



# NATIONAL EXECUTIVE COMMITTEE MEETING

Wednesday 5<sup>th</sup> February 2014

Ashling Hotel, Parkgate Street, Dublin 8.

**ATTENDANCE:**

Siobhan Jordan	National Chairperson	APOLOGIES: Cathriona Conlon	Limerick/North Tipperary Branch
APOLOGIES: Cora Goold	National Vice-Chairperson	Sinead McGrath	Louth/Meath Branch
Mary Sullivan	National Honorary Treasurer & Wicklow Branch	Mary O'Connor	Mayo Branch
Ruth Morrow	National PRO & Cavan/Monaghan Branch	Siobhan Ruane	Midlands Branch
Lisa Nolan	Administrator	Elaine Scanlon	North Dublin Branch
APOLOGIES: Liz Carroll	Carlow Branch	APOLOGIES: Naomh Reilly	Sligo/Leitrim Branch
APOLOGIES Ruth McInerney	Clare Branch	Karen Canning	South Dublin Branch
Maura Kiely	Cork Branch	Tara Bourke	South Tipperary Branch
Bridget Breen	Donegal Branch	DID NOT ATTEND	Waterford Branch
Moira Noone	Galway and Roscommon branches	Ann O'Shaughnessy	Wexford Branch
Mary Cullen Sheehan	Kerry Branch	Rita Lawlor	PDC Group
Margaret Clancy	Kildare Branch		
Mary Fogarty	Kilkenny Branch		

## MEETING OPENED

Siobhan Jordan (National Chairperson) opened the meeting at 11.05am. 15 with voting rights (including 2 whose renewals are currently being processed) were present at that time plus 2 with no voting rights, and 1 with voting rights arrived later. The quorum today was 10 votes.

All Reps were welcomed. Introductions were made and apologies given. Lisa relayed correspondence received since the last meeting, including a letter from Revenue seeking accounts, a thank you letter from St Paul's Special School (nominated charity for Conference 2013) and confirmation from Croí that they would try to avoid organising events on the same weekend as the IPNA Conference.

All Reps were reminded to claim their travel expenses from their branches. Claim Forms were circulated along with Attendance Certs that can be signed today by another member of the NEC to verify attendance.

Siobhan asked that only one person speaks at a time during the meeting.

## MAIN POINTS OF LAST NEC MEETING

There were no amendments to those records so they were approved today.

## UPDATES SINCE LAST MEETING

### IPNA DEFINITION OF A PRACTICE NURSE

All branch feedback was discussed and it was decided today that the IPNA definition of a Practice Nurse is as follows:

**A Practice Nurse is a registered nurse/midwife working in general practice who provides professional holistic health care within his/her scope of nursing and midwifery practice, to the practice population.**





Lisa will put this definition on the IPNA website as soon as possible.

Siobhan reminded Reps about the useful content and resources on the website and suggested that branches bring a laptop to meetings to show members around the site and encourage them to visit it regularly.

#### EDUCATIONAL COMMITTEE

Siobhan said that the elected members of this committee held their first meeting in January and had sent Minutes of that meeting to be circulated today. Karen Canning spoke on behalf of the committee and outlined what they had agreed in relation to structure of the committee and its terms of reference. Siobhan thanked all on the education committee for volunteering and their work so far, which she said was very important as it focuses on the core aim of the IPNA, i.e. education. Ruth Morrow said that the publishers of the Journal were delighted that the education committee has been established and she reminded Reps that they continue to seek authors of clinical articles on any subject for the year ahead, but in particular those which can attract advertisements. She explained that advertisements are vital for the Journal to continue. Siobhan also reminded any members who have completed case studies or audits for Diploma programmes, that this is ideal content for clinical articles. Articles should preferably include references or a bibliography. Members who would like more information on submitting articles can contact the Education Committee via Ruth at e-mail [pro@irishpracticenurses.ie](mailto:pro@irishpracticenurses.ie)

Branches are also encouraged to submit their branch news for each issue, so that sponsoring companies get a mention and also to give other branches ideas for topics or speakers for future meetings.

#### CONFERENCE 2013

Siobhan thanked the North Dublin branch on behalf of all members for a very successful conference in October 2013. There was a round of applause for the branch.

### **CONFERENCE 2014 – hosted by the IPNA Kerry Branch**

This year's conference will be held on Friday 17<sup>th</sup>/Saturday 18<sup>th</sup> October 2014 in the Limerick Strand Hotel.

Mary Cullen Sheehan reported that the Kerry branch had had some difficulty in the beginning (accessing conference e-mail etc) but that they felt they were on track now. They had also had some concerns about the Limerick Strand Hotel as a venue, particularly in relation to costs and parking, and some of the branch members had suggested changing venue. Siobhan reminded Reps that a contract was signed with the hotel in 2012. It was agreed today that parking issues that can be addressed (or alternatives found) by the branch during the year.

