



# NATIONAL EXECUTIVE COMMITTEE MEETING

Wednesday 8<sup>th</sup> May 2019

Ashling Hotel 11am -3pm

**ATTENDANCE:**

Gillian Redmond	National Chairperson	GR	Anne Kernaghan	Mayo Branch	AK
Elaine Scanlan	National Vice-Chairperson	ES	Reneagh Bennett	Midlands Branch	RB
Josephine Heward	National Honorary Treasurer	JH	Elaine Scanlan	North Dublin Branch	ES
Pauline Kilcoyne	PRO	PK	Mairead O Dwyer	South Tipperary Branch	MOD
Caroline Daughton	Administrator	CD	Marie Harrington	Wexford Branch	MH
			Jane Campion	Wicklow Branch	
Margaret Geoghan	Cavan/Monaghan Branch	RM	APOLOGIES		
Marie Galbally	Carlow Branch	MG	Geraldine Griffin	Clare Branch	GG
Breda Looney	Cork Branch	BL	Sue Mc Dermott	Limerick/Nth Tipp Branch	SMD
Josephine Heward	Donegal Branch	JH	Deirdre Farrell	Roscommon Branch	DF
Michelle Griffin	Kildare Branch	MG	Karen Canning	South Dublin Branch	KC
Patricia Mc Quillan	Kilkenny and PDC rep	RL	Mary Jordan	Waterford Branch	MJ
Suzanne Cassidy	Louth/Meath Branch	SC	Winnie Quigley	Mem Sec	WQ

**MEETING OPENED**

Gillian Redmond (National Chairperson) opened the meeting at 11.05am.

All Reps were welcomed and thanked for coming. Introductions were made and an opportunity given to reps to give feedback on their branches. Cavan/ Monaghan branch and Wexford Branch expressed concerns with regards to their branch numbers and attendance at meetings and will contact the NEC for further advice/support if required re same.

**CORRESPONDENCE RECEIVED**

IPNA has been invited to

1. Be a member of the steering Committee of LHP Skillnet
2. Attend ICGP Gala Dinner 4<sup>th</sup> May

**MAIN POINTS OF LAST NEC MEETING**

Caroline read the main points of the last NEC committee meeting from Wednesday 6<sup>th</sup> Feb 2019; Amendments as follows;

PMQ advised that there is another nurse/midwife on the planning the Roll out of TOP services group from ONMSD.

Gillian Redmond requested that it is noted that some of the accrual of hours by WQ Membership Secretary occurred before she assumed position of National Chairperson.

The minutes were subsequently accepted, adopted by GR and seconded by PK





## **MEETING UPDATES AS BELOW**

Gillian Redmond National Chairperson has accepted invitation to be on the steering group for Skillnet, she will provide feedback re same at the next NEC meeting.

Pauline Kilcoyne PRO repeated her concerns that the IPNAs entity is not used by LHP Skillnet. CD advised that the IPNA logo has not been utilised by Skillnet on their website. CD also advised that she has requested permission from branches before sharing any of their contact details with LHP Skillnet. Therefore the general consciences at our NEC meeting was that our logo should not be used on the LHP Skillnet website as we are not partners however it was appropriate that we engage with Skillnet for training.

Suzanne Cassidy Louth/Meath Branch asked if the NEC could provide information to the IPNA members with regards to who Skillnet are and what support they can provide to PNs. Caroline will compile this and circulate to members.

CPGs completed to date; Ear irrigation, Venepuncture and currently Immunisation. PMQ raised the issue that there are already CPGs available nationally which have been peer reviewed and suggests that the IPNA provide SOPs to members instead (Standard Operating Procedures) PMQ explained that SOPs will support members in "how" to implement the national CPGs that are already available. GR advised that she will discuss this with RM and revert to IPNA members following same.

CD advised that RL has been in contact with Nadira "Hibernian Health" re Travel vaccine eLearning programme, it is not yet finalised and RL will keep us updated re same.

