



Hyperbaric Technicians and Nurses Association Inc.

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**Minutes for the HTNA 2004 Annual General Meeting
1615 – 1800, 27th May 2004
Four Seasons Hotel, Sydney**

- 1. AGM opened by Christy Pirone 1645hrs**
- 2. Apologies read: Marj Van Der Linden, John Kershler**
- 3. Proxies stated:**
- 4. Minutes of the Previous Meeting :Proposed accepted by D. Cananzi & seconded by B. Ramsay**
- 5. Following Items Discussed early due to speaker engagements at other forums.**

Agenda Item 16: National Hyperbaric & Diving Medicine Day. Report from D. King/ David Oliver/
Graham Bradshaw/ Karen Van Sacker.

Introduced by David King: Proposed research trust. David Oliver – feasibility study completed by DVA Navion with structure of how trust and deed will work. Australia/New Zealand (Australasia) focus. Key that it will be independent entity. Awareness campaign to promote Hyperbaric due to low profile in community. David Bradshaw – survey of patients – positive responses, understanding of Hyperbaric Therapy limited in corporate sector but enthusiasm evident with more knowledge of area.

Steps required – community and corporate education, Good news stories to media, promote visitors both public and corporate to see units at work.

Agenda Item 13: Grants: Tim Snowden , John Lippmann, , Dan Orr. – Representing Hyperbaric Health, DAN SEAP and DAN USA

Contribution towards research combined total of \$20,000 (\$10,000 from Hyperbaric Health and \$10,000 from DAN). Committee to be formed and individuals can apply for funding on a competitive basis for research. John Lippmann emphasized that the details have yet to be finalized but in principal the money is available and it is specifically for HTNA members. Details will be announced when completed. Tim Snowden mentioned that depending on the committee it was feasible that with the trust mentioned in agenda item 16 people could also apply for funds from this fund.

Christy Pirone suggested that further discussion about this will continue when the agenda item is reached.

6. President's Report.

First time that HTNA ASM has been run concurrently with UHMS. This has added some complexity to the arrangements. Specific effect has been that some sponsors have chosen not to sponsor for the coming financial year due to the arrangement of sponsoring UHMS/HTNA. Those sponsors that did participate will receive HTNA recognition as sponsors. The HTNA reached it's target of sponsors dollars generated as well as number of registrants and in return will receive \$10,000 from UHMS as per agreement.

Corporate members have been active in assisting in other areas. Fink Engineering is sponsoring the HTNA/Navy night at HMAS Penguin. Fink Engineering and Radiometer Pacific have jointly sponsored the HTNA brochure.

Day Sponsors mentioned as follows :

Patient Safety International

University of Adelaide

Oxyheal Health Group

Smith + Nephew

Radiometer

Disappointing response to call for abstracts from local (Australian) members and our overseas visitors helped with their response. It was speculated that this may have been due to the shorter time frame from the last meeting but with this in mind the response should be good for the Melbourne 2005 meeting as it will be more than 12 months from the current meeting.

Negotiations with Royal Australian Navy and officers of Senior Sailors Mess at HMAS Penguin to run the HTNA/Navy night. (Sponsored by Fink Engineering)

Significant progress with training committees and reports will be presented.

Membership drive – recipient of free registration was Frank Guerriero from Adelaide.

Membership brochure – will also be available on Web site.

Recipient of Dick Clarke Scholarship was Bebe Brown. Thanks to Dick Clarke for his continued support.

Melbourne 2005 meeting plans proceeding. Deposit for the venue has been paid.

DAN SEAP Award for best diving related presentation new to HTNA – \$500 will be presented on Saturday night at the awards dinner.

Mention of upcoming agenda item about importance of strategic direction.

UHMS associates have contributed a prize of \$250.00 for excellence of presentation which will be presented at the awards dinner on Saturday night.

7. Secretary's Report.

Apology for the lateness of correspondence that was required under the constitution.

Membership trend is upwards probably due to discount available for conference.

