



Women's Health College National Committee Meeting

Tues 3rd & 4th November 2020

Present:	Denise Braid Susan Rae Robyn Kemp Jill Lamb Janice Grant Lauren Moore Cath Gilmore Acting WHC PNA	Apologies: Trudy Galer Tracey McLeod
AGENDA ITEMS	Discussion	Action & Responsibility
Previous Minutes	Minutes true and correct Proposed: Janice Grant Seconded: Denise Braid	
Matters arising	Refer General Business these meeting minutes	
Inward communication	<ol style="list-style-type: none"> 1. Email from CDHB CNS Sue Morel asking for 2. Email from Kate Weston re "Draft national contraception guidelines for endorsement" 3. Mary Dreaver Lecture with Dr Siouxie Wiles 	<p>PNA Cathy Gilmore to f/u with Sue directly re options</p> <p>Susan to email to Cathy to follow up re process for NZNO endorsement.</p> <p>Susan to email to Sally to send to distribute to membership.</p>

	<p>4. Ethics for Abortion Survey</p> <ul style="list-style-type: none"> - 2nd trimester abortion care survey – email to membership 	Susan to email to Sally to send to distribute to membership.
Chairperson report	<p>Focus currently on Nurse Hysteroscopist Standards</p> <p>2021 Conference confirmed as 20-22 May 2021 in Dunedin.</p>	
Treasurers report	<p>Balance accounts as at 3/11/20</p> <ul style="list-style-type: none"> - Conference Account - \$4790.27 - Contingency account - \$14,789.00 - Education Account - \$18019.73 - Working Account - \$9863.41 <p>Gemma Sword reimbursed education fund for cancelled conference registration funding.</p> <p>Payments since last meeting:</p> <ul style="list-style-type: none"> - \$620.60 – Committees Airfares to Nov meeting - \$31.20 – Shuttle from Airport to NZNO <p>Still have \$121.80 Air New Zealand credits which Robyn will use for the Feb 2021 meeting</p> <p>Robyn needs to purchase:</p> <ul style="list-style-type: none"> - Feb 2021 Committee meeting airfares - Approved: Jill Lamb - Seconded: Janice Grant <p>Proposed: Denise Braid Seconded: Jill Lamb</p>	

PNA Report	<p>NZNO about to start holding Hui's to discuss findings of independent report commissioned after last MECA negotiations.</p> <p>Biggest thing for PNCs at the moment are CCDM (Care Capacity Demand Management) to meet safe staffing. Some DHBs will not meet this deadline.</p> <p>Issues currently with New Graduates on NETP programmes with competency issues and nurses with code of conduct issues ending up at NZNC.</p> <p>Current DHB MECA now expired - negotiations ongoing. As are Primary Healthcare MECA.</p>	
Membership Report	<p>Excerpt from email from Trudy Galer who was unable to attend related to membership numbers:</p> <p><i>"I had discussed at the last meeting performing a reconciliation on the membership numbers since I have been in the role of membership. The last copy of full membership I received showed the membership until the 1st July 2020 so I have reconciled the new membership and resignations I have received from March 2019 until the 1st July 2020 with the spreadsheet supplied by the NZNO and found no anomalies so have concluded that the discrepancy in numbers has been historical as we had originally thought."</i></p> <p>Report: 8 New Members 2 Resignations Membership at May 2020 meeting = 519</p> <p>Total membership at 28/10/20 = 525</p>	


	<p>The membership spreadsheet sent by Sally Chapman has the membership at 512.</p> <p>Cathy feedback that this is historical issue that relates to multiple people being involved in the process of keeping these spreadsheets accurate – unsure how this can be fixed.</p>	
Education Fund	<p>Nil Applications.</p> <p>Discussion that applications for the 2021 Conference must be received by 10/2/21 to be considered at the Committee February meeting. No late applications will be considered.</p>	Janice to include in the Christmas 2020 Newsletter
Newsletter	Janice to put final 2020 Newsletter out before Christmas	Janice to publish Newsletter before Christmas 2020.
Conference 2021	<p>Excerpt from email from Trudy Galer who was unable to attend related to membership numbers:</p> <p><i>"We are all go for the conference on the 20th-22nd May 2021. The program, name and theme etc is the same as the 2020 program and all facilities just reinstated. So far no changes but we'll get the flyer etc out by the end of the year".</i></p>	Janice to include in the Christmas 2020 Newsletter
GENERAL BUSINESS		
Taxi Card	<p>Sally Chapman distributed Taxi cards to Committee Members who live outside of Wellington.</p> <ul style="list-style-type: none"> - Robyn Kemp – Taxi card given - Jill Lamb – Taxi card given 	Committee Members to return these to Sally on resignation from committee.

	<ul style="list-style-type: none"> - Janice Grant – Taxi card declined - Susan Rae – Taxi card declined - Denise Braid – no card given as lives in Wellington - Trudy Galer - no card given as not present at meeting - Lauren Moore – no card given as previously mailed card on commencement 	
WHC Logo & Whakatauki	Still waiting to hear back from Kate Weston about Kerri Nuku's response re this	Cathy Gilmore to f/u with Kate Weston and feedback to committee.
Feedback re NZNO Zoom Conference & AGM	Committee members unable to attend so unable to provide feedback.	
Feedback NZNO College & Sections Day	<p>Committee members unable to attend</p> <p>Feedback from this day was sent to Cathy Gilmore.</p>	Cathy Gilmore to distribute feedback to committee members
2021 Committee Meeting dates	<p>2021 Dates</p> <ul style="list-style-type: none"> - Tuesday 23rd February 2021 - Thursday 20th May 2021 - Tuesday 27th July 2021 - Tuesday 19th & Wednesday 20th Oct 2021 <p>2022 Dates</p> <ul style="list-style-type: none"> - 22nd Feb 2022 	
Regulatory Assurance Team - Abortion Services	<p>Attended meeting: Tues 3rd Nov at 2.30pm</p> <p>Regulatory Assurance Team Manager Rob McHawk, and Senior Analysts Meryl Fraser and Andrea Babel in attendance, presented to the committee about the new</p>	Janice to include in the Christmas 2020 Newsletter

