



# NATIONAL EXECUTIVE COMMITTEE MEETING

**Wednesday 2<sup>nd</sup> September 2015**

Ashling Hotel, Parkgate Street, Dublin 8.

## ATTENDANCE:

Karen Canning	Acting-National Vice-Chairperson, National Vice-Chairperson, and South Dublin Branch	Ciara Jacob	Kildare Branch
Mary Sullivan	National Honorary Treasurer and Wicklow Branch	Patricia McQuillan	Kilkenny Branch and PDC Rep
APOLOGIES: Ruth Morrow	National PRO	Ruth Dougan	Limerick/Nth Tipperary Branch
Teresa Shortt	On behalf of Ruth Morrow, Rep Cavan/Monaghan Branch	APOLOGIES: Sinead McGrath	Louth/Meath Branch
Lisa Nolan	Administrator	APOLOGIES: Mary O'Connor	Mayo Branch
Maria Galbally	Carlow Branch	Siobhan Ruane	Midlands Branch
APOLOGIES: Ruth McInerney	Clare Branch	Rachael Quinn	North Dublin Branch
Maura Kiely	Cork Branch	APOLOGIES: Naomh Reilly	Sligo/Leitrim Branch
APOLOGIES: Donna Gallagher	Donegal Branch	APOLOGIES: Eva Donovan	South Tipperary Branch
APOLOGIES Moira Noone	Galway Branch	No NEC Rep	Waterford Branch
APOLOGIES	Roscommon Branch	APOLOGIES: Anne Hennessy	Wexford Branch
APOLOGIES: Amina Parkes/Mary Cullen-Sheehan	Kerry Branch		

## MEETING OPENED

Karen Canning (acting-National Chairperson) opened the meeting at 11.00am. 9 with voting rights were present at that time, and 1 with voting rights arrived one minute later. The quorum today was 10 votes so the NEC Officers only had their branch vote today. All Reps were welcomed and thanked for coming today. Introductions were made and apologies given. Claim Forms were circulated along with Attendance Certs that can be signed today by another member of the NEC to verify attendance.

Karen explained that Siobhan Jordan had had to step down from the role of National Chairperson at the end of May due to circumstances beyond her control. The NEC extended its sincere thanks to Siobhan for all her efforts on behalf of IPNA over the past number of years.

## CORRESPONDENCE

1. DiGP – the committee of the Diabetes in General Practice Conference offered to place IPNA Application Forms in the delegate packs of their conference in September. They are expecting 280 delegates so 300 Application Forms for new members in 2016 were printed and sent to the committee. The NEC today expressed its sincere thanks to the DiGP Committee for this.
2. Yakult are seeking a representative from the IPNA to attend a meeting in London in November. Travel and accommodation will be paid for by Yakult in addition to an honorarium of £300. Details have been circulated to all Reps. Ciara Jacob is going to see if she can get time off to attend on behalf of IPNA.



## MAIN POINTS OF LAST NEC MEETING

There were two amendments to the Minutes records; those amendments were circulated as soon as they were received in May. The amended Minutes were approved today.

## UPDATES SINCE LAST MEETING

- NBMI made the decision in May on accrediting CEUs for those who attended the Saturday only of Conference 2014. These Attendance Certificates have now been sent.
- Message from NAGP after the reply sent from the last meeting, that their conference involves other similar groups, (INDI, (Irish Nutrition and Dietetic Institute), Irish Dental Association, Physios, Irish Pharmacy Union are all on board now. They plan to have keynote speakers from around the world, and Tony O'Brien will also speak. It will be on Thursday 28th and Friday 29th January in the Glenroyal Hotel in Maynooth. The plan is for the conference to produce a consensus document on future plans for primary care. The invitation for IPNA to be involved was discussed again today, but there was still concern about the possible perception of being actively involved in union activity. It was decided to stick with the decision not to get involved as the IPNA is not a stakeholder in workforce planning.
- The IPNA logo and 'soundbite' was on Yakult Gut Week material on the condition that there was no Yakult branding. Yakult did not pay for the logo but NEC Officers had decided that IPNA being one of the groups 'fronting' the campaign would be beneficial for general awareness of the association. Unfortunately, no-one from IPNA was available to attend the photo-shoot on 24<sup>th</sup> August; however, the press release has been widely circulated and to date has been picked up by TV3.
- The IPNA logo will be on Danone's First 1,000 Days material (again on the condition that it was not associated with Danone branding). Danone paid for use of the logo and are keen to have an IPNA Rep attend occasional meetings to give input into ongoing activities in relation to that campaign. Anyone who is interested should contact Lisa at [admin@irishpracticenurses.ie](mailto:admin@irishpracticenurses.ie)
- The template for CEU application for branch meetings was circulated to all Reps after the May meeting as requested.

## CONFERENCE 2015 – hosted by the IPNA Galway and Roscommon Branches

### Delegate Registrations

Early Bird Rate for members has closed. Closing date for all registrations is 18<sup>th</sup> September. To date 136 registrations have been received.

