

## Minutes

<b>Minutes of NNP SIG – Face to Face meeting</b>		<b>15/02/2020 1030-1430hrs</b>
<p><b>SIG Members</b></p> <p>Chair: Anndrea Flint          Secretary: Karen Hose          Treasurer: Jo Scott          Ordinary members:              Jane Langford              Amy Forbes-Coe              Gill Mibus              Amy Barker                  Miriam Long</p> <p>Executive committee representative: Karen Walker</p>		
<b>Present:</b> Anndrea Flint, Karen Hose, Jo Scott, Jane Langford, Amy Forbes-Coe		
<b>Apologies:</b> Amy Barker, Gill Mibus, Miriam Long		
<b>1.0</b>	<b>Confirmation of previous minutes</b>	All
<b>2.0</b>	<b>Budget</b>	Jo
<b>3.0</b>	<b>Agenda Items</b>	<b>Action</b>
3.1	<p>Website – suggested changes agreed.</p> <p>Changes to be forwarded to ACNN ESO for website update</p> <p>Annual report</p> <ul style="list-style-type: none"> <li>• Due Feb 28<sup>th</sup> 2020</li> <li>• Group review</li> <li>• Input agreed</li> <li>• Finalised document to be forwarded to ACNN Exec</li> </ul> <p>Meetings (ACNN Executive open meetings)</p> <ul style="list-style-type: none"> <li>• Schedule of meetings, NNP SIG representative allocated; please let KH know if this is not suitable and this can be reallocated             <ul style="list-style-type: none"> <li>○ April 13<sup>th</sup> Monday – Karen</li> <li>○ June 8<sup>th</sup> Monday – Miriam</li> <li>○ August 10<sup>th</sup> Monday – Jane</li> <li>○ October 12<sup>th</sup> Monday – Jo</li> <li>○ December 14<sup>th</sup> Monday – Amy Barker</li> </ul> </li> <li>• Discussed importance of ensuring you arrange a proxy to take your place if you are unexpectedly unable to attend</li> <li>• Group discussed the possibility of having two committee members attend each open exec meeting to enable greater exposure of members to ACNN business and meeting process (as a learning support tool) – Anndrea suggested this request be tabled at the next open ACNN Exec meetings. KH will propose</li> </ul>	<p>Group KH</p> <p>Group KH</p> <p>KH</p>

	<ul style="list-style-type: none"> <li>• 1 week prior to the open exec meeting, ACNN secretary will forward previous minutes and meeting agenda to NNP SIG secretary (KH), with a meeting acceptance request.             <ul style="list-style-type: none"> <li>○ All meeting appointments will be electronically accepted by KH, and KH will let the nominated SIG rep know of acceptance (Important that this is the only acceptance undertaken or multiple acceptances will generate confusion).</li> </ul> </li> <li>• All minutes will be forwarded to the whole NNP SIG committee with the primary purpose being to enable the SIG representative to prepare for their meeting attendance, secondary purpose to ensure all committee members are up to date with ACNN activity</li> </ul> <p>Newsletter contributions required four times a year</p> <ul style="list-style-type: none"> <li>• Allocations planned             <ul style="list-style-type: none"> <li>○ Issued quarterly</li> <li>○ March – Jo</li> <li>○ June – Karen + scholarship promotion</li> <li>○ September – Jane</li> <li>○ December – Conference report Amy + scholarship promotion</li> <li>○ Note: Contributions close 1 month prior</li> </ul> </li> </ul> <p>Terms of Reference</p> <ul style="list-style-type: none"> <li>• Anndrea completed a draft TOR – group happy with content, will progress to ratified document (needs updating yearly)</li> </ul> <p>Sustainable committee – document requires yearly review</p> <ul style="list-style-type: none"> <li>• Sustainable committee - NNP SIG objectives aimed for achievement over the next 12 months agreed</li> <li>• Objectives were aligned with those of the national committee.</li> <li>• Anndrea to complete and submit to executive</li> </ul>	<p>Group</p> <p>AF</p> <p>Group</p>
<p>3.2 AHPRA</p>	<p>Update</p> <ul style="list-style-type: none"> <li>• AHPRA – progression of registration identifying specialities of NPs - work in progress. Discussion regarding resources that may be able to assist with progression. AF to follow up</li> </ul>	<p>Group</p> <p>AF</p>
<p>3.3 Education</p>	<p>Workshops</p> <ul style="list-style-type: none"> <li>• Group agreed that NNP workshops needed to retain NNP education as the primary focus</li> <li>• NNP SIG Workshop – planning workshop to be delivered alongside dates for Cool Topics in Melbourne (Wednesday 11<sup>th</sup> November); suggested 1pm to 5pm</li> <li>• Jo to approach Kim Fletcher to assist with coordination – suggestions for pharmacology/cardiac/surgical/vascular/ topic</li> </ul>	<p>All</p> <p>JS</p>
<p>3.4 Conference</p>	<ul style="list-style-type: none"> <li>• ACNN national conference September 2<sup>nd</sup> to 4<sup>th</sup> 2020</li> <li>• Proposed format of NNP SIG content             <ul style="list-style-type: none"> <li>○ Thur 3<sup>rd</sup> and Fri 4<sup>th</sup> 1245-1445                 <ul style="list-style-type: none"> <li>▪ Thursday 3/9/20 Atul - Stem cell research/fetal growth restriction) 1245-1330</li> <li>▪ Abstracts 1330-1400</li> <li>▪ Meeting 1400-1445</li> </ul> </li> <li>○ Friday 1230-1400                 <ul style="list-style-type: none"> <li>▪ 1230 – 1315 proposed Jennifer Dawson</li> <li>▪ 1315-1400 proposed Kate O’Hara – NICU pharmacist – SSRIs/SNRIs as this is topical for perinatal theme</li> </ul> </li> </ul> </li> </ul>	<p>All</p> <p>AF to finalise and send to KN</p>