ICGP Migraine Guidelines are available in the members area of the website

## **CONFERENCE 2019**

An update with regards to same was provided by AK IPNA Mayo Branch. The theme is Slan agus Follain (Well and Healthy). Dr Michael Harty GP/TD Committee member Slainte Care will open the conference. Speakers include Dr Harry Barry Psychologist whose subject will include sleep deprivation/Orla Loftus ANP and IPNA Mayo branch member who will present on the potential for PN role expansion/Dr Lucy Jessop will provide an update on immunisation. The conference will include Workshops on ECGs/Diabetic Foot Care/STI Screening/Breast Care. Attendees will be asked to choose 2 out of the 4 workshops to attend. The committee would like to know in advance the delegates workshop preferences, Caroline will compile a booking registration form for same. Ticket prices was discussed and agreed. Hotel accommodation rates discussed, the hotel has 50 rooms block booked for delegates and these rooms will be released on 30<sup>th</sup> August. The Mayo branch have chosen Women's Aid Refuge in Mayo as their charity. The focus is now on attracting delegates to attend. CD will ask for NIGP's assistance to advertise the conference, AK to send CD a summary of the event to submit. GR asked that all NEC reps encourage their colleagues in the branches to attend. Some reps advised that their branch funds support members to attend the conference. JC advised that in Wicklow that members have also needed to attend their branch meetings to get this financial support. CD suggested that branch portion fees could also be increased to support branches more financially. CD advised Corporate Sponsorship is at 25 stands at present.

Invitations to the IPNA Conference was discussed and agreed to invite representation from ICGP/NMBI. GR advised that she would like to invite representation from NAGP if and when their committee officers reconvene (they have stood down at present)

## **2019 Awards and Grants**

Clinical Award, Cardiovascular Health; CLOSING DATE 30<sup>TH</sup> JUNE, Sponsorship still being sought. Contribution to Practice Nursing Award; CLOSING DATE 31<sup>ST</sup> JULY Sponsorship secured from Asthma Society of Ireland.





Educational Bursary Award CLOSING DATE 31<sup>ST</sup> JULY, IPNA have received 2 applications to date.  
IPNA Loyalty Award; CLOSING DATE 31<sup>ST</sup> JULY

### **ASSOCIATION FINANCES**

2019 summary of accounts included in reps' packs

2018 Branch accounts have been returned to CD and are at present with the accountant to prepare the auditors report which is hoped will be ready for the AGM

Caroline advised reps to please review the financial spreadsheets and if any queries to contact her directly

### **MEMBERSHIP UPDATE 2019**

CD provided an updated summary on behalf of WQ National Membership Secretary who is presently on extended leave

669 members to date

New Members 118

GR asked that all NEC reps highlight the advantages of being a member of the IPNA with their colleagues and through social media avenues.

GR would also like to send a letter of support for IPNA membership to GP employers and all reps agreed to same.

All agreed that in order to raise IPNA profile the association needs to look at using social media. JC suggested recruiting an expert in PR to assist. It was also suggested that this may be a role that the membership secretary may consider as she had previously requested an increase in her hours which would support this. CD to further explore with WQ

### **EDUCATION COMMITTEE UPDATE**

PMQ advised the meeting that this committee has not met in over 12 months. NEC officers and NEC reps all agreed that the terms of reference in establishing the committee needed to be reviewed and ascertain if it is necessary and viable for the committee to be maintained. CD will follow this up with the Education Committee members.

### **Meeting broke for Lunch at 120pm with the request to reconvene at 2pm**

### **IPNA CONFERENCE 2020**

Branches due to host IPNA Conference is South Dublin/Clare/Wexford/Louth, Meath.

GR asked for volunteers from the meeting if branches may be interested. CD will email branches to ascertain interest. AK asked if the "centralised" venue will prohibit branches from hosting the events they may like to have the event locally. All reps agreed that at the time the decision to centralise the venue was following a low attendance event in Donegal due to the proximity for delegates and pharma reps. All agreed that the venue can be reviewed and considered depending on host branches preferences.

### **OFFICERS/AGM 2019**

GR asked for nominations for the NEC officers' positions of Vice Chair, PRO and Treasurer. Whilst it is an advantage for someone to have been a NEC rep for these positions it certainly doesn't exclude any IPNA branch members that may be interested. GR asked all NEC reps to consider these positions and also any recommendations from their branches members.





## BRANCH ITEMS

PK asked for clarification with regards to Associate Membership. CD clarified that this is open to persons who were full members of the IPNA and are now on a career break or retired.

