

SUMMARY OF MINUTES OF SASOHN EXCO MEETING HELD ON 11th & 12th FEBRUARY 2010

SK started the meeting by thanking Exco for their commitment especially in times where it seems that Regions are struggling to get members to help with activities and serve on the committees. There are many members on Exco with personal issues who put them aside and still commit to the benefit of the Society. The message that needs to go to the membership is that it is a pity that the members who complain about issues like food, venues and the amount of toilets at Conferences are not willing to step forward and take up a portfolio and assist Exco and the Regional Committees. Comments on the evaluation forms after the 2009 Conference that we should put more members of colour on our Exco Committee once again opened the challenge to members to get committed! SASOHN is a voluntary society and the members who serve on the Regional Committees and Exco do so in their own time and are not remunerated for their services to the Society. SK invited every member at the 2009 AGM to contact her and to become involved in a portfolio. Not one response was received. If our members would like to see the Executive be representative of all our race groups, members from those groups need to become involved at Committee level in the Regions.

The perpetual bad habit of SASOHN members to arrive late at meetings and conferences and then reacting with anger when they are not allowed entrance until a speaker has finished is nothing but unprofessional and disrespectful to those who were on time and to the speaker who has prepared a presentation and is busy and in all probability very nervous while presenting. Again, perhaps those members should step up and assist in arranging a Regional meeting of a Conference to appreciate the amount of work that is put into it by the Committee members.

MATTERS ARISING FROM PREVIOUS MINUTES

SASOHN RULES OF PROCEDURE:

All updates, documents etc. were given to Exco reps on memory sticks at Nov conference. Also available on website.

Regional Rules of Procedure – SK still hasn't had from all Regions. Please email SK to check if you have submitted.

SASOHN GUIDELINES:

All on new format, existing guidelines reviewed in 2009. Dispensing guideline will be put on hold until second position paper is finalised.

LS getting orders for guidelines, with proof of payment, with old forms and old price. Price to be increased to R400, including postage. SK to change price on website.

POSITION PAPER:

2nd Position paper on dispensing license has been finalised, the paper has been written. SK spoken to lawyer re Section 56 which has huge implications on dispensing, due to the poor way in which it has been written. The lawyer has suggested that we hold back the position paper, and has assisted SK to draft a letter to DoH and SANC requesting their interpretation of Section 56.

SASOHN ACADEMIC DAYS 2010:

Programme will be printed and distributed to members. LS to apply for CPD points.

R950 per candidate

3 locations – Johannesburg, Port Natal, Port Elizabeth.

Assistants required on the day:

Port Natal and PE – 1 x registration, 1 x technical assistant – computer literate and load programmes – 3 x chair people, 1 x person to liaise between venue and SASOHN, 1 x person to look after sponsors.

Gauteng Central – 3 x registration, 1 x technical assistant, 3 x chairpersons, 1 x liaison person, 1 x to look after sponsor.

All assistants don't pay – but will be charged if they do not work.

There is sponsorship available: 5 for PN and PE, and 10 for Jhb. – regions to promote this to members.

Student price of R600 will be offered – KM to write to tertiary institutions. Registration form to be stamped by tertiary institution.

10 % offered for bulk booking / payment – 10 or more people.

2010 OBJECTIVES:

Remain the same as for 2009, i.e.:

OBJECTIVE 1

Upgrade the professional image of Occupational Health Nursing through improving standards and professional qualifications. This will be achieved by building our relationship with SANC and other role players.

OBJECTIVE 2

Identify a research project and assist current research students.

OBJECTIVE 3

Build relationships with other bodies involved in Occupational Health. Contacts can be made with delegates at ICOH 2009 and the SCOHN Workshop. Regions must make contact with MEC for health and labour, and build relationships.

OBJECTIVE 4

Back to basics – Regional Society Management. Revisit workshops we had at the AGM last year, and pass info onto the regional committee – minutes, financial statement, reports – the correct procedure – writing, signing off, decisions must be minuted, accepted and seconded. SK to forward copies of presentations to each Exco rep.

