



New Zealand Anaesthetic Technicians' Society

NZATS Executive Committee Meeting

Date, Time & Location:	Friday 3 rd May 2024, 9.30am Crave Café, 6 Morningside Drive, Auckland
Attendees:	Rachael Jones (President) Jessica Bainbridge (Treasurer) Katrina Prosser (Communications Officer) Nicola Smith-Guerin (Registration Exam Officer) Katrina Walsh (AUT Liaison Officer) Aimee Atchison (CPD Officer) Willow Harper (Student Representative) Lynette McGaughran (NZSA Representative) Rachel Dempsey (ANZCA NZNC Representative) Becs Coenen (Acting Secretary & NZATS Administrator)
Apologies:	Matthew Lawrence, Nicky Scott

- Welcome (RJ)**

RJ opened the meeting and welcomed members.

Apologies were received from Matthew Lawrence and Nicky Scott. Nicola Canning from Mercy in Dunedin was planning to attend as an observer, however, was unable to be released to attend.
- Conflict of Interest Register (RJ)**

KW noted that she will not be continuing as the AUT Liaison Officer due to being employed by AUT.

RJ – offer to work with VUW to create workforce possibility report for Health Workforce NZ – agreement that NZATS are best placed to represent the profession – VUW lady (Cathy) meeting with Sue Calvert from MSC – suggestion potentially for summer school
- Website Update (RJ)**

CPD

RJ noted that the CPD portal wasn't allowing members to edit previous year; RJ met with Ninetyblack over concerns (portal designed by outsourced contractor, Douglas Digital, based in the UK), issue now sorted. It was noted that as per our contract we get one hour per month from Douglas Digital.

Membership

RJ noted that the membership process is also being reviewed – meeting to coordinate with Ninetyblack and Xero.

RJ, JB and BC meeting with Ninetyblack before the end of the month.

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4. **Document sharing, storage and governance (RJ)**
RJ noted that there are issues with continuity and access to historical documents across portfolios (files being saved in emails/on personal/work computers).
RJ has investigated software, and proposed to move forwards with MS365 for business. RJ suggested that individual names are used instead of roles i.e. NZATSCChair@gmail.com becomes Rachael.Jones@nzats.co.nz (or similar).
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5. **Board (RJ)**
There are currently 7 voting members on the Executive Committee, the constitution states it must be 8-12 (5 for quorum).
RJ put forth three options:
Option 1 – continue with 7 members until the AGM in November;
Option 2 – hold a SGM to nominate and appoint new members;
Option 3 – second members for the period until the AGM.

The Committee's preference was for option 3: advertisement to be included in the next newsletter – stressing employers' support, attendance to 85% of meetings, and CPD opportunities.

KW asked to be considered for the secretary role. Discussed by committee and approved
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6. **Conferences – 2024 and Future (RJ)**
2024:
RJ noted that there are issues with the program including the NZATS guest speaker being excluded from the opening plenary into a session for techs. Planning is well underway for the meeting, it was suggested that accommodation is booked ASAP (JB)
Future Conferences
RJ spoke with the NZSA CEO and ANZCA NZ ED, and noted that NZATS inclusion in the ASM was originally every other year in large centres (usual pattern is tertiary centre then regional centre etc.).
Members commented that it doesn't feel like a fully joint meeting, and that with the scope of practice expanding it is an opportunity to look further than anaesthesia.
It was suggested that there could be an events role on the Executive Committee.
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7. **Events - 2024 & 2025 (RJ)**
Members noted the [events document](#).
RJ proposed the future Executive Committee meetings be online (26th July), followed by a face-to-face (20th September).
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8. **Projects Update (RJ)**
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- **EAG Supervision**

A professional supervision group has been established by NZATS and are working on guidelines led by Samantha Baxendale.

There have been a range of conversations about what supervision is, which was compounded by the MSC webinar which spoke about supervision with incorrect information. **Terminology to be clarified by MSC. KW noted an AUT lecturer is planning on doing research on supervision, and has requested access to the guideline group – RJ asking group.**

- **Cell Saver**

A group has been set up on Basecamp, and will produce documentation to share with members.

9. **Scope of Practice Update (RJ)**

The SoP has been paused while MSC reframe gazette notice – question raised around change of name equaling a new profession. MSC are working with MoH to correct the gazette, and have assured RJ the SoP is still going ahead however there is no time frame in place.

10. **Treasurer Update (JB)**

JB noted that we have moved to Xero as our accounting system (previously used MYOB), however the banking documentation remains outstanding.

The last 3 months has had:

Total income \$8,688

Expenses \$25,899

Current \$57,000

Savings \$37,000

JB is working on drafting a financial policy – two pages including delegated authorities and events expenditure.

11. **Income Ideas (RJ)**

The Committee discussed potential income ideas including:

- Adding company advertising to the website
 - Having industry support education days
 - A recruitment advertising package for TWO
 - Increasing membership fees
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12. **Communications Update (KP)**

KP noted that the newsletter is going out next week.

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13. **Registration Exam Update (NSG)**
NSG gave an update noting that the final exam will be held at Hawkes Bay with minimal numbers. Exam writing will take place in Wellington mid-May. The Examination Celebration dinner is booked for 15th June at the Grand Millenium in Auckland, plans are underway.
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14. **AUT Update**
There is only one graduate for June out of the original pilot program, there are expected to be approximately 30 graduates at the end of this year. There have been three resignations and their replacements are pending. KW noted that the some courses were originally based on paramedicine courses, with the aim to adapt the papers to anaesthesia-based ones by the end of next year
The student representatives (WH, NS) are due to graduate at the end of the year, and it was suggested that a representative from each year group sits on the committee.
The program is due to be accredited next week (KW, RJ and NSG involved in this process).

Discuss with AUT(KW)

15. **AUT Issue**
KW left the room for this discussion as per her declared conflict of interest.

An issue arose earlier this week regarding a letter from a significant number of AUT students which outlined the high failure rate of a pharmacology paper resulting in scholarships losing their scholarships and being unable to continue the course as it was a prerequisite for the following semester.
The letter stated that multiple students attempted to address the issue with lecturers, and found themselves further penalized, and feeling the environment was unsafe.

RJ spoke to Martin Chadwick (Chief Allied Health Professions Officer, TWO) and Sue Calvert (CEO, MSC)

NZATS will write AUT acknowledging the issue and advocate for their student members, and to include them in the email.

RJ suggested she draft a letter for comment and approval by Sunday 5th May and circulate to the Committee.

16. **Fiji Update (KW)**
KW noted that she, Samantha Baxendale and David Baxendale, Sophie Witherford, Dindar Peters and Raj Chand are supporting Dr Alan Goodey in Latoka and Suva for two weeks training their technicians. The learning outcomes are based on the ones for diploma trainees.
The trip is being sponsored by the NZSA Hugh Spencer fund and the NZATS education fund.

Report back to committee on outcome (KW)

17. **Videos (KW)**
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The machine check videos have been found

To be put on the website (KW)

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Students Update (WH)

WH spoke to her survey results noting that a large percentage of surveyed students were unaware of free NZATS membership and the learning resources/events.

KW is contacting lecturers to set a reminder on the AUT platform to encourage students to join.

19.

General Business

- Trainees to be taken off as a membership group after the final exam
 - Constitution to be added to website (updated first)
 - Create membership survey
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