



THE PEAK PROFESSIONAL BODY
FOR NEONATAL NURSES IN AUSTRALIA

Forum MINUTES OF MEETING 7:30 PM Monday, 12 December 2022

1. Meeting open

Meeting Opened By Amy Curran at 7:30 PM

2. Attendance & Apologies

Attended

Amy Curran
Karen New (ex officio)
Kristin Hughes
Linda Ng
Margaret Broom
Nicol Franz
Sarah Neale
Shelley Reid

Apologies

Melissah Burnett
Samantha Lannan

Heather Taylor, Jennifer Dawson, Jo Sheils, Jacque Glazbrook, Jane Langford, Alicia Blake, Karen Walker, Wendy Carlish, Ursula Haack, Suza Trajkovski, Barbara Monk, Sara Jones, Patricia Lowe, Denise Harrison, Laura Briguglio, Gabrielle Kerslake, Emma Yeomans.

3. Acknowledgment

The Australian College of Neonatal Nurses would like to acknowledge the Australian Aboriginal and Torres Strait Islander peoples across the nation as the traditional custodians of the lands on which we live, learn and work, and honour elders past and present.

4. Confirmation of the minutes of the previous Forum

Moved by Patricia Lowe and seconded by Linda Ng.

Motions

[The minutes of the meeting held on 10 Oct 2022 were a true and accurate record.](#)

Status: Carried

Attachments

[2022-10-10 Minutes - Forum](#)

5. Business arising from the minutes of the previous Forum

None arising.

6. Finance

1. The Treasurer, Samantha Lannan was unable to attend, no report. The auditor's report requested by the NSW Office of Fair Trading was not available for members to approve, referred to the next forum.
2. Karen New is standing in as treasurer and reminded Branches and SIGs they may ask for a budget report.

7. Governance

Branch and SIG representatives were reminded that annual reports (by calendar year) are due to the Executive by 28 February. Karen New will send out reminders to all groups. SIGs are also required to review the scholarship categories and determine if still appropriate. All branch and SIG documents are available in Dropbox.

8. Branch Reports

1. ACT: Laura Briguglio reported celebrating World Prematurity Day in November, starting with a breakfast for night staff, then Stella Bella Beads provided a morning tea for families. Lunch was fully catered with presentations for about 8 nurses who won annual membership awards supplied by the branch committee lucky draw held on International Neonatal Nurses Day in August. Next week will be last meeting for the year and will elect the committee for next year as well as plan local events, starting in March.
2. NSW: Jo Sheils reported that the branch committee met with Jennifer Dawson from the Education SIG regarding an educational event at Broken Hill. Meeting in the next few days to complete annual report documents and elect the committee for 2023.
3. QLD: Wendy Carlish reported a meeting on 15 November by Zoom, gave four presentations from ACNN conference presenters. Elected the new committee, with all members continuing plus three new members.
4. SA: Sara Jones was not present at last meeting but reported that it was well attended with some new members and included a presentation on HIE by a local consultant.

9. SIG Reports

1. **Leadership:** Alicia Blake reported last meeting was the first for many so members were introduced to each other. Plan made for meeting times next year.
2. **Low Resource Countries:** Karen Walker reported that a small LRC delegation will visit Goroka in May to discuss future work there. Has been more discussion with TPA to continue education sessions once a month. Other work is in the South Pacific, looking at other countries such as Vanuatu, Solomon Islands and Tonga. Upcoming open meeting in May, featuring Hannah Skelton. Also considering potential speakers for the Adelaide conference.
3. **Neo-skin:** Emma Yeomans was unable to attend last meeting due to illness. Report given by Kristen Hughes. Open meeting but only committee attended therefore worked on resources to add to the website and planned for F2F meeting in January. Also began discussing a workshop to be held at the conference in 2023 or possibly 2024. Will finalise plans for Adelaide conference content, possibly similar to 2022.
4. **Education:** Jennifer Dawson reported a member of the SIG committee had requested an education event in Broken Hill. Following discussion with the Executive it was agreed that a working party would be set up by Jennifer, consisting of Jennifer (Education SIG), Amy Curran (Executive), Jo Sheils (NSW Branch), Chelsea Anderson (Broken Hill Health Service), Karen Walker (RPAH is the tertiary referral centre for Broken Hill Hospital) and a representative from SA. Jennifer will start working on this early next year, anticipating a date later in the year to fit in with local activity and weather conditions in Broken Hill. Working party to put together a proposal for the Executive to consider, including program, speakers and funding sources. There has been one meeting since the conference. All committee members continued with new members added. Discussing who to invite for the conference SIG meeting, considering local speakers. Research is underway on education strategies during Covid.
5. **Nurse Practitioner:** Amy noted Nurse Practitioner Week. Barbara Monk reported meeting November with discussion on the *Recharge - Reconnect* event next year, pre-PSANZ in Melbourne. Planning for 2 or more virtual presentations in 2023 open meetings but no speakers booked yet. Received request from Tasmanian nurse for information on neonatal nurse practitioner candidature through a tertiary centre. SIG is working on templates to support candidates in their workplace. Next meeting 31 January to prepare annual report. ACNP 2022 conference

was attended by Amy and Jane Langford who presented in a concurrent paediatric session, was well received. The ACNP in October 2023 may contain a neonatal stream - in planning with the SIG. May also ask the SIG to present a preconference STABLE course. Karen New asked if the NNP SIG was interested in doing some TPA sessions in 2023 and this is being considered.