The Journal will have an article in every edition on Back to Basics – members encouraged to participate by submitting articles to the Journal. Get discipline back into meetings.

OBJECTIVE 5

“Occupational Health Nursing in South Africa” publish this book as an entry level reference book for OHN. The review process needs to be formalised. Review all the SASOHN guidelines and republish.

OH QUALIFICATION AND GRANDFATHER CLAUSE:

Alma Schultz is battling to get responses from her research questionnaire that was sent out.

Grandfather clause – KM liaising with SANC to get grandfather clause (Recognition of Prior Learning - RPL) with regard to OH qualifications obtained prior to 1996 recognised.

30th June 2012 is the cut off date for qualifications to be upgraded. KM recommended that members who only have a ‘listed’ qualification upgrade as soon as possible.

SASOHN LOGO:

A draft of the new was Logo published in Nov in Gov Gazette. Nobody opposed it. The SASOHN Logo has therefore been registered, and is now awaiting final publication in a next Gov Gazette. Unlawful use of the SASOHN logo can now be formally acted on by the Society.

NEW MATTERS

LEGAL MATTERS:

Received summons from Capetown.org. for outstanding fees for 2006 Conference and AGM. Lawyer has reacted to the summons, but has also served summons on them. The ‘anniversary date’ of 3 years has passed, and no other feedback received.

NOSHBO:

SK met with Melinda Venter President of SAIOH, Ray Strydom and President of IoSM – Wilna Louw to discuss NOSHBO and SAFECONEX 2010 – they want to add a 4th leg to their conference, which will be Occupational Health. The organisation currently does not have a constitution, and does not represent Occupational Health and Safety equally in industry. We will keep communication open.

SASOM:

Full set of guidelines for SASOM members: R587,00. Non-members R702,00 including postage.

All other SASOM details discussed under different sections above.

WESTERN CAPE DOCUMENT (copy in exco Report Pack)

Potential challenges:

KM commented on the statement that there is no quality of OH service in this country. She explained the need to understand that there are different models of OH models in this country – corporate, stand-alone clinics, outsourced models. In order to develop a quality OH service, we need to:

- Look at models
- Identify what SA needs from an OH service – first world vs third world
- Identify what SASOHN needs to provide
- Have accreditation structure for OH clinics – 3ys / 2yrs / 1 yrs accreditation
- Look at the disparity of OHN in different clinic / company structures

We need a good research project to back this up. KM will work with Western Cape as this will be a component of her Masters Degree.

SK had meeting with SASOM who also want to get involved with accreditation of SASOM members. It was agreed the time has come to write a Code of Good Practice for providing OH to all workers in SA. A workshop is planned for 1 & 2 March 2010 between SASOHN, SASOM, SAIOH, DoL and DoH. SASOHN needs 10 members to attend this meeting.

KM suggested that if SASOHN is the auditing / accrediting body, it could be seen as a conflict of interest, as SASOHN is supposed to be supporting the members, and not policing them. There should be an independent body, made up of representatives from different bodies, e.g. DoL, DoH, SANC, etc., who audits the OH Service, and it is not seen as auditing the OHN or the OMP.

It was agreed that Exco would review the whole process in May after the meeting with DoL and other stakeholders.

SK commended Western Cape for their effort in drafting this proposal.

SASOHN 2011 AGM AND CONFERENCE:

Mpumalanga bid to host 2011 AGM and Conference.

Venue: Malelane Training Centre – just outside Nelspruit

Accommodation: Pestana Lodge, but alternative accommodation available at cheaper rates. Some lodges also provide transport to and from OR Tambo

There are busses that travel daily from OR Tambo, go via Pretoria to Nelspruit

Dates: 2nd, 3rd and 4th Nov 2011

Costs: R2200,00

No opposing proposals received. Exco thanked Beth for the proposal, which was accepted.