Mary announced that the theme of this year's conference will be "Variety is the Spice of Life" and topics planned include Infertility, Food Intolerance, Cardiac Rehab, Travel Vaccinations, Mental Health (to be confirmed) and Wound Care. There will be no workshops, so the format will comprise of speaker presentations. Mary queried the average cost of speakers and it was agreed that €300 is about average, although an excellent keynote speaker may be more.





Mary reported that Pharmaceutical Reps have been contacted in relation to sponsorship/exhibition stands. She said, however, that some Reps have said that the cost of the stands at €1,250 is too expensive. It was pointed out today that this is for a 2 day stand at a national conference with up to 150 delegates from all around Ireland and that the IPNA had already reduced the fee from €1,500 a few years ago. Elaine Scanlon confirmed that the North Dublin branch hadn't had too much difficulty securing sponsorship for conference 2013. Sheila Ryle and Louise Brosnan from the IPNA Kerry Branch are going to manage the corporate sponsorship. Siobhan said that she had travelled to Limerick last week to meet with the conference committee and direct them through the templates and timelines they had been given by the North Dublin branch, but only one person was there for the meeting. She also noted that the conference e-mail address has been inactive and asked that all communications from the Kerry Branch to exhibitors on behalf of the IPNA be sent via the conference e-mail address. She asked if the Kerry Branch needed further help. Mary said that it was difficult because there isn't anybody in the branch with I.T. skills.

There was a long discussion about the amount of work involved in hosting and organising the conference. Siobhan said that the issue of the management and workload involved needs to be addressed properly because each conference is the IPNA's second biggest income generator after membership fees. It was agreed that I.T. skills were essential for anyone overseeing the sponsorship because it involves e-mails and online billing. There were several suggestions for managing the corporate sponsorship in the future, including: NEC managing it via a sub-committee elected every two years, employees' workloads re-allocated or revised to include corporate sponsorship, employing an event manager for a short period, employing a local Practice Manager to oversee it. There was also discussion about the need to pay for the work to be done and the IPNA's limited resources to support this. Siobhan asked that all Reps think about the best solution.

## AGM

The following Motions were suggested for AGM 2014:

- 1) A motion to allow branches to amalgamate if they choose to do so (e.g. to combine resources and ensure higher attendance at meetings). Ruth Morrow will draft this motion for NEC to discuss/approve at the May meeting.
- 2) A motion to include paid up membership as a requirement for access to branch educational meetings. This was suggested on foot of reports from several branch committees that they have met with some hostility from ex-members or non-renewers who feel they are entitled to attend meetings. Mary Sullivan will draft a Motion to discuss/approve at the May meeting.
- 3) Centralisation of conference. This issue was put on hold for the moment.

It was agreed today that membership is confirmed/finalised when a membership fee has cleared the banking system.

Branch Motions to be sent to [admin@irishpracticenurses.ie](mailto:admin@irishpracticenurses.ie) by 30<sup>th</sup> April.

## AWARDS:

It was agreed by majority votes today to offer the following awards this year:





- **PRACTICE NURSE OF THE YEAR AWARD:** Format as before with €1,000 educational grant from IPNA funds unless sponsorship is secured elsewhere.
- **CLINICAL AWARD:** Format as before with €1,000 educational grant from IPNA funds unless sponsorship is secured elsewhere. Travel vaccination is to be the theme and a named writer/judge was suggested for Lisa to contact. It was agreed that if sponsorship becomes available on the basis of another topic being the theme, the NEC Officers may decide on switching topic without the need to consult all Reps.
- **EDUCATIONAL BURSARY:** Format as before with €1,000 from IPNA funds, unless sponsorship is secured elsewhere.
- **VALERIE MANGAN IPNA LOYALTY AWARD:** Format as before with €1,000 educational grant from IPNA funds.
- **BRANCH POSTER AWARD:** It was decided not to run this award this year but the option to have a poster display area at the Conference is to be discussed further. Also to be decided is whether this would be open to IPNA members only or non-members as well.

Lisa confirmed that she has sent out a Sponsorship Opportunities document to all previous sponsors of awards.

## CONFERENCE 2015

Moira Noone reported that 16<sup>th</sup> October 2015 is the preferred date and that the Galway branch has looked at the Ardilaun hotel which meets IPNA requirements in terms of space and conference facilities. Management there have promised to match the price of other venues. The Galway branch doesn't have a conference committee yet. Siobhan said that as Chairperson she will visit whichever venue is the preferred one along with the committee when it is formed, to do a full site visit and to arrange booking.

## ACCOUNTS

Lisa reported that the Charities Section of the Office of the Revenue Commissioners wrote to the IPNA in January, seeking accounts and Annual Report which were sent to them immediately. She said that she had phoned them this week to get feedback to bring to this meeting and it had been confirmed to her over the phone that all was in order and that the Charitable Tax Exemption would continue.

