



NZBDP Board meeting

Leader/Chair	Fredric Doss	
Minutes	Shaiju Thaikandy	
Attendees	Fredric Doss	ADHB
	Balaji Jagannathan	WDHB
	Paul Fallen	CDHB (Via phone)
	Emma Marsh	ADHB
	Dave Lilley	ADHB
	Ameen Abubacker	CMDHB
	Shaiju Thaikandy	HBDHB
	John Collins	ADHB
Apologies	Nick Polaschek	MOH
Not Present	Dannis Mosses	CMDHB
Date	03 Nov 2011	
Venue	Renal Library, Level 15 ACH, ADHB	

Item	Action
<p>Welcome</p> <p>Fredric welcomed all on behalf of the Board.</p>	Fredric Doss
<p>Item 1: Apologies</p> <p>Apologies from Dannis & Nick accepted.</p>	All
<p>Item 2: Actions from previous minutes</p> <p>-Minutes moved and accepted</p> <p>Emma suggested of combining the dialysis tech's annual symposium with RSA conference (Australia/NZ) in 2013 and the future symposiums in virtue of finding sponsorship as well as providing a greater platform for all renal professionals.</p>	<p>Balaji & Ameen</p> <p>Emma & Fredric</p>



<p>Fredric will be writing to the RSA to explore more on this.</p>	
<p>NZBDP nomination to Health workforce New Zealand –Technical working party was not accepted. NZBDP will liaise with the HWNZ working party members from Auckland region on workforce development.</p>	Fredric
<p>Fredric made submission to Ministry of labour in conjunction with ADHB-Career centre to list Dialysis Tech workforce under short skilled list. The New Zealand immigration has now listed the Dialysis Technician jobs under the skill shortage category. This will make the visa & immigration process easier.</p>	Fredric
<p>Item 3 : Correspondence No correspondence to discuss</p>	Fredric
<p>Item 4 : Next BONENT exam</p> <p>Tentative date set is 24th March 2012. Online exams yet to be established</p> <p>Recertification – One recertification folder assessed & completed. Full registration- One full registration folder tabled and accepted by the board.</p>	Fredric
<p>Item 5: Web site Update</p> <ul style="list-style-type: none"> - under development and progressing well -Some of the finalised documents will be uploaded in the coming weeks. -Member’s logon launched at the Symposium and is working well. - Automated recertification letter/reminder will be sent out to the candidates 3 and 1 month prior to their due date. 	Fredric/Balaji updated in absence of Dannis.
<p>Item 6: Finance</p> <p>To date balance \$35432</p> <p>Symposium expenses</p> <p>Total expense - \$11300 Sponsorship - \$7000 Balance \$4300 has been used from the NZBDP ac</p> <p>Balaji will circulate the Symposium fiancé details to all the board members in next week and he apologised for not producing the same at the meeting.</p>	Balaji



<p>Accountant – One quote presented to the board by Balaji and board has agreed to explore few more quotes before finalising it. Fredric mentioned that this quote was taken from his personal accountant.</p> <p>Future expenses: Balaji highlighted the following estimated expenses:</p> <ol style="list-style-type: none"> 1. Amounting and auditing fee- \$ 2,000/yr 2. Indemnity Insurance- \$ 800-900/yr 3. Inc Society registration- \$150 4. PDRP outsourcing - \$ 3,000 5. Teleconference charges- \$ 600/yr 6. Allied Health Forum Membership-\$ 200/yr <p>Board has agreed to pay for the future teleconference charges and will be using ADHB renal service account to channel this activity.</p>	<p>Balaji & Fredric</p> <p>Balaji</p>
<p>Item 7 : PDRP review</p> <p>Board has agreed to outsource the PDRP work up to speed up the process. There are 2 potential avenues (Auckland & Wellington) shortlisted and Fredric will explore more on this and will update the members and finalize it.</p>	<p>Fredric</p>
<p>Item 8 : Technician Training</p> <p>No further progress at the moment.</p> <p>Fredric is exploring the possibility of clubbing NZBDP training with Otago university. The Cardiology techs training program has been linked with Otago even with lesser number of intake/annum</p> <p>Emma suggested meeting with the Dean of Nursing at AUT and discussing the possibility of setting up a dialysis specified post grad paper for tech groups.</p>	<p>Fredric</p> <p>Emma</p>
<p>Item 9: Dialysis Technology symposium</p> <p>Total of 57 candidates attended the First dialysis technology symposium and the post symposium responses were very positive. The total feedback forms received were- 44. The feedback about frequency of future events as below:</p> <p>Annually- 63% 2 yearly- 11% 6 monthly- 2%</p>	<p>Everyone</p>



<p>Next symposium – 2012 symposium will be held on the 21st Oct (Sunday) – Tentative date.</p>	
<p>Item 10: Board members</p> <p>Emma will step down from the board after her term ending in Oct 2012 and she will guide the replacement member about the board structure, activity etc until the new member settles in their role.</p> <p>a) Conflict of interest Fredric presented a draft conflict of interest declaration document. Discussed around introducing this form in future meetings. The board has agreed to implement from all future meetings. Shaiju has suggested to e-mail the conflict of interest declaration doc to the board members along with the meeting agenda in the future</p> <p>b) Board members expectation Discussed about introducing Board members expectation document that the keys areas to be included. Everyone agreed in principle. A draft document will be circulated to the board members on the above Fredric and Balaji to work on this.</p> <p>C) DHBs representation Balaji highlighted the view of WDHB techs regarding another WDHB representation to the board. This was discussed in detail and board feels that it has enough members at present and will review inclusion of additional member in future.</p> <p>D) Subcommittees Board has unanimously agreed on formulating few sub-committees to oversee various activities. The agreed subcommittees as below</p> <p>Finance – Balaji Recertification/Registration/ PDRP – Fredric, Dave, Balaji & Ameen Education & Training – Fredric, Dannis & Balaji IT - Dannis & Shaiju Administration – Outsourcing (TBC)</p>	<p>Emma</p> <p>Fredric Shaiju</p> <p>Fredric</p> <p>Balaji, Fredric & John and all</p> <p>All</p>



<p>e) Report back from Activity allocated Activity discussed and document attached</p>	<p>All</p>
<p>Item : 11 Registration status</p> <p>a) Inc society Work in progress</p> <p>b) Clinical Physiologists Registration Board Fredric is liaising with CPRB, Will give update after attending their board meeting on 23rd Nov. 2011.</p> <p>c) Membership with allied health forum Membership form to be sent out which cost the board \$200/yr</p>	<p>Fredric</p>
<p>Item :12 Date & Time for next meeting</p> <p>Next teleconference will be held in 1st week of Dec (Date TBC) and the next board meeting Will be early March (Date TBC) at CMDHB</p>	<p>Everyone</p>
<p>Item : 13 General business</p> <p>No items to discuss under this agenda</p>	