### Sponsorship Contracts

Exhibition space is now completely booked out. All stands have been paid for except 1 that is pending and 2 that will be paid in the week after the conference. A charity Stand has been set aside and a stand has been offered to GreenCross Publishing. There is a cancellation list for companies who were unable to secure a stand. The option to sponsors awards or place inserts in delegate packs has been offered but no company has taken up this opportunity.



### Corporate Sponsorship Officer remuneration

Karen reported that she has done 70 hours to date since February (time set aside to tackle the role) plus unknown hours answering e-mails from her phone at other times. She did have an offer of help from one of her own branch members, but she feels that it's easier for one person to keep track of the workload. She recommended that someone from the host branch next year should look after the Corporate Sponsorship as she felt that there would be better communication and knowledge of what the rest of the organising committee were working on. She pointed out that the vast majority of e-mails received through the conference e-mail related to exhibition stands.

### IPNA Exhibition Stand

Karen will bring this to Galway when she travels there on Thursday 15<sup>th</sup> October. Lisa reported that its carry case had gone missing at last year's conference and that a new one was needed, but she could not find a supplier. Teresa Shortt suggested a supplier close to her so she will check when dimensions of the stand are known.

### Accommodation

Members are reporting that the hotel is booked out. Lisa reminded everyone that they need to phone the hotel directly and not use third party hotel booking sites as these will show the hotel as being full. If the hotel is booked out, the Salthill Hotel and the Galway Bay Hotel are nearby.

## **AGM**

Motions: There have been no Branch Motions received to date and no NEC Motions suggested. The closing date for Branch Motions was 30<sup>th</sup> April, but emergency Motions could have been considered by the NEC Officers up until 31<sup>st</sup> August, as per Article 14.5.3.

NEC Officers' Election: Nominations are invited for all four positions, i.e. National Chairperson, National Vice-Chairperson, National PRO, and National Honorary Treasurer. Ruth Morrow and Mary Sullivan are stepping down. Karen Canning intends to go forward for election to the role of National Chairperson. Ruth McInerney offered (before this meeting) to go forward for election to the role of National Honorary Treasurer if needed. Closing date for nominations for all positions is 30<sup>th</sup> September. There was discussion about the difficulties in getting NEC Reps and also committee officers for branch positions. Ciara Jacob suggested writing an article for the Journal about the role of the NEC and she will do this. The NEC thanked her for this.

### Annual Report:

Lisa warned that this year's annual report is behind schedule because the audit of 2014 accounts must be included and cannot be added until the audit has been completed by the accountant. Every effort will be made to have it printed and ready for delegate packs at the conference. If it cannot be printed in time it will be posted on the IPNA website as usual.

## **PDC ITEMS**

Patricia McQuillan updated Reps on current work by the PDCs, as follows:

CARE PROGRAMMES: The PDCs continue to work on education surrounding the Diabetic Foot Care programme (particularly needed in light of the over 70s medical card services) and the online Asthma module (under 6s).

HSE PRIMARY CARE: Dr David Hanlon is the new GP Lead appointed to Primary Care (on John Hennessy's team).

VACANT PDC POSTS: In relation to vacant PDC posts, the INMO have sent a submission to John Hennessy about community care and that this submission included details of the need for PHN, Practice Nurse and PDC posts. Patricia said that all current PDCs would try to assist (where possible) Practice Nurses in other areas where there is no PDC so Practice Nurses who have no PDC in their



area are welcome to e-mail or phone PDCs in nearby areas with any specific educational requests they have. Lisa will pass this on and also refer queries that relate to PDC issues to Primary Care Units.

**NURSE PRESCRIBERS:** There are now 29 Practice Nurses who are registered nurse prescribers and a further 4 working towards registration. There was discussion about this and Patricia pointed out the vast scope of the role of a Practice Nurse as a nurse prescriber, e.g. a Practice Nurse could have 200 items on their prescribing list (for example, the range of vaccines and immunisations, contraceptive pill, etc.) while nurses in other specialist areas may only have 10 or 11 items. Lisa pointed out that she has asked the Nurse Prescribing Coordinators to add IPNA to their mailing list of Nurse Prescribers (and as Patricia confirmed today, also the Prescribing Site Coordinators) so that the IPNA would hear of upcoming nurse prescribing programmes. To date this has been refused so the IPNA is grateful to Ruth Morrow who always forwards any e-mails so that the information can be shared with members.

**MEDICATION PROTOCOLS:** Ruth Dougan sought advice on behalf of one of her branch members who is having difficulty getting her employer to accept that she needs prescriptions for infant immunisations. If any member is having this difficulty they are advised to reference SI 540 of 2003, the statutory instrument which states in law the specific professionals who are legally allowed to prescribe. Patricia reiterated that the topic of standard medication protocols for Practice Nurses remains on the table for the PDCs, but it has not been possible to put one general protocol in place. This is because Practice Nurses are privately employed, therefore there is no one body that can approve a protocol for use by all and it has not been possible to get complete agreement on any overall template from all the other stakeholders in the process. HSE Medication Protocols can be used as a starting point but each individual practice needs to adapt them for that practice.

**IMMUNISATION UPDATES:** In response to the many new Practice Nurses who contact the IPNA looking for immunisation training– the PDCs facilitate update days when there are enough people interested in attending.

