

## MINUTES OF NZATS EXECUTIVE MEETING

**Held:** Highland Room Scenic Hotel, Dunedin  
**Date:** Friday 11<sup>th</sup> December 2009 at 1000  
**Present:** Michele Peck, Sian Mitchell, Nicola Smith, Cathie Hepworth, Sandra Dillon

**Apologies:** Andrew Warmington, Karen Bennett, Brett Besley, Mike Powell, Malcolm Stuart, Kylie Parry,

Conflict/disclosure of Interest Form circulated (No changes)

Previous actions and minutes discussed	<p><b>HWIP Project</b></p> <ul style="list-style-type: none"><li>• Workforce forecast received, see below.</li></ul> <p><b>Review of machine check documents</b></p> <ul style="list-style-type: none"><li>• On going</li></ul> <p><b>Paying registration fees by credit card</b></p> <ul style="list-style-type: none"><li>• Being looked into</li></ul> <p><b>Newsletter</b></p> <ul style="list-style-type: none"><li>• add to next years registration application forms option of electronic newsletter only</li></ul> <p><b>Vacancy advertising</b></p> <ul style="list-style-type: none"><li>• Advertising and processing fees to increase Jan 2010</li></ul> <p><b>SIGNED: Chairperson</b> _____ <b>Date</b> _____</p> <p>Previous minutes accepted as a true and accurate record</p>
Michele	<p><b>ASAPO representative</b></p> <ul style="list-style-type: none"><li>• Decision made 4 years ago that the rep would be the Chairperson</li></ul> <p><b>Website Information</b></p> <p>All information that is sent to Webmaster for upload to website, must be cc'd to Chairperson</p> <p><b>Pre reading for Exec meetings</b></p> <ul style="list-style-type: none"><li>• Any pre reading to be sent to exec members at least 2 weeks prior to meeting</li></ul> <p><b>Workforce forecast report to MoH</b></p>

	<ul style="list-style-type: none"> <li>•Discussed</li> </ul> <p><b>Registration</b></p> <ul style="list-style-type: none"> <li>•Need to supply updated information eg course changes exec update. KB to be main registration contact liaison. MLP will be copied into any communications and attend meetings</li> </ul> <p><b>ISO Technical Committee</b></p> <ul style="list-style-type: none"> <li>•Request from Karen Batt for NZATS to be included in this committee. <b>NGS</b> to be representative</li> </ul>
Karen	<p><b>Letters to be sent</b></p> <ul style="list-style-type: none"> <li>•Discussed</li> </ul> <p><b>Training Survey 2010</b></p> <ul style="list-style-type: none"> <li>•Discussion – agreed no changes required</li> </ul>
Cathie	<p><b>Conference 2010</b></p> <ul style="list-style-type: none"> <li>•ASAPO will not send seed monies due to their financial situation – NZATS agreed to provide</li> </ul> <p><b>Post</b></p> <ul style="list-style-type: none"> <li>•Issues discussed. All members should be aware that it takes up to 6 weeks to process the application</li> </ul> <p><b>Reduction in clinical training hours</b></p> <ul style="list-style-type: none"> <li>•Discussed</li> </ul>
Sian	<p><b>National Assessors</b></p> <ul style="list-style-type: none"> <li>•Applications were discussed. All successful applicants will be invited to attend National Assessments Feb 2010</li> </ul> <p><b>National Assessments</b></p> <ul style="list-style-type: none"> <li>•Purpose of these is a quality process by NZATS to ensure a minimum national standard of machine check coaching is being adhered to</li> <li>•Hospitals must take responsibility for verifying the safety of their trainees' machine checks (and therefore their ability to check a machine unsupervised) as it is the individual hospital machine/environment in which the trainee is expected to perform their daily checks. AUT National Assessments process is not an appropriate check of a trainees level of safety.</li> <li>•Suggestion that an in-house assessment should be a requirement of the training regulations? WE has asked NZATS to come up with a process for ensuring all trainees have a minimum 6 months training prior to sitting NA. She suggests not holding the first one until August but this assumes all candidates start training at the beginning of the academic year.</li> <li>•NA assessments should ideally be carried out on the machines trainees normally check. Sian to complete survey of hospitals to find out which machines in use. Trainees to state machine of choice on application for National Assessment.</li> <li>•Suggestions: Christchurch for ADU; +/- PNorth for Aysis; Wakefield and Auckland for Aestiva.</li> <li>•WE suggests run NAs over whole weekend (depending on numbers) with +/- 2 x ORs in use. Therefore less</li> </ul>

NAs overall. Needs further discussion.

- Allow more time prior to assessments for exam team to plan day and review guidelines etc. Suggest 30-45 mins. Needs further discussion.

**Things to do now:**

- Finalise Aestiva machine check guidelines (nearly complete).
- New NA group to have NA training
- NA Review Group to meet to discuss outstanding issues re NA
- Invite NA to Exam Meeting for verification of their machine checks.

Diploma Papers

**Anaesthesia I**

- will be reviewed

**Anaesthesia II**

- Worksheets will be looked at

**Anaesthesia III**

- To be reviewed

**Anaesthetic Tech II**

reduce number of case studies by half, make some more in depth

**Diploma Changes to paper Names**

- Due to Special Topic now staying in Semester 2 of Year 2, it is no longer appropriate to call it Anaesthesia IB. AUT suggest the following solution:

Old name	New Name
Anaesthesia I	Anaesthesia I
Special Topic	Anaesthesia II
Anaesthesia II	Anaesthesia III (equip paper)
Anaesthesia III	Anaesthesia IV (applied anaesthesia paper)

This will cause some confusion initially but it is anticipated that this will not be significant

**AUT GUIDELINES ON PRESENTATION OF WORK**

	<ul style="list-style-type: none"> <li>• Agreed with AUT that preferentially all worksheets should be typed or otherwise written on lined A4 paper and writing must be legible</li> <li>• Any undecipherable words/sentences will not be marked as not up to marker to guess what content might be. Work not written on lined A4 will also not be marked</li> <li>• This will be explained to trainees during Anaesthesia I block course – one session to be about academic writing, referencing, work presentation etc</li> </ul> <p><b>Academic entry requirements for AUT</b></p> <ul style="list-style-type: none"> <li>• Were discussed</li> </ul>
Nicky	<p><b>Overseas registration Applications</b></p> <ul style="list-style-type: none"> <li>• Were discussed</li> </ul> <p><b>Machine check document</b></p> <ul style="list-style-type: none"> <li>• Draft to be circulated</li> </ul>
Sandra	<p><b>Registration cards 2010/2011</b></p> <ul style="list-style-type: none"> <li>• To be ordered in February</li> <li>• Change front of card to say Full, Provisional or Trainee on the front</li> <li>• NZATS seal to be on the card in lower left hand corner</li> <li>• Colour of card was chosen</li> </ul>

Meeting closed at 1600.

Key: KB = Karen Bennett    MLP = Michele Peck    CH = Cathie Hepworth    MP = Mike Powell    NSG = Nicola Smith Guerin  
BB = Brett Besley    SM = Sian Mitchell    KP = Kylie Parry    SD = Sandra Dillon  
WE = Wendy Emson