6. **Neurodevelopmental Care:** Sara Jones reported that a meeting was held in November. Discussed changing meeting day in 2023 to better suit the committee. Talked about social media presence and will nominate a committee member for that role. Discussed proposal for an online survey to gauge what members would like from the SIG. A SIG general meeting held online in December, featuring a presentation on a traffic light assessment tool. Discussed finding speakers for next year. Completed review and updates of documents for the annual report.
7. **Nutrition and Feeding:** Heather Taylor reported a meeting since the conference, and a Q&A practice session for members. This had only a few members attend but good discussions arising. Meeting tomorrow to discuss planning for next year and complete annual report documents. Will also be discussing potential speakers for Adelaide, as have not yet decided from among potential local speakers.
8. **Research:** Patricia Lowe reported an open meeting in October, featuring Dr Peter Barr who reported on his research on moral distress in neonatal nurses. Have booked 2023 presentation dates for March and October. Held the annual meeting in November, committee for 2023 will be Patricia as chair, Jeewan Jyoti as secretary, Renee Muirhead as Treasurer Liaison and 9 ordinary members. The SIG annual report and financial report were presented and will be forwarded to the Executive by February. Have been in consultation with from Kylie Porrit and Ashleigh Whitehorn from JBI to organise a conference workshop for Adelaide and they will meet with the SIG and Karen New in January to discuss arrangements. The NNO project continues under the leadership of Margaret Broom and Jann Foster, with 2 publications underway, a scoping review and a mapping document. Final meeting will be on 22 December.

10. Conferences and Events

1. Adelaide 2023: Karen New reported on program. Have been successful in booking 2 speakers from Families in Recovery program in Vancouver, Canada. Will be presenting a pre-conference workshop on the Wednesday morning, hopefully after morning flights are in. Will be the only workshop for the conference, will need to negotiate other workshops within the program, or defer to next year. Emphasised local speakers only for Adelaide, and also in Melbourne in 2024, probably ACT in 2025. SIGs may invite speakers but can select which conference, not required to request a speaker every year, may rotate depending on resources in conference location. Also restricting breakfast sessions to 2 per day, based on feedback from 2022 conference. Also based on feedback, will be running 2-option concurrent sessions, not 3 options. Will depend on number of free abstracts. Support locals for invited speakers, particularly neonatal nurses. Karen asked that all names for invited speakers to be in by February. No conference dinner, and welcome reception will be offsite, location TBD.

11. Operations

1. Professional Officer: Denise Harrison reported that the scholarship applications are up to the November round, are being finalised. So far this financial year 10 applications have been evaluated. However, Denise noted that she was often required to return applications as incomplete or require more information. There are differences in requirements between the SIGs, particularly in budgets and requirements for receipts. There will be checklists implemented that must be completed for each application, in one document. SIG guidelines are variable in their conditions. Denise reviewed the checklist on screen with the meeting delegates. Denise emphasised that guidelines must be followed and that the Research and Education SIGs are available for help. Karen New suggested the Leadership SIG be a resource, and also highlighted the dilemma of not being able to enrol in some courses without paying upfront. Discussion on when upfront costs are to be paid and some people are not able to unless receiving scholarship first. Margaret Broom raised the issue that applicants should declare other funding relating to the application. Members need to be aware the scholarships are now competitive due to higher application rates, to be communicated when emails for scholarships are sent to members.
2. Social Media: Sarah reported thanked recent contributors. Remember to allow time for content to be processed due to festive season.

3. Executive Support Officer: nothing to report.

12. Other Business Arising

1. QLD Branch governance documents: work done by QLD Branch committee on developing guides to organising state-based events were provided for the benefit of other committees. Kristen reviewed these for the members present. May be adapted for branches and SIGs. Karen New emphasised that ultimately the Executive is responsible and that branches and SIGs are not to sign contracts, as they are only subcommittees.
2. Margaret Broom asked those present if they had experience with clinical supervision for staff, as ACT Health is introducing a reflective clinical supervision model. Feedback was that various models are in use.
3. Australian College of Midwives: request for ACNN member to join steering committee, asking for letter of endorsement by 20 December. Executive agreed to supply letter of endorsement. Possibility of an affiliation with this group to be explored, Linda Ng has met with them recently and is waiting for feedback.
4. EarlyBird group: no promotion for this yet.

13. Meeting Close

Meeting closed at 8:50 PM

[Next Meeting](#)

Forum

7:30 PM, Monday, 13 February 2023

Motions Summary

Title

Mover Seconder Status

The minutes of the meeting held on 10 Oct 2022 were a true and accurate record.

Carried

Amy Curran (Meeting Chair and President)
13 February 2023