Lisa reminded Reps that Income over €100,000 would necessitate an audit. Total income to the association in 2012 (i.e. accounts that were sent to Revenue) was €99,540. Total income in 2013 was €116,302.06. Lisa has spoken to the IPNA Accountant and the cost of audit will be at least €1,500 plus VAT. It was agreed by NEC today to get 2013 accounts audited in order to comply with Revenue's requirements. Accounts reports were circulated as follows:

Finalised Income and Expenditure in the National Account from January to December 2013, showing a surplus of €45,189.60 going forward to 2014.

Finalised figures for Conference 2013, showing a net profit to the national account of €40,117.98 (this is included in above national figures).

Branch accounts January – December 2013. Any outstanding branch financial statements should be sent to Lisa as soon as possible in preparation for the audit.

Draft budget for 2014 based on 2013 figures. These projections show that the conference must make €23,000 net for the national account to break even in 2014.





## MEMBERSHIP FEE OPTIONS

The NEC Officers have decided to seek quotes for development of an online membership payment option, to address members' wishes for online payment options with instant access to the benefits of membership without having to write a cheque or get a bank draft/postal order, to allow members to manage their own contact details and also to reduce the workload involved in processing memberships manually.

## GOVERNANCE

Lisa circulated a suggested revision to the Data Protection Policy, to allow for members' e-mail addresses, names and NMBI PIN numbers to be shared with CPD sessions (the company that is going to manage the e-Learning zone), so that those members can be given access to the e-Learning Zone. All Reps approved this revision today.

The meeting broke at 1.15pm for lunch and resumed at 2pm.

## BRANCH ITEMS

Moira asked if it would be acceptable if the Roscommon branch worked with the Galway branch to host the conference in 2015 and that if so, the two committees would share the workload and come to an arrangement about the host branch portions of the profits. All agreed with this and said that it was a great idea.

## PDC ITEMS

Rita Lawlor reported that work on the Medication Protocols issue is ongoing and involves the PDCs, ICGP and IPNA. In the meantime, members are reminded that each patient should have an individual prescription for each vaccine in order for Practice Nurses to work within their Scope of Practice. She said that Lisa can refer anyone with queries on medication protocols to either herself, Patricia McQuillan or Ann McGill who are all involved in the ongoing work to resolve this issue.

Rita said that it is estimated that there are now 1,800 Practice Nurses working in Ireland.

Scope of Practice was discussed and Siobhan explained that the NMBI are currently undertaking a full review and have asked if 12 IPNA members can attend a focus group for about 45 minutes to discuss issues relevant to Practice Nurses. The North and South Dublin branch meetings will take place next Wednesday and it is hoped that 12 members from those branches will volunteer. Branches can e-mail Siobhan at [chair@irishpracticenurses.ie](mailto:chair@irishpracticenurses.ie) with names to arrange a date.

Rita confirmed that there is still no definite date for the rollout of mandatory CEUs but reiterated that Practice Nurses should keep records of all CPD activities, including those with no CEUs attached but that may be relevant to practice, such as Basic Life Support training. When CPD portfolios are implemented by NMBI, they will be in electronic format and there will also be a requirement for nurses to show how they applied their newly acquired knowledge in their nursing practice.





## INMO ITEMS

Lisa relayed correspondence from the INMO Practice Nurse Section in relation to the withdrawal by INMO insurers of professional indemnity for Practice Nurses. All INMO Practice Nurse members have received correspondence about this and an educational/informational seminar will be organised by the INMO in April about this issue (date and details will be posted on the IPNA website when available). Elaine Scanlon reported that she had attended one of the meetings already held, and it had been explained there that the MPS had withdrawn the insurance because there was a conflict of interest in cases where they had to countersue the INMO for costs in certain cases.

It was agreed today that the IPNA recommendation continues to be that Practice Nurses should have their own professional indemnity in addition to being named on the practice policy and that any Practice Nurse who undertakes extended roles must also have these roles specifically stated on their personal professional indemnity policy.

The meeting concluded at 3pm.



**Next meetings:**  
**Wednesday 7<sup>th</sup> May 2014**  
**Wednesday 3<sup>rd</sup> September 2014**  
**Friday 17<sup>th</sup> October 2014 (Conference weekend)**

Minutes drafted by Lisa Nolan, IPNA Administrator and approved by Siobhan Jordan, National Chairperson.

### Acronyms used in this document:

AGM	Annual General Meeting
CEU	Continuing Education Units
CPD	Continuing Professional Development
ICGP	Irish College of General Practitioners
INMO	Irish Nurses & Midwives Organisation
IPNA	Irish Practice Nurses Association
IT	Information Technology
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

