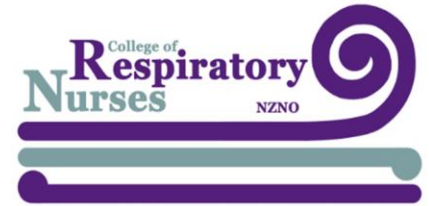


# NZNO Colleges and Sections Annual Business and Operational Plan

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*Hongihongi te rangi hou'*  
*'Smell the fresh air'*

## College of Respiratory Nurses, NZNO

Number of current financial members as at 30<sup>th</sup> October 2018: 309  
Years: 2019-2022 updated 30 October 2018

Cost Centre: 466-1-01

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### 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	Newsletter Editor	Levin
Laura Campbell	Secretary/Website	Auckland
Dawn Acker	Membership / Shadow Treasurer	Southland – Invercargill
Sharon Hancock	Treasurer	Palmerston North
Nicola Corna	Shadow secretary/website	Auckland
Marilyn Dyer	Deputy Chair/ Co editor	Kaitaia
Mary Cox	Submissions	Whangarei
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	
Nikola Ncube	Nikola.ncube@waitematadhb.co.nz	Secretary for TSANZ NZ	
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	Jenny.Mcwha@cdhb.co.nz	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.**

<b>Objectives</b>	<b>Outcomes</b>
<p>1. To have respiratory health acknowledged as a priority in New Zealand - this aligns with the strategic plan objective – Improved Health outcomes</p>	<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 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 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>
<p>2. Ensuring collaboration with internal and external stakeholders, this aligns with the strategic plan objective – Improved Health outcomes</p>	<p>Continue to approach and offer support and collaboration to groups with similar health philosophies and priorities – e.g. TSANZ, Australasian Sleep Association, Asthma and Respiratory Foundation, Lung foundation NZ, Asthma NZ, reporting</p>

	<p>activities back to membership through Airways, Kai Tiaki, our webpage and through membership emails.</p> <p>Contribute to and/or formulate submissions made to external bodies for example, Pharmac and MOH as relevant.</p>
<p>3. Building capacity within the College of Respiratory Nurses NZNO National 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.</p> <p>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.</p> <p>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>Ongoing review and commitment to the Knowledge and Skills Framework and continuing promotion of the framework.</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</p> <p>The two yearly symposium will continue and planning is well underway for 2020 symposium</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>

5. Maintain College Status - aligns with effective organisation.	Maintain 3 publications of "Airways" Maintain up to date "Knowledge and Skills Framework" Encourage membership growth Encourage participation at national and international levels
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## 2017-2018

<b>List your College/Section achievements, major issues or changes in the 2016-2017 (current) year:</b>	
<b>Objectives</b>	<b>Outcomes/comments</b>
Maintain medication safety regarding inhaler colours	<ul style="list-style-type: none"> <li>• Encouraged membership to report via CARM issues with inhaler confusion</li> <li>• Wrote to Pharmac and Medsafe re this issue (Inhaler colours currently being reviewed)</li> </ul>
Bi- Annual Symposium 2018 in Wellington	<ul style="list-style-type: none"> <li>• Completed April 2018</li> <li>• Ran at profit.</li> <li>• This was our major focus for 2018</li> </ul>
Maintained college status	<ul style="list-style-type: none"> <li>• Continued to maintain membership and national level input</li> <li>• Website updated to reflect college status</li> </ul>
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"> <li>• Points 1-5 are usual business and are ongoing objectives.</li> <li>• Educational and best practice guidelines are available on the website</li> <li>• Consulted on Paediatric Asthma guidelines</li> <li>• Changes to Respiratory College rules now allows for student nurses who are NZNO members to join the College</li> </ul>
Wrote to government outlining respiratory health priorities	<ul style="list-style-type: none"> <li>• letters sent to new Minister of Health David Clarke</li> </ul>
Continue to increase knowledge among college membership	<ul style="list-style-type: none"> <li>• Continue with SNiPS</li> <li>• Survey monkey done and memberships have found SNiPS helpful</li> </ul>
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.</p>

	<p>This document is available on the website for all members to read.</p> <p>NZNO College of Respiratory Nurses lobbied current Minister of Health in an effort to raise awareness of respiratory health</p> <p>Actively recruiting new membership – had a substantial influx following our symposium in 2018</p>
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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"> <li>• Successfully managed unplanned exits from the Committee due to illness.</li> </ul>
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## 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"> <li>• See above</li> </ul>
Symposium 2020	<ul style="list-style-type: none"> <li>• Begin early preparations</li> <li>• sub committee</li> <li>• venue and speakers</li> <li>• budget</li> </ul>
Promotional drive to highlight College	<ul style="list-style-type: none"> <li>• Complete advertising brochure</li> <li>• Printing costs for new college promotional material</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage associate membership with allied health</li> </ul>
Ongoing maintenance of website to maintain currency	<ul style="list-style-type: none"> <li>• regular review and suggestions</li> </ul>
Maintain formal scholarship fund	<ul style="list-style-type: none"> <li>• Increased amount available and reduced number of scholarships</li> <li>• Continue promotion of this service</li> </ul>
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"> <li>• 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 as leadership changes occur within these organisations</li> </ul>
Put forward a case for national funding of pneumococcal vaccine for at risk respiratory patients	<ul style="list-style-type: none"> <li>• Gather latest research</li> <li>• Formulate case to present to Pharmac</li> </ul>
Preparation for AGM which is held in 2019 SIREF conference	<ul style="list-style-type: none"> <li>• As per usual steps</li> </ul>

