

New Zealand Board of Nephrology Practice Minutes

MEETING DETAILS	MINUTES
<b>Meeting:</b>	New Zealand Board of Dialysis Practice
<b>Date</b>	5 <sup>th</sup> of November 2009
<b>Meeting Opened</b>	1030- 1530hrs
<b>Venue:</b>	Renal Conference Room, level 15, Support Building, Auckland Hospital
<b>MEMBERSHIP</b>	
Present	Adrian Buttimore (Chair), Fredric Doss (Elect Chair), Emma Marsh., Balaji Jagannathan, Jason Wei and John Collins after 11 AM.
Minutes Taken by:	Dannis Moses
Observer:	Nick Polaschek (MOH) & Paul Santa Maria

No	Item	Discussion / Action	Who By	When	Status
1	Apologies	Shaiju Thaikandy			
2	Minutes of previous meeting	Previous minutes of meeting on 25 <sup>th</sup> June 2009 have been passed	Adrian / Balaji		
3	Business arising from minutes	Covered throughout agenda			
4	Correspondence	<p><b>Communication to NZBD - General</b></p> <p>The Board acknowledges and appreciates letters or suggestions but recommends reaching the Board chair 2 week's prior to meeting date to include in the agenda.</p> <p><b>Communication from CMDHB:</b></p> <p>Letter dated 31.08.2009 from CMDHB Technicians regarding recertification process.</p> <p>A meeting was held on the 14<sup>th</sup> October 2009 at CMDHB. Fredric was invited on behalf of the board to clarify the same.</p>	<p>All</p> <p>Fredric, Dannis , Debbie and Mark.</p>		

		<p>Dannis presented another letter emailed to him by CMDHB technicians on 2<sup>nd</sup> November 2009.</p> <p>The Board acknowledged the letter from CMDHB but seeks more clarification around the items.</p> <p><b>Communication from ADHB:</b></p> <p>Email received from Kun Yao on behalf of ADHB Technicians on 4<sup>th</sup> November 2009 regarding recertification and annual certification fee - Addressed in agenda</p> <p>A letter will be sent by Brenda Clune after discussion with John Collins to all technicians at ADHB.</p> <p>The letter will also be disseminated to all CMDHB technicians through Debbie Eastwood.</p>	<p>Dannis Moses</p> <p>Dannis and CMDHB Technicians</p> <p>All</p> <p>Brenda Clune and John Collins</p> <p>Debbie Eastwood, Mark Marshall and Dannis Moses</p>		
5	National Renal Advisory Board (NRAB) report	<p>Next NRAB meeting on 6.11.09</p> <p>TOR and Minutes of the meetings are now available at NRAB site.  <a href="http://www.moh.govt.nz/nrab">http://www.moh.govt.nz/nrab</a></p> <ul style="list-style-type: none"> <li>-Kelvin Lynn update on Kidney Health NZ</li> <li>-Funding for renal transplantation proposal presented by Dr.Ian Dittmer.</li> </ul> <p>Sub committees update:</p> <ul style="list-style-type: none"> <li>-Audit and standards- Grant Pigeon</li> <li>-Transplantation- Maggie Fisher</li> <li>-RSA Nursing Advisory Group- Karin Norman</li> <li>-NZ Board of Dialysis Practice –Adrian Buttimore</li> <li>-National Renal service project Update-Nick Polaschek</li> </ul>	Adrian		

<p><b>6</b></p>	<p>Certification/ Re-certification</p>	<p><b>Certification for the Trainees</b> Upon successful completion of the one year training and BONENT examination, trainees will be awarded with an Interim registration. Upon successful completion of the internship will be then awarded “certified dialysis Technician”.</p> <p>Dannis felt that the technician group currently working in NZ posses a BONENT certification and a BONENT ID and not NZBDP ID or Certification. Suggested Issuing an NZBDP registration number to all the technicians. Group agreed and Fredric to send letters to the technician group with their NZBDP Registration number.</p> <p><b>Next BONENT exam</b> Requires a minimum of 4 candidates. Tentative date – By end of April 2010 Date confirmation</p> <p><b>Computer based Test</b> Jason contacted CBT companies (computer based testing), that conducts TOEFL, GRE, and GMAT etc., to explore the possibility of converting BONENT exam as a paperless exam. Reported back that the application platform upon which BONENT exam runs its CBT is not compatible with the platforms that is currently available within NZ companies.</p> <p><b>Alternate certification exam</b> Nil at this stage.</p> <p><b>NZBDP Recertification</b> Recap on the planned certification process. 1. A News letter has been given to each clinical dialysis technician on 6.10.2009. 2. The documentation will be revised by the NZBDP</p>	<p>All</p> <p>Fredric/ Dannis</p> <p>Fredric</p> <p>Jason</p>	<p>Jan 10</p> <p>18.02.10</p>	<p>Completed</p>
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		<p>giving more specific detail, including a flow chart. Certification / Recertification requirements, who to contact for clarification on the process and continuing education hours required.</p> <p>3. Dannis suggested an annual update meeting with all the technicians be useful. Group agreed and it will be held on the same of the Board meeting between 1500 – 1600hrs. The first annual update meeting is scheduled on 18<sup>th</sup> February 2010 at Ward 1 meeting room, CMDHB.</p> <p>4. All details will be loaded onto the NZBDP web site</p> <p><a href="http://sites.google.com/site/dialysisnz">http://sites.google.com/site/dialysisnz</a></p>	<p>Fredric and Dannis</p> <p>For further discussion</p> <p>All</p> <p>Adrian</p>	06.10.09	Completed
7.	<p><b>March Recertification.</b></p>	<p><b><u>Annual Fee</u></b> Invoices have been sent to all technicians on 5<sup>th</sup> October 2009.</p> <p><b><u>1<sup>st</sup> Recertification</u></b></p> <p>Recertification folders have been received. Date for recertification audit to be organized by Fredric Doss.</p> <p><b><u>Subsequent recertification</u></b> will be every 3 years – For the above group it will be in 2012. At this time there will be an increase in the required CEU’s to a total of 60 hours which can comprise of a minimum of 40 nephrology CEU’s with 20 hours of non nephrology CEU’s.</p> <p><b><u>New clinical dialysis technicians.</u></b> Recertification will be every 3 years from time of passing the NZBDP approved examination.</p>	<p>Adrian/Fredric/Jason</p> <p>Fredric</p> <p>All</p> <p>All</p>		Completed

