promotional pamphlets	• Diana to get quotes re professional printing	(approx. \$300)
Committee attendance at 2019 AGM/SIREF	•	\$ 5500
Miscellaneous costs	• Unforeseen travel (ie to meet MPs as per 2017)	\$2000.00

NB There will be unavoidably two AGMs in one financial year.

Committee meetings & AGM/Conference planned for 2018-2019 financial year (April 1st – March 31st):

April 12 th & 13 th 2018	Symposium and AGM (Pre-AGM meeting)	8	Wellington	2 days (1 ½ hours AGM)
June 11 (New Committee) strategic plan	Face to Face	8	Wellington	1 day
September 3 rd (remits)	Teleconference	8	phone	1-2 hours
November 12th (AGM planning)	Teleconference	8	Phone	1-2 hours
February 2019	Face to Face SIREF/AGM	8	Christchurch	2 day (1 ½ hours AGM)

NB There will be unavoidably two AGMs in one financial year.

2019-2020

Objectives for the 2019-2020 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 to 31st March

Objective	Steps to achieve objective
Objectives 1 – 5 in the first objectives section comprise core activities for the respiratory College, and activity in these areas is ongoing as part of the longer term strategic plan.	•
Symposium 2020 (Palmerston North -TBC)	•
Review of Knowledge and Skills Framework	• Likely to require sub-committee for this large piece of work
Consider expansion of scholarship programme	•

Reserve funding objectives for 2019-2020:

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
Continuation of review of Scholarships	• •	\$2500
Symposium 2020 in Palmerston North	• •	\$20,000 (estimate from previous symposium costs)
K&S Framework Sub-Committee work	• •	\$5000

Committee meetings & AGM/Conference planned for 2019-2020 financial year (April 1st – March 31st):

Dates To be confirmed	Meeting type: teleconference, WebEx, face to face, videoconference	Number of committee attending	Location	Duration of meeting e.g. 1day, 1 hour
2019				
March 8th	Teleconference(new members)	8	Phone	1-2 hours
May 6th	Face to Face	8	Wellington	2 days
August 29 th (Remits)	Teleconference	8	Phone	1-2 hours
November 25 th (Symposium planning)	Teleconference	8	phone	1-2 hours
January 20 th (Symposium planning)	Teleconference	8	phone	1-2 hours
March (2020)	Symposium/AGM (Palmerston North –TBC)	8	Palmerston North	2 day

2020-2021

Objectives for the 2020-2021 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
Objectives 1 – 5 in the first objectives section comprise core activities for the respiratory College, and activity in these areas is ongoing as part of the longer term strategic plan.	•
Symposium& AGM 2020 (PN -TBC) and SIREF/AGM 2021	•
Continue review of Knowledge and Skills Framework	• Sub-committee should complete this work mid 2020
Continue scholarship programme	•

Reserve funding objectives for 2020-2021:

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
Continuation of Scholarships	•	\$3500
Symposium PN March 2020 and Committee attendance at SIREF for AGM, Feb 2021 (Christchurch)	• •	\$25,500 (estimate from previous symposium costs)
K&S Framework Sub-Committee work	• •	\$7500

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

Dates To be confirmed	Meeting type: teleconference, WebEx, face to face, videoconference	Number of committee attending	Location	Duration of meeting e.g. 1day, 1 hour
2020				
May 6th	Face to Face	8	Wellington	2 days
July 6th	Teleconference	8	Phone	1-2 hours
August 29 th (Remits)	Teleconference	8	Phone	1-2 hours
November 25 th (Symposium planning)	Teleconference	8	phone	1-2 hours
February (2021)	SIREF/AGM	8	TBC	2 day

NB There may at times be two AGMs in one financial year.

APPROVAL ANNUAL PLAN 2018-2021

Name	Position	Signature	Date
Mary Gluyas	Chair		
Sharon Hancock	Treasurer		
Annette Bradley- Ingle	PNA		
Hilary Graham-Smith	Associate Professional Services Manager		
Jane MacGeorge	Manager Nursing & Professional Service		
Final Received by Anne Bainbridge	Business Improvement Manager		