

RNAO Windsor-Essex Chapter Meeting Minutes
Monday, August 19, 2013

Members present: Jen, Lynda, Kelly, Veronika, Deb Kane, Kim & Crystal
Meeting came to order at 6:00 pm

Review of Action Items from June 17th Meeting
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Action Item: Stephanie to connect with Megan to see how they can work together.

Update: Megan returns on August 26th, Jen has a suggestion to ask members about the newsletter and to provide a survey before the AGM. It has been decided that we would hold off on the newsletter until after the AGM.

-It was suggested that in advance of our Chapter AGM, we upload the agenda to our website so that members are aware of topics to be discussed.

-It was decided to defer discussion about developing Chapter policies and event planning based on the RNAO ENDS until our next meeting in September.

Here are the RNAO ENDS:

- Engage with registered nurses and nursing students to stimulate membership and promote the value of belonging to their professional organization. Advance the role and image of nurses as members of a vital, knowledge-driven, caring profession, and as significant contributors to health.
- Speak out on emerging issues that impact on nurses and the nursing profession, health and health care.
- Influence healthy public policy to positively impact the determinants of health, supporting Medicare and strengthening a publicly funded, not-for-profit health-care system

Action Item: Kelly will email Bev Jones and Charlene to see if they are able to contact student member Alaina for the CD. **Update:** – the CD has been retrieved.

Action Item: Amanda to follow up with Kim regarding the receipts for reimbursement. **Update:** Amanda was not present at this meeting, we will defer this until the next meeting.

Action Item: Crystal is to price out options for pens/ lanyards/ swag items of sorts to provide to potential members and members alike. **Update:** Crystal presented some items for consideration such as pens, mirrors, water bottles, nail files, key lights and also a USB wall charger I which the group thought was interesting. Crystal will price out the USB Wall Charger option and get back to the association.

Action Item: Carolyn to contact HUB International. **Update:** Carolyn was not able to make the meeting tonight, so this option is deferred until the next meeting.

Action Item: Veronika would like to email the International Nurses Association to see if they would like to contribute to our fundraising efforts. **Update:** Veronika is going to try to contact Jody Smith to receive a list of the presidents by chapter.

Action Item: Crystal to provide an updated pledge sheet to Veronika to forward.

Update: Crystal revamped the pledge sheet and provided Veronika a new copy to forward.

Action Item: Carolyn was to call and organize the rental of the Ojibway Nature Centre, June 4, 2014 from 6-8pm for the next Preceptor Appreciation event. **Update:** Crystal reserved Ojibway Park for the event

Action Item: Crystal is to create a flyer for next year's Preceptor Appreciation event.

Update: Crystal completed the flyer.

Action Item: Megan to assist with distribution of the flyer. **Update:** Debbie Kane said she would be able to distribute the flyer as well.

Action Item: Encourage all to attend as Cultural Competence is a very important topic and we have not had a workshop related to this topic before. **Update:** Event registration has been closed as we have reached capacity at 215 participants!!!

Action Item: Lynda will need to verify the deadline for the Media Awards.

Action Item: Kelly to start organizing the event and report back at our next meeting. Survey- Jen suggested that we provide a follow-up survey to our members in advance of the Chapter AGM to ensure that we are meeting the needs of our members. We would just tweak the previous survey questions, so that we can compare the results. **Update:** Kelly has started looking at a variety of locations to update the association for the options.

Action Item: All to come up with some ideas for possible items we can purchase to promote the Chapter and RNAO. **Update:** Jen suggested we purchase a new banner that RNAO is offering for print, Lynda offered to look into banner pricing at Staples.

August 19th Meeting Agenda Items

Budget

Veronika updated the balance in the Windsor-Essex RNAO associations'

Balance as of today is \$ 1280.14. As per Nancy at Head Office, a cheque is due to us to cover the expense of the Nurse's week advertisement in the Windsor Star. This cheque is projected to be \$ 714. RE: Letterhead with Allegra. Allegra has agreed to withdraw the amount outstanding for printing the letterhead with the old logo, therefore there is no amount outstanding to Allegra printing as they have corrected their mistake.

RNAO Home Office Business

(Jen)

Next Assembly Meeting

Jennifer and Lynda will be attending the next Assembly Meeting Sept 27/28th in Toronto on behalf of our Chapter. Jen has the paperwork started and will provide the necessary information to Lynda.

Members' Voices Report

Jen is finalizing the copy of Member's Voices report for our chapter and sending it out.

Banners & Flags

Jen advised that RNAO has provided a number of banners and flags in a variety of sizes that are available for purchase. Banners are approximately \$ 200, RNAO flags are \$ 190 + taxes. These are free standing tall banners that would be extremely useful for our upcoming events. There is no deadline to order these items. The suggestion is to order by November 1st for use at our AGM and other events.

