

MINUTES OF NZATS EXECUTIVE MEETING

Held: Cardinal Health, 14b George Bourke Drive, Mt Wellington, Auckland
Date: Friday 13th February, 2009 @ 0930
Present: Karen Bennett, Michele Peck, Tania Kennedy, Sian Mitchell, Nicola Smith, Andrew Warmington
Apologies: Malcolm Stuart, Cathie Hepworth, Kylie Parry, Malcolm Stuart

Conflict/disclosure of Interest Form circulated.

<p>Previous actions and minutes discussed</p>	<ul style="list-style-type: none"> ▪ R/Ns – statement on relevant clinical experience deemed appropriate for reduction in clinical hours – Guidelines for DHBs – remains outstanding due to resignation of Registrar. ▪ Card making machine – decision not to purchase as reliable, cost effective service being provided by current card issuers ▪ Draft Portfolio document circulated by KP at last meeting ▪ Registration examiners – Nicola has appointed Matthew Lawrence - still waiting for a response from other applicants. ▪ Reduction of training time discussed again. Executive appreciate that clinical hour requirement is very tight for those trainees employed during February. Decision to discuss timing of Reg Exam at conference. ▪ RNs sitting Graduate Certificate currently not required to sit Anaesthetic Technology I by AUT. SM discussed with WE and was told that Grad Cert consists of 4 papers only : Independent Learning Paper: Anaesthesia II, Anaesthesia III & Anaesthetic Technology II. NZATS will therefore continue to insist that AnTech I completed in full. Charge Techs / Educators to be reminded that they are responsible for ensuring this is done. SM ▪ Training hospitals – no further enquiries from interested hospitals <p>Minutes of previous meeting accepted as a true and accurate record – agreed.</p>
<p>Chairperson</p>	<p>Surveys</p> <ul style="list-style-type: none"> ▪ Currently all hospitals audited annually. Suggestion that hospitals experiencing difficulties surveyed more often. Suggested January and July. ▪ Collection and reporting of information is sub-contracted out. KB asked for approval to use same person again – to be employed by NZATS for 1 month. Agreed. <p>Constitution</p> <ul style="list-style-type: none"> ▪ Last updated in 2003 when name changed. <p><u>New changes:</u></p> <ol style="list-style-type: none"> 1. Physical contact address now KB's home address 2. All references to “anaesthetic nurses” removed 3. Addition of Chair Elect and Outgoing Chair portfolios 4. KB, MP & CH to sign Constitution <p>New remits for AGM:</p>

	<ol style="list-style-type: none"> 1. 'sign off' 3 Education roles (AUT, Exams, Prof Development) & Communications/PR role 2. Non-elected members discussed. 3. 10. Notices – Electronic communication 4. Indemnity Insurance to be included in Constitution <p>Registration Forms</p> <ul style="list-style-type: none"> ▪ Now on website ▪ Some old versions still being submitted – numbers will diminish soon ▪ KB has informed all Charge Techs of new forms ▪ MP requested addition of 2 fields at bottom of form in “For administration only” section to assist with processing and tracking. <p>Website</p> <ul style="list-style-type: none"> ▪ Discussed. Need for material to be reviewed in some areas. <p>ASAPO</p> <ul style="list-style-type: none"> ▪ New website but link unreliable at present. Conference coming up in Cairns October this year. <p>Registrar position</p> <ul style="list-style-type: none"> ▪ KB acknowledged that MP had taken on this role on a temporary basis. ▪ 3 applicants for position. Constitution consulted regarding appointment rules. All candidates need to be nominated. Suggest new role taken up in June. Ballots to be sent out in May. CH ▪ Detailed written guidelines of all NZATS Exec roles to be developed to help with handover period. <p>Registration Exam Certificates</p> <ul style="list-style-type: none"> ▪ New design agreed. Calligrapher to be employed to write names. NS requested ATs with older qualifications are able to apply for new design certificates. Agreed as good idea – payment of fee for certificate briefly discussed. Not yet resolved. <p>Conference 2009</p> <ul style="list-style-type: none"> ▪ Convenor for Rotorua conference is Simon Spencer-Peet. Six Hats are conference organisers ▪ Seed money not yet requested as yet. <p>Conference 2010</p> <ul style="list-style-type: none"> ▪ Venue Christchurch. Organisation well underway. <p>HPCA Review Report</p> <ul style="list-style-type: none"> ▪ ? joint authorities to be appointed – possibly technical health professions authority. No firm decisions yet. Change in law required to allow merging of more than 2 existing authorities. MOH agreed ATs should be regulated. Now awaiting appointment of regulatory body. KB requested to comment on document by MOH.
Overseas Registrar	<p>Broadband Internet Access</p> <ul style="list-style-type: none"> ▪ Requested by Examinations Exec, Overseas Registrar and Treasurer to enable portfolio holders to complete NZATS duties efficiently. Some options discussed. MP to research costings.