107 members, 91 full and balance associate.

Corporate membership as announced previously are also listed on Web site.

Changes to the Web site. HTNA will maintain the link but each individual organisation will be responsible for their own page.

Renewals – request that care taken when filling out form in particular Email address so that it is easy to read.

New receipts being utilized with more information such as GST details etc.

Brochure expenses were fully covered by the sponsors. Encourage use of the brochure.

HTNA was voted in as the newest member with the National Nursing Organisation. Agenda from meeting as well as minutes will be tabled when available. The organisation will be offering workshops on corporate governance, information will be forwarded when available.

The Royal College of Nursing has offered free of charge certification of the ASM program for life long learning program. Giving 6 points. Application form available.

A lot of effort will be put into the promotion of renewal of membership including mail out of brochure etc to previous members. The current membership is encouraged to promote membership to help maintain the current numbers.

8. Treasurer's Report.

Current financial year has not ended but current data shows a balance of \$39,000 in the bank account with another \$10,000 due from UHMS. Final figure will be distributed to the State representatives when available.

9. Training Board

Nursing – Frank Guerriero

National database – Exam for nurses. Aim to produce standard exam. Collation of all exam questions in use. 14 individual categories which have been distributed to State representatives to go through questions and remove any that don't fit criteria or inappropriate. Identified that there are not enough questions in some categories. Plan is to send out requests for suggested additions. Information will be added to a spreadsheet with the ultimate goal of producing a database of questions that can generate a random list of questions and or groups of questions weighted by category eg: 20% gas laws 30% patient safety etc.

Noted by Czes Mucha that Frank has put in many hours into this so far and it has been appreciated.

Laura Josefsen reported that she has had request from the nursing group in the United Kingdom who are just in process of establishing and would like assistance with issues such as exams. Suggestion made that a database could be established for this purpose. This would also assist with recognition/reciprocal rights etc.

Action: Frank Guerriero/ Laura Josefsen look at setting up committee to assist with this.

Credentialing : Further work required. View maybe that HTNA has It's own model of recognising nursing activities.

Frank acknowledged input from Pip Rice who could not attend meeting.

Technical – Steve Goble

Completion of all modules in the Certificate 4 in Hyperbaric Technology and thanks to all those that assisted in writing the modules. Package is available. Total cost is \$2,000 and looking at per module cost. This is cheaper than any TAFE and less than the average cost for a cert 4 package. Those already in the industry can apply for recognition of prior learning and competency . Plan to have Diploma package available next year once a further 2 modules completed.

Request from member with NBDHMT CHT certification re ability to crossover and this under investigation.

Dale O'Halloran requested that a page and or link be created on web site for information on the Cert 4. Steve mentioned information brochure that was available at day sponsors area (will include this in renewal mailing or Offgassing). Also query of when applications can start. Steve suggested after June 9 as he will be on annual leave until then. As an association can we offer a blanket recognition of unit of competency for those that have gone through the grandfather process? Steve responded that it could only be for the hyperbaric module. Dale suggested a way of building membership by requiring those that have had grandfather clause need full membership if they want the association to assist in paperwork for them.

It was agreed that this was a good idea and something in writing to this be sent to relevant people.

Action: Steve Goble, Czes Mucha Set up page on web site.

Action: Dale O'Halloran. Letter for mail out.

10. Business Arising from the Previous Minutes

- a) New editors computer and successful tender for old computer.

Only tender was from Czes Mucha.

New computer to be purchased within next fortnight.

Requested by Secretary to look at selling or calling tender for some of the other IT equipment such as the Zip Drive which is no longer relevant technology. Agreed to find a buyer and report the sale to members.

Action: Czes Mucha, Sell IT equipment considered obsolete, report completed task to membership

New business items

11. Strategic Directions

Christy suggested that there has been some apathy with regards to input of ideas and participation in the association. Best way to attack this is to ascertain the needs of the members. Other than formats such as newsletter or direct phone contact which is difficult with time restraints. The current forum gives opportunity to provide input.

