

Occupational Health Nurses Interest Group OHNIG  
Annual General Meeting AGM  
Nov 12, 2010 4pm to 6pm

Minutes AGM 2009 2010

Present: Louise Caico Tett, Maila Riddell, Barb Davies, Jill King

Absent: Helen Ayer

Agenda Item	Discussion and Resolution
<p>1. Introduction</p> <p>Welcome to new OHNIG executive</p> <p>Details Audio Web Conferencing AWC</p> <p>Previous Minutes</p> <p>Invitation for volunteers and Champion Advisors</p>	<p>Introduction of current OHNIG Executive members. A big Thank you to Liz McGroarty past OHNIG Executive member [unable to attend] for helping the past 2 years Special welcome to new OHNIG executive members- approved by acclimation</p> <ul style="list-style-type: none"> <li>• Maila Riddell – Professional Practice</li> <li>• Barbara Davies – Member at Large Education project for nursing students health and safety</li> <li>• Helen Avery – Member at large Policy project has agreed to work on proof reading the revision changes to the OHNIG Constitution [Helen agreed post AGM]</li> </ul> <p>Announcement: This OHNIG AGM meeting is using audio web conferencing and for the first time all OHNIG members provincially to join the meeting. [OHNIG had members from Sault, Sudbury, North York and York Region attending ]</p> <p>OHNIG AGM minutes reviewed and signed on line [post meeting]</p> <p>OHNIG invites any OHNIG members to volunteer to help the OHNIG executive with project work. OHNIG resolved to start a Champion Advisor membership. These are RNs or specialists with specific skills i.e. legal, research, lobbying. Maila had a suggestion for an RN/lawyer who she could contact.</p>
<p>2. Financial Statement and Financial Incentives</p>	<p>OHNIG current Financial statement reviewed, accepted and signed Estimated incoming fees [providing same membership] approx \$5000.00 OHNIG – approved in general the following financial proposals. The specific details to be written into revised OHNIG Constitution Nov 12, 2010 Financial incentives proposals: OHNIG Web site communication enhancement i.e. audio video clip(s), OHNIG audio web conferencing education sessions Payment of volunteer OHNIG fees, payment of OHNIG executive fees, champion advisors fees OHNIG pay administrative coordinating costs[pay per service rendered OHNIG award of \$200.00 for OHNIG member who does presentation at RNAO event,</p>

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3. OHNIG Constitution and Bylaws Revised Nov 12, 2010	<p>OHNIG Executive reviewed proposed [posted on OHNIG web site May 2010] the resolution for 9 executive members as OHNIG Executive - approved as of Nov 12, 2010.</p> <ol style="list-style-type: none"> <li>1. Public Relations/ Media and RNAO delegate [chairperson]</li> <li>2. Membership</li> <li>3. Communications / Newsletter Editor</li> <li>4. Policy &amp; Political Action</li> <li>5. Professional Practice</li> <li>6. Secretary</li> <li>7. Research</li> <li>8. Education</li> <li>9. Members at large -/ Projects</li> <li>10. Student member (non-voting)</li> </ol> <p>OHNIG executive approved to complete the revision to the OHNIG Constitution, By laws and Articles of Formation of April 2005 i.e. proof read and post on web final version site by March 2011 for members to read.</p>
4. Occupational Health Nurses Professional Practice Profile	<p>Maila Riddell presented the first draft of the Professional Practice Profile "<i>a day in the work life</i>" <i>OHN nursing, scope of practice and qualifications</i>. She noted second draft needed by Nov 30<sup>th</sup>. OHNIG will post the OHN profile on the OHNIG web site. RNAO asked to post OH nurse professional practice profile on their RNAO web page. Maila requests help proof reading and commenting from any interested OHNIG members.</p>
5. Student Handout "Health and Safety Tips at Work" - education project	<p>Louise Caicco Tett presented the student Health and Safety "tips" using a power point slide show. These will be adapted for the insertion on the OHNIG web site. [i.e. see OHNIG web site Student Corner – left side bar]</p> <p>Discussion on creating a "student safety" video clip for OHNIG web site i.e. graphic scene of injury at work. Followed by H &amp; S instructions for nursing students "new" to a work place. One suggestion to create "clip" as an "application" for their hand held phone/l pad.</p> <p>Jill to look for University media program students who may do this as a school project. Barb Davies volunteered to help Louise with student education project.</p>
6 A – Create a one page Mentor Guidelines to familiarize New Volunteers and OHNIG Executive	<p>Proposal made to create <i>OHNIG Mentor Guidelines</i> for introduction of volunteers and new OHNIG executive to the inner workings of the OHNIG Interest Group. All agreed and Jill to create draft one page Mentor Guideline to be distributed to OHNIG executive for approval.</p>
# 6 B - RNAO want IG to promote BPG	<p>Agreed to promote RNAO BPG to OHNIG members specific to their OH nursing practice i.e. Violence in the workplace, Crisis Intervention, BPG HWE, non Smoking</p>
# 6 C –OHNIG Executive still needs 4 Executive Members	<p>OHNIG to promote to members the need for 4 new executive members – Research, Secretary, Communication and membership. Also a nursing student representative.</p>
# 6 D – OHNIG to consider audio web conferencing education workshops	<p>OHNIG to collaborate with other IG to offer the OHNIG members on line education Workshop. The OHNIG members can attend the sponsored education workshops from their home/office and earn credit hours for</p>

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	certification. Anticipated for April 2 <sup>nd</sup> collaboration with another IG education conference.
# 6 E –OHNIG web site main source of OHNIG member Communication	OHNIG executives agreed the web site is greatly improved and provides better means of member communication for i.e. resources, quick facts, BPG, networking. OHNIG executive agreed to continue to upgrade and improve the web site.
<b>New Business</b>	
7. The COHN(C) of 25 + years were unable to re certify due to a technicality	The COHN(C) certification required 100 hours of work and 100 hours of education to recertify. OHNIG discussed rather than lose COHN with valuable knowledge of 25 year what if they could be grand fathered or given merit recognition for years certified. Louise and Jill to enquiry to CNA
7 B - Collage of Nurses makes proposal for new professional Liability Protection	OHNIG discussed if the College proposed change in regulation to for all RNs to have 5 Million professional liability protection and what if anything does this mean to the OHNIG members. It was discussed and established that the OH nurses had access to other many resources for securing adequate protection. OHNIG would post these resources. It was established that the College proposed change to regulation has not passed and currently being discussed with many associations.
7 C Increased efforts to collaborate with other Associations	OHNIG discussed several areas that OHNIG could collaborate with other OH nurses or associations i.e. student mentorship, BPG, research. OHNIG executive will pursue discussions and opportunities. OHNIG reflected that more OHNIG member volunteers are needed to network effectively. Collaboration potential to be presented at the OHNIG April 2011 business meeting
	Meeting OHING AGM adjourned – seconded by Maila Riddell
	Next OHNIG Business Meetings April 2011 and Sept 2011
	Next meeting OHNIG AGM Nov 5. 2011