Registrar	<ul style="list-style-type: none"> ▪ Information to Trainees on completion of Registration Exam - still some confusion about requirements. Website will be updated. ▪ Cards ordered for next year – yellow. ▪ All COP and Diploma certificates now sent out. All CT's and Educators to let MP know if they know of anyone who is still waiting. ▪ MP circulated printouts of current trainee / qualified tech database and some immediate amendments were made by the Exec to update the lists. ▪ AW suggested a notice in the next newsletter asking members if they know the whereabouts of untraceable members. ▪ overseas trained 'tech' who wishes to register here – discussed.
Treasurer	<ul style="list-style-type: none"> ▪ Mike Powell was welcomed to the committee by KB. ▪ Discussed need for electronic invoicing to improve efficiency, Accountant has provided MP with necessary software to execute. MP to investigate costs of set up etc and report back to Exec. ▪ Suggested all cheques be sent directly to him - tracking & banking will be easier. Agreed. ▪ Financial report to be emailed to exec for approval.
Exams	<ul style="list-style-type: none"> ▪ Application forms to sit Reg Exam – confusion regarding requirement to have CTs signature – many trainees writing CTs name in themselves. NS will change form so there can be no ambiguity. ▪ MCQs – Charge Techs to be sent MCQs in future.NS will inform Sonia Botica. ▪ SB contract – discussed. ▪ NS confirmed Part II venue = Auckland, Short Stay Unit.
AUT	<ul style="list-style-type: none"> ▪ WE on leave for 6 weeks since last NZATS meeting. ▪ Changes to diploma info sent out to CTs and Educators. Also on website. Only 1 enquiry so assume information understood. ▪ Reminder that this year only, Special Topic in 2nd year so that small group sits first – less impact if there are problems. Next year it will be 1st year; 2nd semester paper (so this years 1st years will have to sit it in their 2nd year). ▪ New markers taken on to help with Anaesthesia I & II. All markers now required to submit CV to AUT to ensure appropriately qualified and experienced. ▪ One National Assessor has resigned. This leaves 6 NAs nationally. Agreed that this is an adequate number for this year. SM to inform WE. ▪ WPA course – date not yet set. SM will follow up and inform members asap. ▪ Sian will advise date for mid-year education meeting in due course. ▪ Sian requested clarification on rules for sitting Registration Exams. Trainees must be employed in a training hospital at the time they sit the exam or not able to sit.

Meeting closed 1530.

KEY **KB** Karen Bennett; **MP** Michele Peck; **CH** Cathie Hepworth; **NS** Nicola Smith; **MP** Mike Powell; **AW** Andrew Warmington **SB** Sonia Botica
SM Sian Mitchell; **KP** Kylie Parry; **TK** Tania Kennedy; **WE** Wendy Emson; **KH** Kaylene Henderson; **SS-P** Simon Spencer-Peet