Action Item: Lynda to check with Staples locally as they offer competitive rates as well.

Update from the RNAO B.OD.

(Debbie)

Debbie Kane is our Region 1 representative and she provided us with an invitation to discuss any issues that we would like to have brought forward. Do we have any issues with funding etc? It was noted that the chapter was taken aback regarding the disassociation from the CAN especially since this was something that was brought up and we believed dealt with during the AGM.

Fall Event Planning

Creating Great Newsletters RNAO Webinar Aug 28

(Jen)

This seminar requires us to sign up. The webinar is available from 12-1pm. Lynda and Crystal both advised that this is a webinar they would be able to attend.

Woman's March Sept 1

(Jen/Carolyn)

Sunday, Sept 1st at 11m, Carolyn expressed an interest in having representatives of the RNA, and nurses be present for a Woman's March throughout Amherstburg. We are looking for an honour guard and cap. Carolyn recommends that we try to recruit nurses for this walk.

Action Item: Jen to send out an invitation to all Region 1 RNAO members through Home Office.

Region 1 OTN Meeting Sept 9

(Jen)

This meeting is at 6pm. Jen is going to check with a few locations and facilities to see if they are agreeable to allow us to host a small meeting with access to the OTN network. Debbie Kane also advised that she would be able to check if the University of Windsor can offer the association space and use of the equipment required.

Action Item: Jen to advise if a location is possible to meet and be a part of the Region 1 OTN meeting.

Action Item: Debbie Kane to advise Jen if the University of Windsor has a location available or use.

Cultural Competency Event Sept 26

(Jen)

This event is getting a great response from members. Please encourage all to attend and ensure that you RSVP so the numbers and space are available. Space is getting limited.

Fundraising for Rotary Trip to Ghana

(Lynda)

Lynda is pleased to announce that she has joined the Rotary. She is looking forward to attending an upcoming aid trip to Ghana. We agreed to encourage our membership and the community to donate hats, kid's shoes, baby clothes, glasses, etc. The trip is expected to be 2 weeks long, Nov 9-23. Lynda advised that the cost is \$ 2500.

Media Awards (Nominate the Windsor Star) (Lynda)

Lynda is heading up the details about the media awards. In regards to the pictures from the vault at the Windsor Star, Lynda is going to contact John Fairley, to see if he can advise a few nurses from Grace Hospital that may be able to recognize the individuals in the photos. A suggestion was to contact Jean Eckland from Palliative Care, as she may know quite a few people within the profession of nursing through her extensive experience.

Advocate to the City to Proclaim Nurses Week 2014 (Lynda)

We need to know the dimensions of our banner if we would like to have the BIA put up our banner during Nurses week. Our current banner is too small to have it placed across the width of Ouellette Avenue.

Develop some Chapter Policies (All)

This has been referred to until the next meeting.

Round Table (All)

AGM discussions further:

Possible options for AGM, Kelly prepared this sheet for us to compare location and costs. It was decided that Thanasis Greek restaurant is the front runner as this would be a different choice than previously offered. We would like to have a location that is Meet Smart Certified to allow us to offer healthy options for everyone.

Discussion in regards to Special Guest Speaker included Dr. Gary Kirk from the Windsor Essex Health Unit, as he is trying to tackle childhood obesity. Another suggestion for a memorable and moving speaker would be Ms. Jean Eckland, who can speak about Caring. It has been agreed upon to invite Ms. Jean Eckland as our special guest speaker. If Ms. Eckland is not available, we would like to extend an invitation to Dr. Gary Kirk. We would like to inquire with Head Office for the names of the Quarter century members and invite them to our AGM.

At the AGM, we would like to also speak about the insurance, LAP. How much Insurance Do you Need? Perhaps we can have a guest speaker tape a piece and either YouTube it or Skype with someone live during the evening to discuss this topic.

Kelly mentioned that she is the new RNAO workplace liaison at the Windsor Essex County Health Unit. Congratulations!

We discussed the financing model that RNAO uses and agree that we are very transparent and extremely conscious of the funding and the use of funds for the betterment of our members. In keeping with the transparency we offer, we would like to provide the worksheet that is provided to the Head Office of RNAO to budget our membership funds.

Action Item: Veronika to provide a copy of the worksheet that she has prepared to Megan or Jen to upload to our website for the purpose of our membership to ensure transparency of our budgeting.

Veronika also advised that Grace Kelly is a nurse who is also attending the trip to Ghana with the Rotary. Grace has come up with a monthly funding formula which would allow individuals if they were interested in donating \$ 100 a month for 12 months X 3 years for a grant total of \$ 3600 to fund a nurse. That is a different strategy than what our Chapter has tried, so Veronika wanted to advise us if we are interested in donating via this method.

