

New Zealand Sterile Services Association Annual General Meeting – 2011

Date: Friday 11 November 2011

Time: 0755hrs

Venue: Novotel Hotel, Rotorua

1 Apologies:

Daniel Phillips; Martin Bird; Diane Noble; Janine Ato; Denise Inglis

Apologies accepted –

Moved: Aileen Derby

Seconded: Lorraine Arrowsmith

PASSED

2 Matters arising from minutes of last meeting – October 2010:

No matters arising

3 Minutes from last meeting – October 2010:

Minutes accepted -

Moved: Aileen Derby

Seconded: Lorraine Arrowsmith

PASSED

4 Correspondence Sent and Received – 2010/2011:

Report previously circulated

No matters arising from report

Report accepted –

Moved: Cathy Rackley

Seconded: Alison Stewart

PASSED

5 President's Report – 2010/2011:

Report previously circulated and summary of report read

No matters arising from report

Report accepted –

Moved: Aileen Derby

Seconded: Helen Howser

PASSED

6 Secretary's Report – 2010/2011:

Report previously circulated and summary of report read

No matters arising from report

Report accepted –

Moved: Cathy Rackley

Seconded: Marilyn Clark

PASSED

7

Treasurer's Report – 2010/2011:

Report previously circulated and summary of report read
No matters arising from report

Report accepted –

Moved: Cathy Rackley

Seconded: Jill Parker

PASSED

8

Auditor's Report – 2010/2011:

- Treasurer has no concerns from Auditors report
- Will be discussing cost of audit with Auditors as cost increased from previous year
- Association in a very good position
- Financial impact likely if registration under the HPCA Act: Governing body fee potential \$100,000; Indemnity insurance required and there will be ongoing financial costs
- Auditors report will be published in Supplyline

Report accepted –

Moved: Aileen Derby

Seconded: Sue Woods

PASSED

9

General Business:

9.1 Advanced Course:

- Information on Advanced Course was placed onto Registration Desk at conference
- There will be separate criteria for those graduating prior 2006 when the NZSSA administered the course. Criteria will be published in Supplyline
- Level 5 Course will begin in February 2012 with the 1st module being on Leadership; 2nd module will be on advanced sterilisation (to be written) and the 3rd module will be on Quality management.
- Course will be a research and referenced based course.
- There will be an increase in course fees for the Advanced course – estimate for all 3 modules \$2,000

9.2 Future Conferences:

2012 Conference will be held in Dunedin

2013 Conference will be held in Hamilton

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9.3 AS/NZS 4187 Standard Review:

- Review progressing on time
- Draft will be out for public comment early 2012 – feedback vital
- Submissions will then be reviewed
- Available 2013
- Standard will be in ISO layout and terminology

9.4 HPCA Act Registration:

- Working toward submission going to Ministry of Health 2013

9.5 Sterile Services Dictionary and Reference Guide:

- Standardised terminology and information to be developed for members
- Free to all new members

- Replacement or additional booklets will incur a cost

9.6 Face-book page for NZSSA:

- Executive is going to investigate use of a Face-book page as another communication avenue for members
- Once investigation completed, feedback will be given to members

9.7 Advanced Course continued discussion:

- Graduates prior to 2006 (NZSSA administered course) and those graduating with The Open Polytechnic will have differing criteria to meet to enrol in course
- 3 modules will make up the course. Each will need to be completed before advancing onto the next module
- Style of marking not known at time of AGM
- Question asked if course would be compulsory – this would be up to Employers
- PSA supports the Advanced Course
- Advanced Course will enhance HPCA Act registration submission
- Advanced Course envisioned for Supervisor and Educator roles
- Advance Course will be further developed over time
- Cost of modules will be an estimated \$630 – total of completed course potential \$2,000
- There will be ability to cross credit, but students will need to speak to Open Polytechnic

9.8 Alison Stewart farewell and thank you:

- Alison has resigned from the Executive to take up an role with the Open Polytechnic administering the Sterilisation Course
- Alison will remain the NZSSA representative on the Standards committee
- Will mentor Theresa Luke who is taking over as Editor of our magazine 'Supplyline'
- Aileen presented Alison with a gift on behalf of the Executive and Membership of the NZSSA and thanked her for her support, passion and hard work over the years while she was an Executive member

Meeting closed: 0828hrs

Cathy Rackley

Aileen Derby

NZSSA Secretary

NZSSA President