

MINUTES OF NZATS EXECUTIVE MEETING

Held: Cardinal Health, 14b George Bourke Drive, Mt Wellington, Auckland
Date: Friday 21st August, 2009
Present: Karen Bennett; Michele Peck, Tania Kennedy, Sian Mitchell, Nicola Smith, Kylie Parry, Mike Powell
Apologies: Andrew Warmington, Malcolm Stuart, Cathie Hepworth

Conflict/disclosure of Interest Form circulated.

Previous actions and minutes discussed	<p>Registrar Position on NZATS Committee</p> <ul style="list-style-type: none">• Sandra Dillon has been voted into this vacancy since the last NZATS meeting. <p>Remits</p> <ul style="list-style-type: none">• Constitution now formally altered as per the remits.• ASAPO• KB asked for it to be minuted that Sian Mitchell is self funding her attendance at the ASAPO conference in Cairns this year.• NZATS are aware of at least 4 NZ technicians attending this conference which is positive.• Re budget. KB has written requesting seed money be returned to ASAPO and has advised that any surplus is to be paid in proportion to origin of delegates.• ASAPO technicians have not been included in the current list of workers being put forward for professional registration in Australia this year.• ASAPO Conference 2011 will be held in Canberra. <p>Communications Portfolio for NZATS</p> <ul style="list-style-type: none">• Tania advised that this has been advertised in the September newsletter (at time of writing minutes, newsletter has been sent out). <p>HWIP Project</p> <ul style="list-style-type: none">• MP sent information from NZATS database to HWIP. Reply from HWIP inconclusive as no new information given which was not already held by NZATS. . <p>NZ Trained Technicians working in UK</p> <ul style="list-style-type: none">• There is one NZ trained tech currently working successfully in UK. MP will follow up.• WE has updated Dip. Applied Sciences (Anaesthetic Technology) course transcript). KB & MP will forward to Bill Kilvington(AODP) for discussion. <p>Website</p> <ul style="list-style-type: none">• Education pages under review by WE. All other pages have now been reviewed.
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Nicky	<ul style="list-style-type: none"> • October Registration Exam in hand. • 1st time for regionally-held MCQs – Candidates can choose where to sit exam. All MCQs will commence at 0900 on Saturday 5th September. Part II at PN on 3rd Oct. KB Facilitator.. • NGS will get all examiners to re-commit each year to be on exam team. Plenty of interested techs from within NZATS if vacancies come up. • Examiner’s Meeting 2010 – NGS will arrange
Tania	<ul style="list-style-type: none"> • Newsletter - this issue late – problems with printers. Next one due end September so TK proposed sending it out a little later. Committee agreed. • Website - GB is looking at suggestions given by NZATS. Committee working on appearance of website. Problems with server • Calendar still needs to be reviewed.
Michele	<ul style="list-style-type: none"> • Associate Membership request - Overseas Registrar has requested that NZATS have an ‘Associate Membership’. Discussion around value of this to anyone not working in NZ. Access to website currently freely available so decided it would not be of any benefit. Will be re-visited when we are formally registered here. • Overseas Registration Packs - Clarity of information about requirement for overseas candidates to sit NZATS Registration Exam discussed. SD to make changes and review with committee before finalizing. • Overseas’ candidates references - all overseas applicants to have references from their last/current Line Manager. One must also be from a Consultant Anaesthetist (not a ‘Staff’ grade anaesthetist as relevant to UK applicants). • Registration Card costs - Auditors have queried rising costs of registration cards. MP will speak to company about possibility of recycling cards to reduce costs. • SD to investigate local Dunedin supplier.

Karen	<ul style="list-style-type: none"> • Karen formally welcomed Sandra to the exec committee. • Website SPAM – a great deal is getting through on the email addresses. • MOU document agreed to. For presentation at NZATS AGM • Rotorua Regional Mtg – 11th September, Ventura Inn. KB attending. • Dunedin Regional Mtg in December. • Constitution accepted by Registrar of Incorporated Societies. • NZATS Conference – Report from Six Hats. NZATS has accepted budget. • Charge Technician’s Meeting – very beneficial. Group supportive of Professional Portfolio Document. Supportive of extending scope of practice for ODPs registered with UK HPC – scrub, recovery. NZATS now need to get support from Membership and to define any additional scope of practice very clearly. NZATS will take a session at conference to discuss. KB. • Standards of Practice – NZATS Document to be updated. • NZSA / ANZCA meeting - KB was not able to present at joint meeting in Wellington due to time constraints. Sent report instead. • Visit to MoH – employed regulatory authority specialist to help sort out registration for. Discussed set up costs.
Mike	<ul style="list-style-type: none"> • Coding - Explained the new coding now seen in the financial reports. Codes breakdown costs better. • Current financial report was discussed. • Annual financial report will be circulated at Conference AGM • Electronic invoicing working well for NZATS • Web advertising – Adcorp advertising discussed. MikeP All ads will be for one month and if clients want longer, new booking form to be sent. • Some issues with newsletter advertisers not paying bills promptly. • Recent ad on TV offering all charities free postage. MikeP will investigate.
Kylie	<ul style="list-style-type: none"> • Professional development portfolios/practice for RNs discussed. Very helpful to Kylie – discussed levelling criteria and CASP requirements.
Sian	<ul style="list-style-type: none"> • National Assessments – discussed. NA’s will be reviewed for 2010. AUT want committee set up to discuss. To meet early 2010 for one day meeting. NGS to chair. NGS to review anaesthetic machine documents first then facilitate meeting. SM will advise WE to invite committee to participate. • Discussion of timing of National Assessments to ensure candidates all 6 months plus when enrolled to sit exam. Agreed to keep timing same as before as some hospitals take trainees throughout the year. AUT to develop system to ensure all candidates have done at least 6 months practice first. SoT form to be sent to SoT instead now and not trainees. This will ensure records up to date and accurate. SM to follow up. • Documentation: AUT wants one, clear and concise guideline / mark sheet that relates to all pneumatic anaesthetic machines (not one for Aestiva, one for Aespire as currently the case). SM raised issue of having to meet needs of those candidates who only check electronic machines every day and have difficulty getting practice on pneumatic machines. ? suggestion to provide NA on electronic machine as well.

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| | <ul style="list-style-type: none">• AUT will add page into Anaesthetic Technology I manual dedicated to explaining requirements of National Assessment – criteria for eligibility, responsibility and advice on where to find NZATS Guidelines for Machine Check etc.• Candidates expected to follow guidelines – therefore teaching to follow guidelines is recommendation from NZATS.• Anaesthesia III – Pharmacology section. – first run this semester. Some complaints forwarded to AU. Section will be reviewed for 2010 to incorporate suggestions.• WE to ask Christchurch anaesthetist to have formal role in reviewing pharmacology section for 2010 to ensure accuracy in applied topics. Suggested that at Block Course, anaesthetist to give a talk as well as pharmacologist.• Anaesthesia III Assignment: paper critique – trainees expected to critique paper with no training on how to do this. Critique is a requirement of a level 7 paper. Discussion around ways to prepare trainees for this. SM to follow up. |
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Meeting closed at 1530.

Key: KB = Karen Bennett MP = Michele Peck CH = Cathie Hepworth MikeP = Mike Powell NSG = Nicola Smith Guerin
TK = Tania Kennedy SM = Sian Mitchell KP = Kylie Parry WE = Wendy Emson (AUT)