



Neurodevelopmental Care

SPECIAL INTEREST GROUP

MINUTES _EXTRA-ORDINARY MEETING

Meeting Date: 2nd July 2020

Time: 20:-21:00 AEST

Venue: Teleconference via Zoom

Chair: Ursula Haack

Attendees: Annie Chang, Sophia Dong, Ursula Haack

Apologies: Kimbra Thomas, Kristin Hughs, Nadine Griffiths, Shaunah Lyons

Ordinary members: Annie Chang, Cindi Escardo, Kimbra Thomas, Kristin Hughs, Nadine Griffiths, Rebecca Rogers, Shaunah Lyons

Item	Topic	Lead
1	Previous minutes: accepted by SIG Chair	Ursula Haack
2	Business arising from previous minutes	
2.1	<p>NDC articles for the latest ACNN Newsletter published in June 2020</p> <ul style="list-style-type: none">Family Centred Care in NICU and SCN during the COVID-19 pandemicFeedback of attending the Family and Infant Neurodevelopmental Education (FINE) level 1 program 2019An appreciation mail will sent to Jasmine Song and Kerry Van Den Bosch by NDC chair for their input to the newsletter. <p>(Attachment 1_ newsletter)</p>	<p>Ursula Haack Sophia Dong</p> <p>Jasmine Song (ACT branch)</p> <p>Kerry Van Den Bosch (neonatal nurse of Toowoomba SCN and the recipient of the NDC scholarship 2019)</p> <p>Ursula Haack</p>



Neurodevelopmental Care

SPECIAL INTEREST GROUP

3	<p>NDC fact sheet</p> <ul style="list-style-type: none"> • A Big thanks you for Kristin’s time and effort in finalizing the draft of the NDC SIG fact sheet. (Please check your mailbox on 12/6 , send out by Kristin Hugh) • All members are encouraged to leave constructive suggestions to either Kristin or Ursula regarding the draft. Next meeting will have further discussion on the fact sheet • NDC SIG meetings are held every 3 months. • The NDC fact sheet needs a photographic image related to neuro protective family integrated care. As per Karen New the use of photos from current NICU’s or previous clinical projects of members is bound with the complicated process of authorization from the hospitals in question. Karen suggested to investigate “Shutterstock” to purchase a photo for the purpose of publishing this at the NDC SIG fact sheet. Shutterstock is running a special promotion of 10 photos for free. All members are encouraged to collect photos from it and forward to Ursula. <p style="text-align: right;">(Attachment 2_ NDC fact sheet)</p>	<p>Kristin Hugh Ursula Haack</p> <p>All committee members</p>
4	<p>NDC Webinar series</p> <ul style="list-style-type: none"> • The executive committee ACNN is supportive for the NDC SIG to continue with life webinars. The webinars can be recorded at this point and stored at the presenter’s computer. • ACNN social media group as well as the executive committee ACNN will be consulted to confirm storage space and member accessibility for recorded webinars. • Google docs might be an option as backup database for storing the NDC resources or webinar recording. This needs further clarification in terms of setting up the account , security and confidentiality. • Annie suggested adding an “auto counting feature” on the bottom of webpage to collect the quantity information of public visiting our website. • NDC webinars can be advertised via ACNN Round Up email to every ACNN member. • Planned webinars <ul style="list-style-type: none"> ○ NDC 1st Webinar will be held on 26 Aug 2020 19:30-20:30 hosted by Kristin Hugh via the ZOOM platform. ○ NDC 2nd Webinar will be held in October, hosted by Annie Chang, topic noise level in the NICU. ○ Sophia Dong will host a webinar in the future regarding the father skin to skin cuddling in nursery. • Multiple suggestions for further webinars were brought forward such as Q & A, myth or fact, invitation of external speakers. • Call for more webinar ideas from committee and discuss on next meeting • The NDC SIG webinar series is acting as an information and discussion forum for members. 	<p>Ursula Haack Kristin Hugh Annie Chang Sophia Dong</p> <p>Ursula Haack</p> <p>Ursula Haack</p> <p>Annie Chang</p>



Neurodevelopmental Care

SPECIAL INTEREST GROUP

5	<p>NDC resource list</p> <ul style="list-style-type: none"> • The resource list to update ACNN NDC SIG website has been drafted and edited, including hyperlinks. • Members can bring forward additional resources at next NDC SIG meeting. • Final edition will be forwarded to Karen New to add on the ACNN NDC SIG website. <p style="text-align: right;">(Attachment 3_ NDC resource list)</p>	<p>Ursula Haack Annie Chang</p> <p>Ursula Haack</p>
6	<p>NDC Questionnaire</p> <ul style="list-style-type: none"> • The planned questionnaire can be conducted via Survey Monkey, • ACNN has no account with Survey Monkey. The platform can be used for free for up to 10 questions. • The purpose of the questionnaire is to find out the NDC SIG members needs and possibly give some guidance for the upcoming NDC webinars. • Welcome member to have input into the questionnaire • Final version of NDC questionnaire will be reviewed by ACNN executive committee before sending out to all NDC SIG members. 	<p>Kimbra Thomas</p>
7	<p>Next meeting: Date: 20th August 2020 Time: 19:30-20:30 pm AEST</p> <p>Next Webinar: Presented by Kristen Hughes Date 26th August 2020 Time: 19:30-20:30</p> <p>Action: Zoom meeting reminder will be sent out 10 days before due</p>	<p>Annie Chang</p> <p>Kristen Hughes</p> <p>Annie Chang</p>