	<p>team of 6 at MoH who have oversight and monitoring of Abortion Services (amongst other things) in NZ.</p> <p>The workstreams for Abortion services are:</p> <ul style="list-style-type: none"> - Stakeholder engagement and communications - Policy, Legislation & Ministerial engagement - Abortion services standards and regulations - Medicines and medical devices - Service design and implementation (models of care / pathways) - Workforce - Consumer information - Data collection and reporting - Funding and accountability <p>They are keen to understand from the WHC</p> <ul style="list-style-type: none"> - the key issues / concerns /risks that these changes have created for our profession? - what plans do our organisations have to address these issues? - what support is required from the MoH. <p>Brief discussion from committee about some issues thus far ie: Nurses not being able to request USSs.</p> <p>Feedback / questions / issues / concerns can all be sent directly to the RAT at MoH directly at alr@health.govt.nz</p>	
Nurse Hysteroscopist (NH) Role / Standards	<p>Jill Lamb presented the Nurse Hysteroscopist Background document and first draft Nurse Hysteroscopist Standards for Training based on Nurse Colposcopist Standards.</p> <p>The UK have said that we can base our training on their training. Jill has a contact at Bradford University in UK</p> <p>Plan = ask for additional \$5K in Annual plan to put in place an accreditation process, likely a 1 year post</p>	

	<p>graduate course based on the UK accreditation process (which was put together by RCOG & BSE – British Society of Endoscopy).</p> <p>Meeting tomorrow with MoH to present background and seek support for the role of Nurse Hysteroscopist in NZ.</p>	
Nurse Hysteroscopist Role	<p>Meeting: Wed 4th Nov at 10.30am</p> <ul style="list-style-type: none"> • Pam Doole, Clinical Chief Advisor - Nursing, MoH. • Dr Tava Mudzamiri, CD – Gynaecology at Waikato DHB (via Zoom) • Dr Jo Knight, O&G SMO at Canterbury DHB (via Zoom) <p>Introduction by Chairperson Denise Braid followed by discussion about:</p> <ul style="list-style-type: none"> • Need for consistent / timely assess to diagnostic Hysteroscopy. Increasing numbers of Cancer diagnoses. Fits within FCTP. • Issues with Reg rostering – Outpatient Hysteroscopy a nice to go to sign off not must sign off • Need to have clear standardised standards and training rather than ad hoc training between DHBs. Despite much smaller numbers than in UK. • In UK use Nice GreenTOP guidelines and undergoing 12-month study/training period to complete qualification/credentialing. • Waikato process to OP Hysteroscopy currently – referred after OPA with SMO to OP Hysteroscopy then back to referring • Canterbury process to OP Hysteroscopy currently – take direct referrals or come from OPC 	

	<ul style="list-style-type: none"> • Pilot programme (self-directed learning and written case studies, case study discussion and competency sign off) with NP at Waikato DHB going well. Currently working through competency. Living document for competency's/ log book for cases and discussion re each. Doing diagnostic hysteroscopy with Reg doing therapeutic D&C part under GA. Feeling supported by SMOs. Nurse Colposcopist with lots of transferrable skills whereas others without this will need additional support. Plan to be trained by April 2021. • Minimal need for initial prescribing – as diagnostic only. Procedural meds –LA, Midazolam/Fentanyl (Could be a standard order as per current processes in some orders) or Ovestin / Mirena. • Discussion from Pam Doole re Nurse Endoscopists in NZ as comparison – initially CNS who need prescribing oversight – moved from CNS role to NP role more appropriate giving increasing need for prescribing. With Nurse Endoscopists it has come down to individual DHBs supporting individual nurses. Currently credentialled by each DHB. • What do we need from Chief Nurses Office? Documented approval and support for advanced practice role for a CNS (either with prescribing rights/ or on NP pathway) or NP to work as a Nurse Hysteroscopist. • How much input required from RANZCOG? Significant issues / weighting from Australian through RANZCOG. Historically Australian not supportive of Nurse Colposcopist. Need to be able to go to RANZCOG with NZ SMO support. 	
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	<ul style="list-style-type: none"> • Unable to give support today but useful to get further information about MoH departments this affects ie: cancer. • Pam Doole from MoH felt that this was exciting and there was clearly a supportive team and that she would talk to Chief Nurse re who she needs to talk to move • Is there a timeframe to work towards? Jill felt they could start July 2021. <p>Next steps:</p> <ul style="list-style-type: none"> - Jill Denise Lauren Cathy Tava & Jill to meet with ARA (Christchurch Polytechnic) next week to discuss setting up re education programme. - Present further documentation/evidence to MoH for review/approval. - Develop Standards and Guidelines with MoH support then present to NZNC for sign-off. 	
WHC Annual Plan 20/21 – 21/22.	Updated as per the attached document	<p>Susan to send to Cathy for review and approval</p> <p>Cathy to forward to Sally for saving</p> <p>Sally to publish to WHC webpage.</p>
WHC Strategic Plan 2021 - 2025	Updated as per the attached document	
<p>Chairperson Signature:</p> <p> 23/02/2021.</p>		