

# 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 1<sup>st</sup> module being on Leadership; 2<sup>nd</sup> module will be on advanced sterilisation (to be written) and the 3<sup>rd</sup> 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**