

Minutes

Minutes of NNP SIG		22/10/2018 1900-2000hrs
<p>SIG Members</p> <p>Chair: Anndrea Flint Secretary: Karen Hose Treasurer: Jo Scott Ordinary members: Jane Langford Amy Forbes-Coe Gill Mibus Amy Barker Kym Pollock Seija Argyros</p> <p>Executive committee representative: Karen Walker</p>		
Present (zoom): Anndrea Flint, Karen Hose, Jo Scott, Seija Argyros		
Apologies: Amy Barker, Gill Mibus		
1.0	Confirmation of previous minutes	
	Anndrea Flint and Jo Scott	
2.0	Budget	
	Jo Scott. Anndrea updated, most recent report provided to NNP SIG by national treasurer Samantha Lannan. Current balance stands at \$2840.10	
3.0	Standing Agenda Item	Action
3.1 Calendar	<p>Calendar of events needs updating for 2018/2019, and to include: Meetings (ACNN Executive)</p> <ul style="list-style-type: none"> • Obligations for NNP SIG to ensure budget allocation from national body executive continues <ul style="list-style-type: none"> ○ Executive Meeting attendance (Anndrea) ○ Newsletter contributions required four times a year • NNP SIG chair has always gone onto meetings as the NNP SIG rep, Anndrea polling idea of rotating members onto the meeting, suggested as a buddy with Anndrea to enable the group member’s exposure to national executive level discussion – optional only. <ul style="list-style-type: none"> ○ Karen to email group and let all know of this opportunity, if interested please reply • Upcoming conferences / workshops need to be added • Newsletter - due dates for submissions to be added to make sure we meet the deadline (Note next newsletter content is due 1st November 	

3.2 AHPRA	APHRA – progression of registration identifying specialities of NPs. Anndrea will talk to ACNN national executive regarding progressing this issue Jo suggested also discussion with ACNP executive if required	Anndrea
3.3 Education	<ul style="list-style-type: none"> • Aim to provide a standard brief for NNP SIG education presenters – needs to be specified what level the information will be so presenter is aware of what level of information is required. This will hopefully better support needs and expectations of attendees • Look at recent NANN workshop APP – it grades the presentations according to degree of difficulty i.e. advanced, novice. We can use this grading system to guide ‘difficulty level’ • Education forum organisation – develop a ‘How to’ guide for those assisting in workshop arrangements. For example need to be aware of requirements for sourcing rooms, projectors, speakers and logistics • Ongoing workshops planning – ideas for presentation include diagnostics, metabolic presentations of great interest. • Next NNP SIG education timing to be decided - ? July / ? beginning of August • Next NNP SIG education decided to be in Brisbane, consideration for alternative sites. 	Anndrea and Karen
3.4 NNP Resources	<ul style="list-style-type: none"> • Progress NNP SIG Leaflet • Promotional material / Fact sheets <ul style="list-style-type: none"> ○ We have two fact sheets already • Suggestion from the group to provide a NNP learning and development program to assist facilities in supporting new NNP candidates from clinical curriculum/progression of clinical learning perspective • Anndrea will approach Gill to ask if we can review the SA NNP learning model 	
4.0	Other items for discussion	
4.1 Working documents	NNP SIG Working documents now in Dropbox <ul style="list-style-type: none"> • All committee members have access to the dropbox files, communal folders with ACNN NNP SIG. Idea is that they are living documents that all can contribute to on an as needed basis • ‘Sustainable committee’ is a document that has the NNP SIG objectives that we are aiming to achieve over the next 12 months – can all members please add to/refine as needed? 	

4.2 Thank you	<ul style="list-style-type: none"> • Thank you to previous SIG office bearers – especially thank you to Amy for her hard work and development of the NNP SIG over the last two years, it is much appreciated by the whole group 	All
4.3 Conference feedback	ACNN Annual Conference August 2018 <ul style="list-style-type: none"> • Recap • Feedback on NNP sessions Great conference, excellent turnout, NNP SIG sessions were well attended	All
4.4 Facebook page	<ul style="list-style-type: none"> • Facebook Page (Mary Wagner original page) – Anndrea will email Amy and discuss progression process 	Anndrea
4.5 November respiratory workshop	Ventilation Workshop 21 st November prior to Cool Topics – if anyone is going they will need to register <ul style="list-style-type: none"> • List of jobs to be done to prepare for this workshop will be put in dropbox • Need volunteers for set-up, create and monitor attendance list • Jo suggested an evaluation tool for attendees to assess this (and future) workshops • Jo doing raffle • Melissah Burnett supplying food and ventilator, ? if she can supply pen and pads 	Group discussion Anndrea Anndrea
4.6 NNP Roll call	<ul style="list-style-type: none"> • Jo putting together a roll call to recognise all NNPs across Australia • Discussion amongst the group about the different roles and scopes that NNPs have across the country • Jo will give access to other members of the SIG to allow them to contribute/add to the roll call 	Group discussion Jo
Meeting closed		
	<ul style="list-style-type: none"> • 20:07 hours 	
Next meeting		
	<ul style="list-style-type: none"> • January 21, 2019 	
Future Meetings		
	<ul style="list-style-type: none"> • March 25, 2019 • May 20, 2019 • July 22, 2019 • August 19, 2019 	