Veronika is determined to meet our goal to Train a Nurse in Ghana, so she has suggested that consider an entertaining evening of bowling for the membership and use some proceeds from this event to go towards the Train a Nurse Initiative.

Kim likes the idea of \$ 5 of the meal portion from the AGM going towards the Train a Nurse Initiative in addition, let others know that they can still contribute to the fundraiser. Receipts are available for any donation over \$ 20 CAD.

Further discussion about if we are going to be able to fund another event with Denise Koster. Veronika would like to ask Tau Upsilon and also ONA (local 8 & local 11) to each contribute 1/3 of the costs to cover this event. Sandra (Tau Upsilon) was currently off on Maternity leave.

Action Item: Veronika is check to see if they are interested in partnering for this event.

Action Item: Lynda is going to check with Denise Koster in regards to her availability and expenses.

We would like to focus the topic this year on the turmoil and change within the profession of nursing. We are hoping to have 2 events, one that focuses on students and the other that focuses on the team leaders, nursing professionals and also management from the local hospitals.

Action Item: Jen to see if the RPNAO would be interested in working with us on this topic as well, as would like to maintain the interdisciplinary aspect and encourage a harmonious work partnership.

Reminders- we would like to keep the event to 4 hours in length. We would like to provide paper for those with questions to anonymously write their questions down and to collect them during a break to allow Denise to answer them after the break. We would like to provide a light meal. In addition, an evaluation sheet is required as noted by Lynda.

Adjournment 8:30 PM

Next Meeting Scheduled for: Monday September 16th

Location: Thanasis Greek Restaurant, Tecumseh Rd E near Hall 6:00pm

Scheduled RNAO Executive Meetings 2013

Wednesday January 16th – Armando’s on Cabana

Monday February 11th – Jen’s House

Monday March 18th – Armando’s on Cabana

Wednesday April 17th – Ojibway Nature Centre

Monday June 17th – Taza Restaurant

July-Summer Break

Monday August 19th – Armando’s on Cabana

Monday September 16th – Thanasis Greek Restaurant- Tecumseh Rd E, near Hall Ave.

Monday October 21st – TBD

Monday November 18th – TBD

Monday December 16th – TBD



What we know:

<http://www.cno.org/en/maintain-your-membership1/declaration-of-practice/>

Declaration of Practice

Changes to the College's Registration Regulation, which took effect on January 1, 2013, require all nurses in the General or Extended Classes to make a declaration about their nursing practice in Ontario within the previous three years. Nurses will make this declaration at the time of membership renewal, or at any other time when requested by the College.

Below are answers to frequently asked questions about the declaration of practice.

- [All members](#)
- [New members or members who recently reinstated](#)
- [Dual registrants](#)
- [Nurse practitioners \(NPs\)](#)

All members

1. What is the declaration of practice? When do I make it?

While completing the Annual Membership Renewal (AMR) form each year, and at any other time upon request by the College, members of the:

- General Class will be required to declare whether they practised nursing in Ontario within the previous three years (see question 3 for details).
- Extended Class [i.e., Nurse Practitioners (NPs)] are required to declare whether they have practised in a clinical NP role in Ontario with a population appropriate for the specialty certificate they hold within the previous three years (see questions 3 and the [NP FAQs](#)). NPs who hold multiple specialty certificates will be required to make the declaration for each specialty certificate they hold.

If requested by the College, members must provide evidence to support their declaration.

2. Why am I required to make this declaration?

The declaration supports accurate and transparent information about nurses in Ontario. The public will know that members registered in the General or Extended Classes have recent nursing practice in Ontario for the certificate(s) they hold. This information also supports health human resource planning in the province.

The declaration of practice also ensures that only members who practise nursing on an ongoing basis in Ontario are permitted to maintain the privilege to practise nursing in either the General or Extended Classes.

Finally, having recent nursing practice in Ontario contributes to nurses' awareness of the changes to nursing legislation and regulation in Ontario, and the effect those changes have on their practice and responsibilities as self-regulated health professionals. It also supports nurses in remaining aware of changes to their scope of practice and the practice of other health professionals with whom they work.

3. How do I determine that I have "practised nursing" according to the certificate of registration I hold?

The nursing practice of an RPN or RN in the General Class must include:

- the use of nursing knowledge, skill and judgment, *and*
- the application of relevant nursing practice standards and guidelines, *and*
- an impact, whether direct or indirect, on the delivery of health care services to clients.

To determine whether you have practised nursing in Ontario according to this definition, refer to the College's [Am I Practising Nursing?](#) fact sheet.

An NP must maintain *clinical NP practice* in Ontario to remain registered in the Extended Class. This clinical practice must include:

- direct interaction with the client population(s) consistent with each specialty certificate that the NP holds, *and*
- the use of advanced nursing knowledge and decision-making skill in health assessment, diagnosis and therapeutics in the treatment of those clients.

