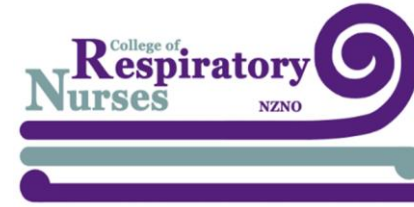


# NZNO Colleges and Sections Annual Business and Operational Plan

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

## College of Respiratory Nurses, NZNO

Number of current financial members as at 28 July 2020: 302

Years: 2020-2023 updated 28 July 2020

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 ..TBA . Payments shall be made in two lump sums. 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
Marilyn Dyer	Chair/Symposium	Kaitaia
Susan Jones	Newsletter Editor	Hamilton
Nicola Corna	Secretary	Auckland
Teresa Chalecki	Treasurer	Christchurch
Karen Vis	Deputy Chair	Blenheim
Jill West	Submissions	Wellington
Moira Haycock	Membership	Auckland
Vineeta Prasad	Website	Auckland
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, ARF - National COPD working party TSANZ Co-convenor Nurse SIG PHARMAC Inhaler EAG	
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	

		NZNO HB 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	
Nicola Corna	nicola.corna@middlemore.co.nz	ARF National COPD guidelines group	
Teresa Chalecki	teresa@canbreathe.org.nz	SIREF Chair PHARMAC Inhaler EAG	
Susan Alexander	susan.alexander@ccdhb.org.nz	Nurse rep TSANZ	
Susan Jones	Susan.jones3@waikatodhb.health.nz	ARF EAG	

**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>
1. To have respiratory health acknowledged as a priority in New Zealand - this aligns with the strategic plan objective – Improved Health outcomes	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  With every change in Government take the opportunity to introduce the

	<p>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 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</p>

	<p>3 times a year and SNiPs</p> <p>The two yearly symposium will continue and planning is anticipated for 2022 pending Covid outcomes.</p> <p>Published updated 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, TSANZ, NEdNZ, Nurse Executives, Primary Health College 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"</p> <p>Maintain up to date "Knowledge and Skills Framework"</p> <p>Encourage membership growth</p> <p>Encourage participation at national and international levels</p>
<p>6. The College will be responsive to significant challenges or threats to respiratory health in New Zealand.</p>	<p>Recognising and responding promptly to keep College members informed and updated regarding the particular situation/ threat or challenge.</p> <p>Provide access to the most current resources available which will inform best nursing practice.</p> <p>Be an avenue for advice and support via the website, Airways, Kai Tiaki and committee members whichever is most relevant in the situation.</p> <p>Collect the experiences of those involved in order to inform best practice moving forward.</p>

# 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 – 6 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> <li>E-cigarettes/vaping position paper to be formulated and presented to Ministry Of Health * Contributed to submission on this</li> <li>Survey resigning members from College *this was done</li> <li>Survey members re continuation for provision of SNiPS *done minuted July</li> <li>Seek feedback from submissions made from NZNO</li> </ul>
Symposium 2020 Whangarei	Final stages and running of symposium all committee members to help out on the day * cancelled due to covid pandemic
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	<ul style="list-style-type: none"> <li>Depending on College funds</li> </ul>
Review of SNiPS	<ul style="list-style-type: none"> <li>Survey members * done</li> </ul>
Consider survey monkey of membership to see if we are meeting there needs and suggestions on how respiratory college can serve them best	<ul style="list-style-type: none"> <li>Survey members</li> </ul>
Plan and prepare for 2022 symposium (Whangarei)	<ul style="list-style-type: none"> <li>Planning of 2022 symposium depending on covid environment</li> </ul>
AGM 2021 in Christchurch in conjunction with SIREF	<ul style="list-style-type: none"> <li>Plan AGM - Date TBA</li> </ul>
Formulate statement to inform nurses about marijuana effects	<ul style="list-style-type: none"> <li>Publish into Kai Tiaki, add to Airways, attach to College website</li> </ul>

## 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	<ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>	\$2500 \$3500 updated 28/7/20
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>):

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				
April 16/17 2020	Symposium/ AGM	8	Whangarei	2 days *cancelled due to covid
11 May 2020	Zoom	8	By phone	1 hour
27/28 July 2020	Face to Face + AGM	8	Wellington	2 days
18 August 2020 C & S day	f-f	2	Wellington	1 day
September 17 <sup>th</sup> (National NZNO SEPTEMBER AGM & CONFERENCE)	Zoom	8	Phone Wellington	1 hours
19 October	Zoom	8	phone	1 hour
7 December 2020	Face – to- face	8	Wellington	1day
February SiREF /AGM 2021	face to face	8	Christchurch	2 days

# 2021-2022

## Objectives for the 2021-2022 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 – 6 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> <li>Survey resigning members from College</li> <li>Seek feedback from submissions made from NZNO</li> <li>Keep lobbying current government around respiratory relevant issues eg vaping</li> </ul>
Plan and prepare for 2022 symposium (Whangarei)	<ul style="list-style-type: none"> <li>Symposium theme, committee, etc</li> </ul>
Continue SNiPS	<ul style="list-style-type: none"> <li></li> </ul>
Continue scholarship programme	<ul style="list-style-type: none"> <li>Funding made available for this – to review amount annually</li> </ul>

## Reserve funding objectives for 2021-2022:

**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	<ul style="list-style-type: none"> <li></li> <li></li> </ul>	\$3500



Continuation of SNiPS	• •	\$1000.00
Symposium funding	• •	\$25000

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

# 2022-2023

## Objectives for the 2022-2023 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 – 6 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> <li>Survey resigning members from College</li> <li>Seek feedback from submissions made from NZNO</li> <li>Keep lobbying current government around respiratory relevant issues eg vaping</li> </ul>
Plan and prepare for 2024 symposium (TBA)	<ul style="list-style-type: none"> <li>Symposium theme, committee, etc</li> </ul>
Continue SNiPS	<ul style="list-style-type: none"> <li>Depending on member survey</li> </ul>
Continue scholarship programme	<ul style="list-style-type: none"> <li>Funding made available for this – to review amount annually</li> </ul>

## Reserve funding objectives for 2022-2023:

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	<ul style="list-style-type: none"> <li></li> <li></li> </ul>	\$4500

Continuation of SNiPS	• •	\$1200.00
Symposium funding 2024	• •	\$25000

**Committee meetings & AGM/Conference planned for 2022-2023 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>
AGM April / symposium	Face – to - face	8	TBA	2 days
July 5th	Face-to-face	8	Wellington	1 day
September 6 <sup>th</sup> (Remits) SEPTEMBER NZNO AGM & CONFERENCE	Zoom Face to Face	8 2	Phone Wellington	1 hours 3 days
November 8 <sup>th</sup>	Zoom	8	phone	1 hour
January 24 <sup>th</sup> (2023)	Zoom	8	phone	1 hours

**APPROVAL ANNUAL PLAN 2020-2023**

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<b>Name</b>	<b>Position</b>	<b>Signature</b>	<b>Date</b>
Marilyn Dyer	Chair		
Teresa Chalecki	Treasurer		

Annette Bradley- Ingle	PNA		
	Associate Professional Services Manager		
	Manager Nursing & Professional Service (Acting)		
	Business Improvement Manager		