



## NZBDP Meeting

Meeting Number	
Leader/Chair	Fredric Doss
Minutes	Ameen Abubacker      CMDHB
Attendees	Emma Marsh              ADHB Fredric Doss              ADHB John Collins                ADHB Dannis Moses              CMDHB Paul Fallen                 CCDHB Shaiju Thaikandy         HBDHB Ameen Abubacker         CMDHB Balaji Jagannathan        WDHB
<b>1. Apologies</b>	Dave Lilley (ADHB), Nick Poloschek (MOH)
Absent	None
Observers	None
Date	22nd March 2012
Place	Renal Library, Auckland City Hospital

	Focus
Meeting Objectives	As Per Circulated Agenda
Importance	
Desired Outcomes	Continuous communication amongst the members and follow up on NZBDP projects.
Order of Meeting	



<p><b>Item 3: Correspondence</b></p> <ul style="list-style-type: none"> <li>- <b>CPRB:</b> An update meeting regarding unification with CPRB with all the dialysis technicians was conducted across all DHBs in Auckland region. Similar updates meetings were carried out by NZBDP representatives in their respective DHBs.</li> <li>- <b>HWNZ:</b> HWNZ (Health Work Force New Zealand) is seeking sector feedback on the Health Science and Technical Workforces Working Group Report. Board will circulate this document to all the technicians for feedback. Feedback will be collated by 22<sup>nd</sup> April and submitted by 1<sup>st</sup> week of May.</li> <li>- <b>Provisional Registration:</b> Three candidates applied for and have been issued with Provisional registration.</li> <li>- <b>BONENET Certification:</b> There appears to be a delay in receiving certificates from BONENET by successful candidates. Emma suggested if there are other certification institutions that NZBDP might be looking at to suit its needs. NZBDP will be looking at setting its own exams in future once HPCA and frame work for Dialysis course is in place.</li> </ul>	<p>Fredric</p> <p>Fredric</p>
<p><b>Item 4: National Renal Advisory Board Update</b></p> <ul style="list-style-type: none"> <li>- Next NRAB meeting is on 23/03/2012</li> <li>- NRAB to submit 5 point plan top MOH to improve renal transplants in the country.</li> <li>- Fredric will update NRAB on the progress at NZBDP which includes Promoting Training Program, Proposal of merger into CPRB and also requesting a support letter from NRAB towards application to CPRB</li> <li>- Dannis raised concerns as to where NZBDP stands in sight of MOH and how the profession is advocated to other DHB's and to MOH. Further suggested a "Road Show" of technician profession to other DHB's would be a good way advocating the profession and that Dr Mark Marshall, chair of NRAB could be approached.</li> </ul>	



<ul style="list-style-type: none"> <li>- <b>Name change with the merger:</b> CPRB has proposed under HPCAA that the professions be collectively known as Physiology and the professionals as Physiologists. For example, Cardiac Physiology for cardiac technology, Respiratory Physiology for respiratory science and Sleep Physiology for sleep technology and in turn they will be called Clinical Cardiac Physiologist, Clinical Respiratory Physiologist and Clinical Sleep Physiologist respectively.</li> </ul> <p>Board discussed on the Title for Dialysis Technicians as per the above nomenclature as per the proposal and initial suggestion was “Clinical Renal Physiologists” but agreed that the dialysis technician profession be called as “Clinical Dialysis Physiology” and the professionals are “Clinical Dialysis Physiologists”</p>							
<p><b>Item 5: Certification/ Re-certification</b></p> <ul style="list-style-type: none"> <li>- BONENT examination will be conducted on 31<sup>st</sup> March in Auckland. One technician and 5 nurses from ADHB are attending the exam this time. Next BONENT exam date has not been decided yet, will be discussed in next board meeting.</li> <li>- Three candidates are due for re-certification before 24<sup>th</sup> April this year.</li> </ul>	Fredric/All						
<p><b>Item 6: Financial</b></p> <table border="1" data-bbox="191 1208 821 1315"> <tr> <td colspan="2">Balance Summary as of 1st April 2011</td> </tr> <tr> <td>Balance brought forward</td> <td>\$24,691.83</td> </tr> <tr> <td>Total Revenue</td> <td>\$22,342.18</td> </tr> </table>	Balance Summary as of 1st April 2011		Balance brought forward	\$24,691.83	Total Revenue	\$22,342.18	Balaji
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<p>Balaji obtained 6 quotes from registered Chartered Accountants which was presented at the meeting. Has already received a quote from one of them which is \$NZ 1200 + G.S.T per annum. All members agreed to choose the cheapest but also someone who will be convenient to liaise with particularly for Balaji in terms of communication and distance.</p> <p><b>APC</b> – Continue with the same process, Invoices will be sent to individual candidates and APC will be issued once payment received by NZBDP.</p> <p><b>Website Update:</b> None at this stage</p>										
<p><b>Item 7: National Technician Training</b></p> <p>MIT Dialysis Programme – Fredric, Balaji and Dannis have received a positive reply from the faculty regarding starting Dialysis course at MIT. It will be a level 7 diploma equivalent to 3<sup>rd</sup> year degree using a student model. MIT is working on a MoU and a business case to present to the Education Board, MIT.</p>		Fredric/Balaji/Dannis								
<p><b>Item 8: Professional Development Package:</b></p> <p>Lesley Thornley, an advisor to the Physiotherapy board was outsourced to develop a PDP for Clinical Dialysis Technicians. The package covers all aspects of the generic competencies required for the profession but requires more input around the competencies that an employer might expect for Merit Progression. Fredric to communicate with Medical Sciences Council to see if we can merge the format they</p>		Lesley/Fredric								



