



# Neurodevelopmental Care

SPECIAL INTEREST GROUP

## Teleconference Minutes

### NDC SIG Meeting via Zoom

**Date** 28/11/2022  
**Time:** 20:00-21:00 AEST (Sydney Time)

### Committee Members:

Chair: Erin Church  
Secretary: Sara Jones  
Treasurer: Ursula Haack  
Present:  
Apologies:

Item	Topic	Lead
1	<b>Previous minutes</b>	
1a	Business arising: <ul style="list-style-type: none"><li>meeting day changed for 2023<ul style="list-style-type: none"><li>4th Monday of the month excluding public holidays (can schedule around these as required)</li></ul></li><li>write annual report, due February</li><li>social media<ul style="list-style-type: none"><li>We would like to increase and improve our social media posts and information. Sarah has been emailed and she is happy to attend an early SIG meeting to make some plans on improving this.</li><li>Members asked if anyone would like to be the nominated social media liaison for the NDC SIG – no volunteers currently will revisit this in the new year.</li><li>posts with NDC articles and highlighting NNUs in AUS</li></ul></li><li>member questionnaire and QR code<ul style="list-style-type: none"><li>will be out in the December ACNN newsletter with the hopes that it will reach more members – thank you to those that have already filled this in.</li></ul></li></ul>	EC  TBA TBA TBA

	<p>The aim is to gain a better understanding of what the members want from the NDC SIG to give us guidance.</p> <ul style="list-style-type: none"> <li>○ To involve Karen New and find out the best way to target members.</li> <li>● article of the month/2-3 months - who to lead?             <ul style="list-style-type: none"> <li>○ Discussed the NDC SIG could present an article every month or bimonthly, nil lead currently</li> </ul> </li> <li>● highlighting neonatal units around Aus             <ul style="list-style-type: none"> <li>○ Discussed creating themes for ? month or maybe quarter to make it more manageable. Using different articles to support and educate on each focus/theme.                 <ul style="list-style-type: none"> <li>■ Discussed the WHO – Skin to skin kangaroo care for premature babies.</li> </ul> </li> <li>○ Ensure to include successes and improvements of the focus area – use social media to promote and to tie it all together.</li> </ul> </li> <li>● changes/additions for website (see agenda item)</li> <li>● changes/additions to ToR &amp; flyer (see agenda items)</li> <li>● list of possible presenters for 2023 (see agenda item)</li> </ul>	TBA
2	<p><b>Scholarships</b> No emails seen by Sara or by Erin, unsure if others are sitting with Denise.</p>	SJ/EC
3.	<p><b>Website changes/additions:</b> Erin and Ursula to work on identified website changes – update meetings to monthly not 3 monthly, Guideline link does not work, find out who’s phone number is on page.</p>	
4.	<p><b>Terms of Reference changes/additions:</b> Annie has word document, Erin will send through google docs so that team can read and edit. We questioned the role Nominated Liaison officer role – what is this role? – thought may be the person that liaises with ACNN &amp; SIG. Group decided this is null and void and has been replaced by the Social Media Liaison.</p>	AC/UH/EC
5.	<p><b>Flyer changes/additions:</b> SIG will need to identify goals for next year – these do not need to be complex, things we think that we can achieve as a group.</p>	EC

6.	<ul style="list-style-type: none"> <li>• Erin will draft goals for the next general meeting</li> </ul> <p><b>List of possible presenters for 2023:</b> Need to discuss Presentations for the next ACNN Conference with nominations to go to Erin who will forward to Karen. Would really like to focus on nurse lead achievement and improvements.</p>	all
7.	<p><b>Forward planning:</b></p> <ul style="list-style-type: none"> <li>• <b>Before December general meeting:</b> <ul style="list-style-type: none"> <li>○ <b>presenter for December</b> - Erin Church, NICU Traffic Light Tool</li> <li>○ scholarships?</li> </ul> </li> <li>• <b>Early 2023</b> <ul style="list-style-type: none"> <li>○ write Annual Report</li> <li>○ who would like to attend Forum meetings?</li> </ul> </li> <li>• <b>2023 Meeting Dates - 4th Monday of the moth</b> <ul style="list-style-type: none"> <li>○ 23rd Jan</li> <li>○ 27th Feb</li> <li>○ 27th Mar</li> <li>○ 24th Apr (day before Anzac Day)</li> <li>○ 22nd May</li> <li>○ 26th Jun</li> <li>○ 24th Jul</li> <li>○ 28th Aug</li> <li>○ 25th Sep (Queen's Bday, WA)</li> <li>○ 23rd Oct</li> <li>○ 27th Nov</li> <li>○ 25th Dec (Christmas Day - reschedule)</li> </ul> </li> </ul>	all
8.	<p><b>Other business:</b> <b>Annie has raised</b> that an acknowledgement, appreciation to Helping Little Hands, WA should be placed in the ACNN newsletter. This group provided the gift bags and contents to the members that attended the ACNN NDC Sig meeting at the Coffs Harbour Conference. Annie will send logo and details to Erin who will forward to Shelley.</p>	AC/EC

	<p><b>ACNN NDC SIG General meeting</b> was advertised as starting at 2030 – please be aware it commences at 1930.</p> <p><b>Special Forum meeting</b> – need two members to commit to attend this as the ACNN need to vote on applying GST. This will need a minimum of 20 ACNN members to be carried through – this will be held 12th December – two volunteers to attend – Sara &amp; Jacque with Ursula as backup should one not be able to attend. There are financial implications for the ACNN if this does not go forward.</p> <p><b>NDC Position Statement</b> - Covered the 7 core measures/ needs to cover NDC SIG principles and philosophies. If we were to complete this, it will require out of session meetings and commitment to state clearly what we support.</p>	SJ/JG/UH
9.	<p><b>Outstanding items:</b></p> <ul style="list-style-type: none"> <li>● Confirm Little Helping Hands acknowledgement in newsletter</li> <li>● Social Media liaison nomination</li> <li>● Formalise flyer, TOR, Webpage</li> <li>● Discussion of media presence in 2023</li> </ul>	
10.	<p><b>Next meeting 08/12/2022</b></p> <p>Time: 19:30-20:30 AEST (Sydney Time)</p> <p>Meeting ID: 591 345 722</p> <p>Passcode: 500228</p> <p>All welcome to attend.</p> <p>Join Zoom Meeting</p> <p><a href="https://us02web.zoom.us/j/591345722?pwd=L3ZkVUNlcUtGMWZqdjJJaIQxRHV4Zz09">https://us02web.zoom.us/j/591345722?pwd=L3ZkVUNlcUtGMWZqdjJJaIQxRHV4Zz09</a></p> <p>Meeting ID: 591 345 722</p> <p>Passcode: 500228</p> <p>One tap mobile</p> <p>+61861193900,,591345722#,,, *500228# Australia</p> <p>+61871501149,,591345722#,,, *500228# Australia</p> <p>Dial by your location</p> <p>+61 8 6119 3900 Australia</p> <p>+61 8 7150 1149 Australia</p> <p>+61 2 8015 6011 Australia</p> <p>+61 3 7018 2005 Australia</p> <p>+61 7 3185 3730 Australia</p> <p>Meeting ID: 591 345 722</p> <p>Passcode: 500228</p>	



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11.	<b>Meeting ended @ 2120</b>	