Peter Atkinson – National peer review or accreditation. We have to be careful what approach is taken.

Christy - Accreditation process has new revisions to EQUIP and current analysis suggests that up to 80% of organizations will not pass the mandatory criteria for accreditation. It is likely that the ACHS will concentrate on the broad issues and areas like Hyperbaric will be missed. The other concern is that we can fall in a trap of because we all know each other and we think we do things well and “familiarity breeds contempt” We may not have the objectivity to review properly.

Czes – Because of the small numbers of units involved would it be more sensible to generate interest within HTNA for individuals to become surveyors that can then be presented to ACHS as able to be involved with accreditation of institutions that have Hyperbaric Units.

Action: Christy – Put to membership that as a strategic direction we review the process of accreditation at executive level.

Dwayne Cananzi pointed out that there is still a problem with how chambers are classified. Some work in progress through Dr Millar and Eric Fink. Discussed with environmental engineering and it was suggested that care must be taken where it fits and until we know if it fits under the TGA.

Laura Josefsen – as a surveyor in the USA she pointed out that one of the safety features built into the system was that the paperwork is submitted to a central board and the surveyor does not make the decision for or against accreditation.

Chis Craft – Suggested that we have more follow up such as tele conference etc to promote discussion of issues during year rather than once a year at AGM/ASM. Also should we be looking a standardization of unit policies & procedures so that differences are reduced.

Request that information from tele conferences and discussions etc be dispersed to the members.

Dale O’Halloran pointed out that difficulty with chat line is due to no longer functioning email addresses.

Suggestion made that maybe a chat line be created on the web site. Frank Guerriero pointed out a better

system using web page. Christy was concerned that unless you look often on web site people can miss out.

David King also questioned the cost of conference call. Answer is that the Royal Adelaide Hospital currently pays for it.

Bob Ramsay – suggested that we ask the web site creator to come up with solution.

Dale O'Halloran suggested that it be left for executive to explore.

Action – Chris Craft. Proposed that discussion on what to do with chat line be initiated by executive.

12. 2005 meeting. Presentation from 2005 organizing committee.

Questions – Bob Ramsay questioned that he is a member from Victoria and he knows nothing about the organization of the Melbourne program. He felt that the members from Victoria should have more input or no contact has been forthcoming.

Response : Dwayne Cannanzi pointed out that according to the constitution the Alfred applied for the right to host and they have made efforts to contact other units in Victoria. Bob Ramsay suggested that he and others felt that the other units should be involved.

Elizabeth Hanna did point out that due to change of ownership at Berwick which is now St John of God their have been some problems with Email etc but she was aware of attempts to contact her re the program and had spoken to Nat Ballan.

Suggested by a number of members that the various groups contact each other and that members outside of the Alfred Hospital in Victoria would have some input and their assistance would be welcome.

13. Vote for 2006 Host Unit. Both Townsville and Darwin have expressed interest in hosting in 2006

Paul – Darwin Very interested to host but he is uncertain of getting any interest from the rest of the team.

David King suggested that if the decision was made that the rest of the Association would be more than happy to assist. Peter Atkinson states that they are awaiting a decision from Darwin if not they are happy to host in Townsville.

Proposed by Christy Pirone that Darwin host the 2006 ASM/AGM meeting with the understanding that they will receive assistance from other states. Seconded Bob Ramsay

Czes Mucha – Query if members would be interested in having AGM/ASM in Singapore as he would be happy to make initial approaches and ascertain feasibility. David King & Dale O'Halloran pointed out the difficulty with planning, exchange rates etc.

Action : Czes Mucha. Make preliminary enquiries and feasibility study and report to next AGM.

14. Grants. Developments in research funding for hyperbaric medicine in Australia

As discussed previously.

Proposed by Christy Pirone that committee be formed to review how grant is established and how funds are distributed.