**AGM:** The PDCs will give a report at the IPNA AGM as usual and Patricia will let Lisa know who will do it.

## **CONFERENCE 2016**

The Kilkenny Branch has formed a committee and has booked the Crowne Plaza Hotel in Santry. The first deposit to secure the booking has been paid and contract signed. The rates quoted are dependent on 170 delegates. The Crowne Plaza has 300 car parking spaces and there are also other car parking facilities nearby. The hotel offers a shuttle bus to Dublin Airport and all parts of the country have an airport bus service so it is hoped that this venue is accessible for all delegates. The Holiday Inn nearby has accommodation if the Crowne Plaza becomes booked out. There is space for 42 stands. Karen suggested putting the cost of stands back up as the economy is now recovering and this year's conference exhibition was oversubscribed. It was decided today by unanimous vote of 10 to set the rate for stands at Conference 2016 at €1,400.



## 2015 IPNA Awards

- **CONTRIBUTION TO PRACTICE NURSING AWARD:** 6 nominations received. Nominations are currently with the judging panel. There was a suggestion to offer brooches to all past nominees, i.e. either pay themselves or IPNA pay. It was decided against this today. There was also a suggestion to offer a replica of the Chair's brooch to all past chairs but this was also decided against.
- **CLINICAL AWARD:** Closing date was 30<sup>th</sup> August. Entries have gone to the judge.
- **EDUCATIONAL BURSARY:** The winner has been selected by the judge. The winner and others have been informed.
- **VALERIE MANGAN IPNA LOYALTY AWARD:** 88 members have been entered into the draw. 1 non-member's name was sent but was removed from the list for the draw as she was not eligible. The branch was notified of this.

The issue of non-members attending branch meetings was raised again. Karen reminded branches to contact Tracey about a week before any branch meeting for an up-to-date list of members to use as a sign in sheet as this helps to identify non-members.

## EDUCATION COMMITTEE

The Education Committee continues to meet twice a year (one of these meetings is at the IPNA Conference). Ruth completed the application for CEUs for this year's conference and Roisin has continued working with the ICGP on modules for the eLearning Zone. Karen and Ruth will be stepping down from the committee so new members are sought. If interested please contact Lisa at [admin@irishpracticenurses.ie](mailto:admin@irishpracticenurses.ie). It was confirmed that there is no further progress by NMBI on enforcing CEUs/learning as a condition of renewal of registration, so IPNA members continue to be advised to maintain their CPD and keep records, not just of CEUs gathered but records of what they have learned.

The Education Committee will let Lisa know who will do their short update at IPNA AGM.

## ACCOUNTS, GOVERNANCE AND ACTIVITIES

2014 Accounts: Lisa reported that the 2014 accounts required auditing as the turnover exceeded €100,000. This is in progress and the cost will be approximately €3,505. The accountant is aware that the final audit records are needed for the Annual Report.

2015 Budget: Lisa circulated updated budgets for 2015, showing cost of audit as part of this year's expenditure and cost of new website taken from accumulated surplus. The forecast indicates that €30,500 is needed as net profit to the national account from this year's conference for the association to break even for 2015.

Membership 2015: 629 members in 2015.

Website: The new website is being developed and the first part of the payment for this has been made. There was no report on progress available from the web developers for this meeting; however, Lisa reminded Reps that the new website is a huge job of work and should reap rewards in terms of more efficient management of renewals, passwords etc.

Re: requests for assistance with recruitment: Lisa reported the continuing problem of frequent and numerous requests from GP employers for the IPNA to circulate information about job vacancies, which is outside IPNA remit for several reasons. She also reported that a branch chairperson requested a letter stating the IPNA's position on this, so that she could refer to it and use it to try to



reduce the number of contacts made to her personally by GPs and recruiters. A letter was provided, but Lisa suggested that a Policy Document would be helpful. A draft was circulated before this meeting and approved today by unanimous vote of 10.

The meeting broke at 1pm for lunch and resumed at 2pm.

## BRANCH ITEMS

There were no branch items raised.

## CONFERENCE 2017

The South Dublin branch are planning to host and this will be ratified at AGM in October. A history of host branches to date was circulated for information purposes.

## AOB

There was no other business raised.

The meeting concluded at 2.15pm.



**Next meeting:**  
**Friday 16<sup>th</sup> October 2015, 5.15pm (Conference weekend)**

Minutes drafted by Lisa Nolan, IPNA Administrator, then approved by Karen Canning, acting National Chairperson.

### Acronyms used

AGM	Annual General Meeting
CEU	Continuing Education Units
CPD	Continuing Professional Development
DIGP	Diabetes in General Practice
GP	General Practitioner
HSE	Health Services Executive
INMO	Irish Nurses and Midwives Organisation
IPNA	Irish Practice Nurses Association
NAGP	National Association of General Practitioners
NEC	National Executive Committee [of IPNA]
NMBI	Nursing & Midwifery Board of Ireland (formerly An Bord Altranais)
PDC	Professional Development Coordinator [for Practice Nursing]
PN	Practice Nurse
PRO	Public Relations Officer
Rep	Representative