They receive the NIGP publication/have membership access to the website/can attend educational branch meetings/avail of the members rate for the Annual conference. Associate members do not have voting rights at branch /AGM meetings and cannot be elected to officers' positions. CD advised that any changes to these terms or the associate membership fee needs to be addressed through a motion and as this doesn't qualify as an emergency motion would need to be referred to next year. MH on behalf of another branch member in Wexford felt that the word count for the clinical award is too restrictive at 2,500 words and that last year's word count exceeded this. CD advised she will seek advice from the author of this year's case study to clarify and will follow up her query re last year's winning submission

GR advised all NEC reps that in the event of them having any difficulty with filling local officers' roles she is there for any support/guidance

GR also requested PK as PRO to explore contacting Suzanne Creed MPS with regards to doing an interview for NIGP, which might explore the main issues relating to clinical risk for PNs.

JC advised the meeting that the existing CPN trophy did not have sufficient space for Mary Finnegan's name to be engraved. CD was aware that a new trophy was required for this year's conference and apologised for not realising Mary's name was not engraved. CD will explore an alternative option for Mary and get in touch with her directly.

CD advised NEC reps that she will be circulating a survey with regards to the IPNA website as a starting point for reviewing and updating same.

## PDC ITEMS

PMQ advised reps that funding for a new eLearning Immunisation Foundation Course was secured from the ONMSD. This course has been developed by the PDC/PNs in conjunction with the NIO and will be formally launched on 23<sup>rd</sup> May at the NIO conference which is being held at the RCPI and is being streamed to ten venues around the country. The eLearning Programme is relevant for all nurses/midwives involved in offering a vaccination service. The PDCs have secured an agreement from the CNMEs to offer a four hour course annually on the PCIP (Primary Childhood Immunisation Programme) which will be along the lines of, and will complement, the other immunisation courses already facilitated by the CNME that include the SIPVP (Seasonal Influenza Peer Vaccinator Programme) and the SIP (Schools Immunisation Programme). The PDCs with the CNMEs and Public Health are currently developing this PCIP educational session. These initiatives will result in Immunisation Education being available for all new PNs whenever they commence employment (eLearning) and for PNs in areas where there is no PDC (through the CNMEs)

PMQ and BL advised that a public consultation has opened by NMBI with regards to Section 40 of the Nurses and Midwives Act which concerns Midwives practice and Professional Indemnity.

CD advised that any concerns/issues regarding professional indemnity is outside the IPNA's remit which is focused solely on education and professional development.

Therefore, it was agreed as an educational body for practice nurses the IPNA will make a submission to this public consultation only on the basis of outlining the challenges for Midwives to maintain their skills and expertise in General Practice in the event of inadequate professional indemnity. CD will contact members re same.





## AOB

AK Mayo asked if national funds can be used for PN s to complete courses such as Nurse Prescribing as their experience has been lack of support from employers. CD advised that local branch funds are used for this purpose and perhaps the association can look at increasing this allocation for support. ES advised that LHP Skillnet is also a good resource to help support PNs

AK asked PMQ is she could assist the Mayo conference committee secure CEUs for the conference. PMQ requested information to do this, incl agenda and PIN numbers of any educational nurse speakers. AK will follow up same

PMQ also advised the meeting that Rhonda Forsythe PDC North Dublin has retired. The post remains vacant at present. PMQ advised reps to let their members know that they can contact any of the remaining PDCs who will certainly assist them where possible.

Meeting concluded 3pm



### 2019 meetings:

**Wednesday 4<sup>th</sup> September 2019 11am Ashling Hotel Dublin**  
**Friday 27<sup>th</sup> Sept Galway Bay Hotel 12md**  
**AGM Saturday 28<sup>th</sup> September Galway Bay Hotel Time TBC**

Main points of NEC meeting drafted by Caroline Daughton, IPNA Administrator.  
Approved by Gillian Redmond, National Chairperson.

### Acronyms commonly used in IPNA documents

AGM	Annual General Meeting	NMBI	Nursing & Midwifery Board of Ireland (formerly An Bord Altranais)
CEU	Continuing Education Units		
CPD	Continuing Professional Development	PDC	Professional Development Coordinator [for Practice Nursing]
IPNA	Irish Practice Nurses Association		
NEC	National Executive Committee	PN	Practice Nurse
NiGP	“Nursing in General Practice”	PRO	Public Relations Officer
Journal		Rep	Representative