Bob Ramsay expressed his understanding that Hyperbaric Health & Dan would present the guidelines of how the committee is structured. Christy Pirone stated that there was only broad outline and that the understanding was that HTNA via the executive (committee) would formulate the guidelines. This was confirmed by Steve Goble.

David King – Question. Could the funds utilized through the research trust mentioned previously in Item 16 as it would already have systems in place with obvious tax benefits and less work required by HTNA.

It was pointed out that at present not a lot of representation in that process from technical and nursing but this could be investigated. Christy Pirone stated that the HTNA was not at liberty to do that as the funding was directed for the specific use discussed. Dale O'Halloran pointed out that it may have tax implications as the

association is limited to what it's earnings are and if we go over that amount we then have to file tax returns. The HTNA comes close to that amount each year. Suggested that the money be set up in trust by the sponsors then distributed. **The Secretary will look at this as a matter of urgency.**

15. Dan Award. DAN SEAP have offered an annual award to the HTNA ASM.

\$500 award to be awarded to a member considered to have given the best presentation related to diving & community education, treatment of diving illness and diving safety and will be presented at the dinner on Saturday night

UHMS associate award will be presented on the night – Stacy Krukeberg gave details of the award. Copies of the BNA newsletter and presented. Promoted the winter symposium in Colorado. CME points form for those that require it for this meeting can be obtained from Stacy.

16. Research. Research priorities, should we focus our research efforts.

No time for further discussion.

17. National Hyperbaric & Diving Medicine Day. Report from D. King/ Tony Turner.

David King stated that there is some confusion regarding this concept. The plan appears to be that a week is chosen and coordinated good news story, press release, national raffle (Quintrex boat likely to be donated) assistance from the Wesley Marketing Department may be available.

Support in principle from all units represented at meeting. The units were : Berwick (St John of God), Townsville, Hobart, Melbourne, Fremantle, Adelaide and Wesley.

Action: David King. Coordinate responses from units etc. Probably via Email

18. Life Membership discussion. Discussion as to whether criteria needs to be tightened.

Unfortunately no draft or discussion available since last meeting

Action: Bob Ramsay volunteered to produce some criteria.

John Kershler passed on apologies not being able to attend meeting (Life Member)

19. Protocol Standardization & development of CI & Accreditation. Discussion on Clinical Indicators & Facility Accreditation.

David King pointed out that in ACHS survey they were picked up on Clinical indicators. He suggested that Anne Sydes would be able to help coordinate this. Christchurch unit looking at wound healing. Planning to revisit this and contact Anne Sydes.

Action: Anne Sydes, Marj Van Der Linden

20. Nurses Forum 4-5 Friday. A nurses forum is being planned for 1600-1700 Friday, Venue to be announced.

21. National Datasets. Discussion on Unit stats, are they being utilized, should we expand/contract?

Feedback requested on continuing collection of data.

Sue Thurston suggested that she would like to see it continued as their unit was able to use national data to procure a part time technician.

Corry Van Der Broek pointed out that the diagnosis is not the same as the Medicare diagnosis and that is how their data base is recorded. Christy suggested that someone would need to liaise with the Secretary of the ANZHMG.

Action: Sue Thurston volunteered to approach the ANZHMG regarding this.

22. HIMS. Update on HIMS and its future.

Depending on funding it is hoped that electronic reporting will be set up. Steve is taking over as international coordinator of HIMS program.

Other business

Peter Atkinson as NFPA representative. 27 amendments as listed in last Offgassing for implementation 2005. Documentation available if required. An example of change is poly-cotton being allowable in chamber. Stacey Krukeburg will be attending the next NFPA meeting June 15 and she will send a package of information as it is available.

David King revisited Item 11. He was concerned that we may have pushed the issue too hard for Darwin and he suggested that Paul go back to home unit to ascertain level of support. Christy proposed that a time limit of June 30th 2004 be given to Darwin to make determination and if this fails Townsville will become the venue for AGM/ASM. Motion seconded and accepted by Bob Ramsay

23. Close AGM – 1855hrs

Czes Mucha

Secretary HTNA