<p>might already have.</p> <ul style="list-style-type: none"> <li>- <b>PDP Package:</b> NZBDP is introducing the three yearly full portfolio submission processes. As a part of the submission, NZBDP requires a peer review along with Case Studies, Self Reflection, and Exemplar etc. It was discussed The competence review could include a range of options like peer review, self reflection, exemplar, case study, presentation etc., that a candidate could use to prove his competency. Fredric mentioned that candidates can have a choice to at least submit any three.</li> </ul> <p>All board members agreed on the suggestion that NZBDP should draft a sample Competency/PDP document for candidates to refer</p> <ul style="list-style-type: none"> <li>- Lesley informed also that physiotherapist use NZ college's peer review form to complete their peer review</li> <li>- Emma suggested that it would be useful for some are all of the Board members to undergo the "Work Place Assessors Training Course", conducted by the Open polytechnic. This is to standardize the portfolio assessment process and to have consistency. Board agreed and will approach the Polytechnic.</li> </ul>	
<p><b>Item 9: Confirmation letter to CPRB</b></p> <p>Fredric presented an official draft letter to confirm the inclusion of the clinical dialysis technician profession within CPRB frame work. Agreed by the board members and Fredric to send the letter to CPRB and also to receive a similar official letter of confirmation from CPRB.</p>	Fredric/All
<p><b>Item 10: Legal status of Board</b>  <b>HPCA Application – CPRB has forwarded their application for HPCA regulation for NZBDP to fill in the necessary.</b></p>	All



<p>Board members decided to share the task and will work on different sections of the document as mentioned below,</p> <p>Shaiju - Section Criteria 2.1 &amp; 2.2</p> <p>Paul - Section Criteria 2.3</p> <p>Ameen - Section Criteria 2.4</p> <p>The completed form to be submitted by 22<sup>nd</sup> April 2012</p>	
<p><b>Item 11: Allied Health Forum</b></p> <p>Fredric will be attending the AHF meeting in Wellington on 4<sup>th</sup> April 2012. As a part of the attendance, “Code of Ethics document for CDT” needed to be submitted and the Board members worked on it. Dannis and Fredric will do further work on this and will circulate to all board members for comments.</p>	Fredric/Dannis
<p><b>Item 12: General Business</b></p> <p>Next Dialysis Technology Symposium is planned for the 21<sup>st</sup> Oct 2012</p> <p>A registration fee of \$NZ50 will be imposed on all the members. This in view of generating revenue for the continuous hosting of Symposium on an annual basis.</p>	Fredric
<p><b>Item 2: New Business</b></p>	



<p>As NZBDP has started generating funds in the form of Annual Practicing Certificate Fees, and in a view to be a part of the CPRB governance, NZBDP is required to become an Incorporated society with its own constitution and thus becoming a legal entity of its own. An application including the Constitution of NZBDP has been drafted using the template provided and Balaji presented it at the meeting.</p> <p>Although NZBDP fulfils most of the requirement there are additional requirements that is required of an Inc. society such as conducting Annual General Body Meetings, Voting of the Board members, a secretary etc., John suggested Fredric to consult ADHB Lawyers to see if NZBDP's current terms of reference fit into the Inc. Society constitution.</p> <p>Other options to look at are being a Limited company or a Charitable/not for profit organisation</p>	
<p><b>Item 13: Date and time for next meeting</b></p> <p><b>Board Teleconference:</b> Tentative on 1<sup>st</sup> week of May.</p>	
<p>Meeting Closed 1430hrs</p>	

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