Natal Inland has proposed that they host the 2012 AGM and Conference. The proposal is to hold it on the Natal North Coast as the new airport will be opened up there. This was accepted.

EDUCATIONAL AWARDS 2009

None of the Ian Webster medals will be awarded this year. Awaiting confirmation from University of Johannesburg re a potential Janet Taylor award winner.

Janet Taylor – for entrance level diploma, recipient doesn't need to be a SASOHN member.

Ian Webster Silver – for B Tech – recipient must be a SASOHN member

Ian Webster Gold – for Masters level – recipient must be a SASOHN member

KM will write a letter of congratulations to a Western Cape student who excelled in her achievements, but isn't a SASOHN member.

BURSARY APPLICATIONS

2 applications received.

1 was from a student who applied in 2009, was awarded the bursary, but didn't study. Her 2010 application doesn't meet the requirements of our application process, therefore is rejected.

2nd application – requesting assistance for 2nd year B Tech OHN fees for R9200,00. KM requesting affidavit from member to confirm proof of registration and that no additional funding has been received from DUT.

Bursary awarded in full provided the required documentation is received.

SASOHN BIRTHDAY / INTERNATIONAL DAY OF THE NURSE / MY 100

SASOHN is 30 this year.

Port Natal celebrating International Nurses Day, the International Year of the Nurse, and will incorporate SASOHN's 30th birthday.

MP – Nursing Education Association (NEA) have proposed the My Nursing 100 – to personally spend 100 of 'something' on nursing care, e.g. 100 minutes / R100 etc. MP suggests SASOHN support this programme.

SASOHN will present every person who participates in the My 100 with a certificate of recognition. Regions to encourage members to participate, by facilitating a My Nursing100 meeting. Contact local newspapers to publish events. Send dates and mini business plan to SK who will try and assist the regions to get maximum media coverage. This will also be a major criterion in the award for the Region of the Year.

STUDY LEAVE

Nurses, particularly those working for service providers, are expressing concern that they are having difficulties in getting support with training, i.e. that they are not being given time off to attend lectures, as the service provider then has to incur additional costs with regard to staffing the clinics at their clients. Exco has recommended that regions encourage members to discuss their training / study needs with their employers a year in advance (i.e. prior budgeting), or when they go for interviews and inform the prospective employer that they are studying and what the requirements regarding attending classes will be. The employer can reflect this in their annual skills development plan and make provision for it with regards to staff and budget. It is the individual's responsibility to communicate with employers and prospective employers and also ensure they are

aware of what their conditions of employment stipulate.

COVID UPDATE

Email sent from COVID via chat line.

W18.33 required in particular with the injured person.

A copy of person's bank statement, a copy of utility bill and ID document – all stamped by bank – this is only required if injured employee is receiving payout from COVID

For company requirements – COVID needs company banking details, plus copies of signatories, etc – this is possibly a requirement for COVID to pay refunds / rebates to companies.

FINANCIAL REPORT:

FINANCIAL SUMMARY:

- Paid up members: 816
- Proof of payments received: not confirmed, but >800
- Affiliated members: 21
- International members: 3
- Honorary Life members: 13

No. claims lodged against indemnity insurance: nil

SASOHN PORTFOLIO REPORTS (REPORTS RECEIVED INCLUDED IN EXCO PACKS)

Indemnity SK

Please remember

- Specific exclusion that excludes cover for any midwifery activities unless rendered in an emergency situation in Occupational Health setting.
- Members residing outside RSA borders i.e. Swaziland and Namibia are not covered under the policy and need to source cover for themselves in their own countries. Letter sent to each paid up member advising them that this cover is only intended for RSA domiciled nurses.
- All queries regarding the cover aside from basic queries MUST be referred to Kristy to handle. In terms of FAIS legislation a complaint that SASOHN has acted as an intermediary, a fine of up to R1 million rand can be imposed.
- Continuing cover for maternity leave and for periods where a member may leave Occ Health for an extended period and subsequently return to it.
- Should any SASOHN member retire but wish to enjoy the free continuing cover which the policy provides, written details of such members must be forwarded to Kristy including proof from SASOHN of the length of time that they have remained paid-up SASOHN members without any gaps.
- Please inform members that when they have reported an incident the National office or the President will be contacted to confirm membership. Members must please ensure that they keep their contact details updated with Glenrand and SASOHN.
- Regions are welcome to invite Kristy to speak at regional meetings to explain the indemnity policy. Gauteng based regions will be easy but other regions will be done if she is on a business trip in that area. Pls contact her at 0823305829.