8.	<b>Financial</b>	<ul style="list-style-type: none"> <li>• Jason presented a revised budget for next financial year 2009 / 2010. Budget formally accepted by Group.</li> <li>• Jason fed back that there is no need for GST as the total annual income is &lt;\$60,000.</li> </ul>	All		
9.	<b>Technician Training</b>	<ul style="list-style-type: none"> <li>• Training course at ADHB and CMDHB in progress using the NZBDP curriculum. There are 2 trainees at CMDHB and 1 at ADHB. Fredric and Dannis are the course co-ordinators.</li> <li>• The NZBDP longer term goal would be to meet with the DHB's and MOH with regard to providing a national training Programme. Nick indicated that he would be happy to provide updates for DHB's within NZ with regard to how the technician training Programme is going and long term plans for a national training Programme.</li> <li>• Nick suggested the MOH may be able to provide some assistance for a national PILOT Programme</li> <li>• Plan: - 1. Complete current training Programme. 2. Nick to do an assessment on the training Programme by mid December. 3. On completion a detailed Programme could be proposed – Nick would be able to assist with this</li> <li>• Dannis and Fredric report positive feedback for the training programme so far.</li> </ul>	Dannis / Fredric		
10.	<b>Job Title</b>	<p>Carol Piper, PSA Organiser contacted Adrian Buttimore conversed over Board activities and its role in title change which is suggested by a “group of dialysis technicians”. Carol Piper is in agreement with the Board's view that the Job title change discussions be within the interested parties namely PSA, Technician Group and DHBs. The board as such has no specific view on this but interested to know on the progress.</p>	All		

11.	<b>Technician Practice levels.</b>	<p>Practice level document review for the technicians is now initiated. Reviewed document will then be disseminated to PSA and the respective DHBs.</p> <p>Proposed sub group to commence work on this; Dannis, Balaji, Fredric &amp; Ameen.</p>	Dannis, Balaji, Fredric & Ameen.	Update in next meeting	
12.	<b>Legal status of Board .- Nick &amp; Fredric -Indemnity Insurance NZQA</b>	<ul style="list-style-type: none"> <li>• Nick recapped the group on the HPCA Act review</li> <li>• MOH is currently developing process/ guidance for how groups can participate in HPCA</li> <li>• Registering authorities must have an infrastructure for example to deal with complaints.</li> <li>• There is the possibility that an Allied health registering authority may include groups such as certified dialysis technicians</li> <li>• Nick and Fredric met with Janice Mueller, director for Allied Health and Technical at ADHB regarding the same and will feed back the group.</li> </ul> <p><b><u>Indemnity Insurance</u></b></p> <p>Fredric fed back to group some information he has found.          Fredric to circulate to group for further scrutiny          Fredric suggested the approximate cost of \$2000          Fredric will seek legal advice on the implication of the coverage as well as the possibility of becoming an incorporated society.</p>	<p>Fredric and Nick</p> <p>Ongoing</p>	18.02.10	
13.	<b>Board Membership October retirees.</b>	<p>Board Membership as previously minuted.</p> <p>Ameen Abubacker and Paul Fallen have been nominated by CMDHB and CDHB respectively. They will replace Adrian and Balaji. Ratified and motion accepted by All.</p> <p>Adrian's expertise is being sought by the Board to maintain smooth transition and continuity. A discussion around introducing an Advisory role had been thought to fulfill the above but will be further discussed at the next meeting</p>	<p>All</p> <p>All</p>	18.11.09	

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		Board extends its warm welcome to Ameen and Paul			
14	<b>General Business</b>	Dannis is still looking at organizing and setting up a 1/12 teleconference of board members in order to remind each other and update on progress. A confirmation of timing will be sent via email.  NZBDP Wallet Card/Certificate/ Logo – Work in progress	Dannis  Fredric and Dannis	27.11.09  27.11.09	
15	<b>Next Meeting</b>	Next meeting will be held at CMDHB on 18 February, 2010, Followed by Technician Annual Update. Venue: Ward 1 Meeting room, Ward 1, CMDHB			