4. Do I have to practise nursing for a minimum number of hours to meet the practice requirement?

No. The College does not specify the number of hours that members must practise in Ontario within the three-year timeframe. The amount of nursing practice needed to maintain RPN, RN, or NP competence will vary for individual nurses based on their experience, knowledge and skill level. It is up to each member to determine how much practice is required to maintain that level of competence. In addition to the practice requirement, members are also expected to maintain competence and meet their Quality Assurance Program requirements.

5. How is the three-year period determined?

The three-year period is unique to each member. It is based on the date you last practised nursing according to your certificate of registration in Ontario. For example, if you stopped practising nursing in Ontario on July 1, 2011, you have until June 30, 2014 to acquire the necessary nursing practice (as described in question 3) in Ontario in order to maintain your certificate of registration.

Members who have recently registered with the College, or had a certificate of registration reinstated, have three years from the date of registration or reinstatement to acquire the necessary nursing practice in Ontario. See questions 11 and 12 for details.

6. I have not practised nursing in Ontario in the previous three years. What does this mean for me?

If you have not practised nursing in Ontario at any time in the previous three years, you will have to answer 'no' to the declaration of practice. You will no longer be eligible to hold registration in the General or Extended Classes. You can either apply to register in the Non-Practising Class or resign from the College. If you do not choose either option, your certificate of registration will be revoked.

7. I practise nursing outside of Ontario, which allows me to maintain competence according to the certificate of registration I hold. Why isn't my nursing practice in another jurisdiction recognized for the declaration of practice?

The College's mandate is to regulate nursing practice in Ontario. It does not have the authority to govern a member's practice in any other jurisdiction. If you are not practising nursing in Ontario, but you wish to remain a member of the College, then you may register in the Non-Practising Class. If you join that class, then it will be clear on the public register that you are a member of the College but not currently practising in Ontario. This ensures accurate and transparent information about your registration with the College and nursing practice is available to the public. If you wish to return to nursing practice in Ontario in the future, you will need to apply to have your certificate of registration in the General or Extended Classes [reinstated](#).

8. I practised nursing in the previous three years, but not in Ontario. What does this mean for me?

If you have practised nursing in the previous three years, but not in Ontario, you will have to answer 'no' to the declaration of practice. As noted in response to question 6, you can apply to register in the Non-Practising Class or resign from the College.

9. Does the College provide a list of nursing positions (i.e., staff nurse, nurse educator) that satisfy the declaration requirement?

No. Members are expected to reflect on their nursing practice and determine whether it satisfies the requirement as described in question 3. RPNs, RNs and NPs work in roles that involve various dimensions of nursing practice, including clinical and non-clinical components. What you must determine is whether you meet the requirement, irrespective of your nursing position.

10. Does volunteering in an RPN, RN, or NP role meet the practice requirement?

Providing nursing services in a volunteer capacity meets the requirement if it is consistent with the requirement as described in question 3. Keep in mind that you have to provide evidence to support your declaration if the College requests it.

New members or recently reinstated members

11. I am a new member and have not had the opportunity to practise nursing in Ontario yet. What does this mean for me?

New members of the College have three years from the date of registration to acquire the necessary nursing practice in Ontario. Since you have been registered for less than three years, you will be permitted to maintain your certificate even though you have not practised in Ontario yet.

However, if you do not practise nursing, as described in question 3, in Ontario within your first three years of registering with the College, you will be asked to either join the Non-Practising Class or resign from the College when you try to renew your membership for a fourth year.

12. I recently reinstated but have not had the opportunity to practise nursing in Ontario yet. What does this mean for me?

Members who have recently had a certificate of registration reinstated have three years from the date of reinstatement to acquire the necessary nursing practice in Ontario. Since you have been reinstated for less than three years, you will be permitted to maintain your certificate even though you have not practised in Ontario yet.

However, if you do not practise nursing, as described in question 3, in Ontario at any time within three years following reinstatement, you will be asked to either join the Non-Practising Class or resign from the College when you try to renew your membership for a fourth year.

Dual registrants

13. I am registered as both an RPN and RN in the General Class. Can I use the same nursing practise to answer “yes” to the declaration for both certificates?

As a dual registrant, you will be asked to declare whether you have practised nursing, as described in question 3, in Ontario within the previous three years. Your answer to the declaration will be applied to your RPN and RN General Class certificates of registration.

Reflect on your nursing practice and determine if it meets the requirements described in question 3. Remember that the College may ask you to provide evidence that supports the declaration that you make.

Nurse practitioners (NPs)

Information about how the Declaration of Practice affects NPs can be found in the [Registration Regulation and NP practice FAQs](#).