SASOM SK

Meeting was held with members of SASOM and MMPA on 6 January 2010. D Kocks, M Coombs, D Ungerer, M Botha, D Kritzinger, V Govender, S Kruger and L Stokes attended. The aim of the meeting was to address the need for a closer alliance between MMPA, SASOHN and SASOM in the common aim to promote occupational health in South Africa.

SANC: SK

Ms Mchunu declined invitation to attend Conference and AGM due to work commitments. Further contact will be established in 2010 on issues identified.

Website: SK

Please check website for Regional details. Any info that you send to LS for inclusion onto the website, is not checked and edited – so please check the info is correct.

Education / Research: KM

Regions need to make link with their tertiary institutions.

2 conferences coming up: Professional Nurse Leaders Conference in May, and Nurse Educators Conference in August.

Sandy Reynolds – 082 799 2258 – dressings / workshops

Assessor's course – SASOHN sponsored 6 people last year. Western Cape wants a course run in their region. KM will facilitate the course, but WC to organise – need 10 people to do the course. WC to provide dates to KM.

Journal: KM / SK

Board meeting next week – KM to email report to exco reps after the meeting. SASOHN pages for each article:

Jan / Feb done.

March/April – Western Cape promoting conference. Maggie to do article on looking after a Miss World contestant from an Occ Health point of view. KM requested that all award photos must be taken in good lighting environments for publishing purposes.

May/June – Academic Day - KM

July/Aug – Academic day feedback and Port Natal article on International Nurses event.

Sept/Oct – My Nursing 100 – Gauteng Central

Nov/Dec – Conference feedback

SCOHN: LP

LP to attend conference in Japan in August 2010 – will submit budget and sponsorship application to Exco. LP to liaise with ICOH re sponsorship.

National Office/ Waste Management / NIOH / Database/ Archives/ Transport: LS

To look at purchasing scanner to scan archived documents. SK suggested that we do a trial on scanning Pretoria documents. This was accepted.

Ripple Effect: JM

Please remind members to submit articles.

SASOHN Book: KM

Will be launched in Nov 2010. KM to meet with UKZN to work in association with regard to publishing. Ripple Effect to assist. By June we must be ready to go to print. KM will approach members to read chapters and look at content.

Construction: SK

SAFCEC is an organisation that represents mostly the Civil Engineering Contractor Companies in the country. Challenge: “Contractor employees wait sometimes unnecessarily long to complete medical surveillance and induction at clients before they can enter site to start work. This leads to excessive standing times which the client or contractor employer ends up paying for unnecessarily”. Requested to look into the possibility of contractor company employees having a “Central Health and Safety Pass” where the medical surveillance conforms to the minimum requirements of the majority of the clients. The contractor companies are not looking for a way out of this but rather how we can possibly influence the process that a medical surveillance obtained at one facility complies with the requirements of the next facility. Requested a meeting with SASOHN. Frank Cotton.

HIV Clinician’s Society: MC and Ruwaida Johnson

Regional meetings are held for doctors and nurses – they won’t separate the two fields. Clinician’s Society will sponsor nurses to go to TB conference. Regions are to encourage members to join this group. MC will send contact details.

Nurse Educators Association: TB

New portfolio

Professional Nurse Leaders: KD / CvN

New portfolio

Emergency Nurses: TB

New portfolio

2010 CONFERENCE FEEDBACK:

Educational programme 90 % complete

Everything booked, contracts signed

WC to book accommodation for Exco Office Bearers.