## 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
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)
Promote college	Printing of brochures promoting college	\$500.00
Provide "SNIPS" as a means of education for members of the college	Email college members each month "SNIPs" as compiled by SNIPS (Stopforth nursing information service)	\$800.00

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

<b><u>Dates</u> 2018</b>	<b>Meeting type: teleconference, webex, face to face, videoconference</b>	<b>Number of committee attending</b>	<b>Location</b>	<b>Duration of meeting e.g. 1day, 1 hour</b>
AGM (Symposium) April 12- 13 <sup>th</sup> 2018	face to face	8	Wellington	2 days
June 12 <sup>th</sup> 2018	face to face	8	Wellington	1 day
September 4 <sup>th</sup> 2018	teleconference (remits)	8	phone	1-2 hours
September 18-20 <sup>th</sup> 2018	Face to face (NZNO AGM)	2	Wellington	3 days
November 12 <sup>th</sup> 2018	Face to face	8	Wellington	1 day
February 14-15 <sup>th</sup> 2019 AGM (SIREF)	face to face	8	Christchurch	2 days

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

**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.**



# 2019-2020

## Objectives for the 2019-2020 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"><li>• We will continue with the steps outlined in our long term goals</li></ul>
Symposium 2020 (including 2020 AGM)	<ul style="list-style-type: none"><li>• Final stages and running of symposium all committee members to help out on the day</li></ul>
Review knowledge and skills framework	<ul style="list-style-type: none"><li>• Along TSANZ review and amend KSF as applicable</li></ul>
Plan and prepare for 2022 symposium	<ul style="list-style-type: none"><li>• Compile feedback from 2020 symposium to assist in planning of 2022 symposium</li></ul>

## Reserve funding objectives for 2019-2020:

### 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	<ul style="list-style-type: none"> <li>•</li> </ul>	\$2500.00
Review and potential continuation of SNIPS	<ul style="list-style-type: none"> <li>• Quarterly payments</li> </ul>	\$800.00
Symposium funding (2020 Whangarei - possible funding shortfall)	<ul style="list-style-type: none"> <li>• Anticipating increased costs due to location</li> </ul>	Est \$25,000
Review KSF	<ul style="list-style-type: none"> <li>• Extra face to face meeting may be required</li> <li>• Sub-committee will likely be required for this large piece of work</li> </ul>	\$5000.00
Miscellaneous costs	<ul style="list-style-type: none"> <li>• Unforeseen travel ( ie to meet MPs as per 2017)</li> </ul>	\$2000.00

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

April 8 <sup>th</sup> 2019	Face to Face	8	Wellington	1 day
June 10 <sup>th</sup> 2019	Teleconference	8	phone	1-2 hours
August 29th (remits)	Teleconference	8	Phone	1-2 hours
September 2019	NZNO AGM & conference	2	Wellington	3 days
21 <sup>st</sup> – 22 <sup>nd</sup> October 2019	face to face (symposium planning) KSF, Annual plan	8	Wellington	2 day
January 20th 2020	teleconference	8	phone	1-2 hours

# 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 2020 Whangarei	•
Lobby new government re respiratory targets and initiatives	This is an election year and potentially there may be a new government
Consider expansion of scholarship programme	•
Review of SNiPS	•
Consider survey monkey of membership to see if we are meeting there needs and suggestions on how respiratory college can serve them best	•

## 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	<ul style="list-style-type: none"> <li>• Likely increased amount will be required due to location</li> <li>•</li> </ul>	\$25,000 (estimate from previous symposium costs)
K&S Framework Sub-Committee work continuation	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	\$5000

### 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 committee attending</b>	<b>Location</b>	<b>Duration of meeting e.g. 1day, 1 hour</b>
2020				
April 2-3 <sup>rd</sup> 2020	Symposium/ AGM	8	Whangarei	2 days
June 8 <sup>th</sup> 2020	Face to Face	8	Wellington	1 days
September 7 <sup>th</sup> (Remits) SEPTEMBER NZNO AGM & CONFERENCE	Teleconference Face to Face	8 2	Phone Wellington	1-2 hours 3 days
November 9 <sup>th</sup>	Teleconference	8	phone	1-2 hours
February SiREF /AGM 2021	face to face	8	Christchurch	1-2 hours
(Extra meeting may be required for KSF)	Face to face	8	Wellington	1 day

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

# 2021-2022

## 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.	•
	•
Continue SNiPS	•
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

Continuation of SNiPS	• •	\$1000.00
	• •	

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

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
2021				
May 10th	Face to Face	8	Wellington	2 days
July 5th	Teleconference	8	Phone	1-2 hours
September 6 <sup>th</sup> (Remits) SEPTEMBER NZNO AGM & CONFERENCE	Teleconference Face to Face	8 2	Phone Wellington	1-2 hours 3 days
November 8 <sup>th</sup> (symposium planning)	face to face	8	Wellington	1 day
January 24 <sup>th</sup> (2022)	Teleconference	8	phone	1-2 hours

### 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		
Hilary Graham-Smith	Manager Nursing & Professional Service (Acting)		
Final Received by Anne Bainbridge	Business Improvement Manager		