	<ul style="list-style-type: none"> <li>▪ 1400 - 1445 NNP SIG Meeting</li> <li>• Presenters needs an email describing the brief for presenters (KH to send)</li> </ul>	KH
3.5 NNP Resources	<ul style="list-style-type: none"> <li>• Stick with Fact Sheet for now</li> <li>• Branding                             <ul style="list-style-type: none"> <li>○ QR codes                                     <ul style="list-style-type: none"> <li>▪ aim to link reader with the ACNN NNP SIG part of public page</li> </ul> </li> <li>○ QR code for scholarship info/workshop info etc</li> <li>○ Badges for ACNN events to indicate membership of NNP SIG Committee, aiming to raise profile</li> </ul> </li> <li>• Held over: NNPC position statement (in context of ad hoc approach to neonatal nurses studying NP courses without sufficient support or selection rigor; concerns re maintenance of standards and professional standing of NNPs if there were any dilution of the criteria needed to become a NNP)</li> </ul>	
3.6 NNP roll call	<ul style="list-style-type: none"> <li>• Updated</li> </ul>	All
3.7 NNP SIG enquiries	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
3.8 Facebook update	<ul style="list-style-type: none"> <li>• No longer an agenda item, activities and meeting information to be communicated to Social Committee who is responsible for publicly promoting all ACNN communication</li> </ul>	
<b>4.0</b>	<b>Other items for discussion</b>	
4.1	<p>ACNP – consideration for membership discount for ACNN members; possibility of neonatal concurrent session with ACNP annual conference 2-5th Sept 2020 on the Gold Coast – update</p> <ul style="list-style-type: none"> <li>• Unlikely to be able to align schedules of ACNN/ACNP – timing is difficult. Consider option of aligning the two next year</li> </ul>	Amy FC
4.2	<ul style="list-style-type: none"> <li>• NNP SIG Scholarships                             <ul style="list-style-type: none"> <li>○ Under auspices of professional officer; monies to be applied for, judged two times a year; end August 2019 and March 2020</li> <li>○ Judged by a committee of representatives with one representative from each committee to be selected</li> </ul> </li> <li>• NNP SIG Scholarships – if any applicants they will be sent from Linda NG to NNP SIG committee. None to date.</li> </ul>	All
4.3	<ul style="list-style-type: none"> <li>• STABLE program                             <ul style="list-style-type: none"> <li>○ Discussed the importance of NNP SIG bringing something extra to the table for the benefit of not only NNP SIG members, but importantly also for general neonatal nurse membership. Flagged that although the proposal for the workshop was unable to be supported due to significant costs, the alternative strategy would be to support the NNP SIG to fund some of the committee to attend the facilitators workshop. In this way the workshop can be delivered locally, in a reproducible and cost effective manner.</li> <li>○ Plan is for EOIs for committee members to attend the STABLE program facilitators workshop – timing to be decided. The workshop is run several times a year. A total of four facilitators to be trained seemed reasonable</li> <li>○ Ongoing discussions re this plan to be had</li> </ul> </li> </ul>	

<b>Meeting closed</b>		
	1430 hours	
<b>Future Meetings</b>		
	<p>Note: Meeting times are QLD times</p> <ul style="list-style-type: none"> <li>• 23/03/2020 – Monday, March 23, 2020, 1900 to 2000 hours</li> <li>• 25/05/2020 – Monday, May 25, 2020, 1900 to 2000 hours</li> <li>• 27/07/2020 – Monday, July 27, 2020, 1900 to 2000 hours</li> <li>• 03/09/2020 –ACNN Conference NNP SIG AGM</li> <li>• 28/09/2020 – Monday, September 28, 2020, 1900 to 2000 hours</li> <li>• 23/11/2020 – Monday, November 23, 2020, 1900 to 2000 hours</li> </ul>	