

## Minutes of the ENDA Meeting 19<sup>th</sup> + 20<sup>th</sup> March 2010

Present: J. Filkins, Z. Zalar, M. Petrangeli, A. Stievano, C. Tischer, I. Meyenburg-Altwareg,  
U. Rahkonen, R. Lüthi, M. Struempf, R. Schmeer

Friday 19 <sup>th</sup> March 9.30-10.45	<b>Item 1 Welcome by M. Petrangeli and I. Meyenburg-Altwareg</b>	
Information	The Board was quorate. Minutes of the last meeting in Copenhagen have been accepted. Apologies of Mr. Rantzsch, Mrs. Klein, Mr. de Vente, Mrs. Stefansdottir, Mr. Morris	
	<b>Item 2 End of year reporting (2009/2010)</b>	
Action	Greater ownership of the yearly report is needed. The information could be used for public relation of ENDA.	All
Information	<p><b>UK</b> (J. Filkins):</p> <ul style="list-style-type: none"> <li>• thanks for the work with Alessandro on ethics</li> <li>• representing ENDA on RN4CAST EU research project</li> <li>• ESNO: editing for Bakkea ( and therefore the opportunity to publish the results first on ENDA web page)</li> <li>• Synergy EU Directive 36, Bologna and European Qualification Framework: comments on draft EFN paper provided on behalf of ESNO</li> <li>• Made contact with Denise Kelly, RCN Advisor for Nurses in Mangement and Leadership Forum; there seems to be interest in establishing further contact</li> </ul> <p><b>Italy</b> (M. Petrangeli)</p> <ul style="list-style-type: none"> <li>• First year ENDA member, 500 nurse directors</li> <li>• ENDA Link is on the Italian web side</li> <li>• Aim to raise up subscriptions in 2010</li> <li>• Financing university work with the focus on health needs of the elderly</li> </ul> <p><b>Switzerland</b> (R. Lüthi)</p> <ul style="list-style-type: none"> <li>• Code of ethics was discussed at the meeting with great interest but translation into German would be needed to contribute to the process (comment Iris: will also be translated into other languages when finally agreed on, but the original final version will be English and will be the definitive text)</li> <li>• Switzerland would be happy to host the next congress. Accessibility and price range need to be considered when choosing the town</li> </ul> <p><b>Finland</b> (U. Rahkonen)</p> <ul style="list-style-type: none"> <li>• Huge interest at last conference and successful cooperation with the University with Kopio</li> <li>• Words of thanks for the congress in Helsinki by the president</li> </ul> <p><b>Iceland</b></p> <ul style="list-style-type: none"> <li>• Not present but questions were raised what we could do for countries with financial difficulties.</li> </ul>	J. Filkins

	<p><b>Germany (C. Tischer)</b></p> <ul style="list-style-type: none"> <li>• University of Chicago is interested in exchange of ideas especially on magnet hospital but not in membership The opportunity exists to learn from each other.</li> <li>• Overrated expectations for funding because the Treasurer is no longer a nursing director but is still trying to get some sponsorships</li> <li>• Sponsorships received were allocated to the Helsinki congress. 4 new members recruited (one person from Switzerland, Finland, Netherland and Austria). The Treasurer was thanked for her finance update.</li> </ul> <p><b>Austria (M. Struempf)</b></p> <ul style="list-style-type: none"> <li>• Nursing directors see the benefit of ENDA especially the code of ethics</li> <li>• Language problem was reason for small number of participants at the congress in Helsinki</li> <li>• Association is thinking of opening to school directors and “Bereichsoberinnen”</li> <li>• Folder for congress in Rom developed in German</li> <li>• Group of nursing directors is coming to Rome in autumn 2010 to visit hospitals and meet the Italian association</li> <li>• Link to ENDA on web page, organisational structure of national and European level are planned to be shown in a flyer, because not all use the web regularly</li> </ul> <p><b>Croatia (Z. Zalar)</b></p> <ul style="list-style-type: none"> <li>• Contribution to the congress in Helsinki</li> <li>• Code of ethics is being discussed in her country and questione arose why it is needed</li> <li>• Information technology in nursing is discussed</li> <li>• ENDA-Link is on the web page</li> </ul> <p><b>Germany (I. Meyenburg-Altward)</b></p> <ul style="list-style-type: none"> <li>• Participated at the ESNO meeting, made contact to Mrs A. Lekeux</li> <li>• ENHA (European nutrition) meeting in Brussels, VPU will hold a congress on nutrition in Berlin probably with involvement of ENHA</li> <li>• Aiming to bring education and management closer together in Germany and across the globe</li> <li>• RN4cast joined</li> <li>• When lecturing on management always mentioning ENDA</li> <li>• Curriculum on management of higher education institution developed</li> <li>• Founding member of WANS (World Association of Nursing Sciences) and advertising ENDA in that association</li> <li>• ENDA Folders developed and distribute to the Board</li> </ul>	
Action	Formal note of thanks to Verena Tschudin for her contribution to the work on the code of ethics.	President
11.20-13.05	<b>Item 3 Finance update and membership status</b>	
Information	<ul style="list-style-type: none"> <li>• see attached detailed report (attachment No 1)</li> <li>• 31.12.2008 account balance: 2.985,10€</li> </ul>	C. Tischer

	<ul style="list-style-type: none"> <li>• debit: 6317,72€Credit: 14.581,91€</li> <li>• 31.12.2009 account balance: 11.249,49€</li> <li>• 210 Members</li> <li>• budget forecast and expenditure account (&amp;income?for one year is needed</li> <li>• costs for ENDA travelling (eg ENHA) up to 4.500€can be covered, agreed on unanimously</li> <li>• first tax report is shown, now registered in Hannover</li> <li>• proposal to change tax adviser to Hannover is agreed on unanimously</li> </ul>	
	<b>Item 4 Brief update from members/country specific reports</b>	
Information	<p><b>UK</b> (J. Filkins)</p> <ul style="list-style-type: none"> <li>• financial crisis for next year is very serious. Examples: 200 nursing posts in one nursing organisation will be lost due to changes in structure</li> <li>• nurse director responsibilities of one board has been allocated to another nurse</li> <li>• new post of head nurse will be created who reports to the nurse director</li> <li>• registerable qualification of advanced nurse practitioner is going to be created in the UK</li> <li>• all education of nurses to be at degree level (bachelor and up) by 2013 (end of diploma in HE qualification)</li> <li>• “Nurse” will be a protected title in law</li> <li>• Role of assistant practitioners (2 years study) are widely used, it is discussed for Germany as well and it might good to discuss it at a European level</li> </ul> <p><b>Italy</b> (M. Petrangeli)</p> <ul style="list-style-type: none"> <li>• financial crisis is not as serious as in other countries, but there is a workforce deficit of 35.000 physicians, 50.000-60.000 nurses</li> <li>• since Jan 2010 national health care service can employ anybody for nursing if needed</li> <li>• nursing education is all at university level (bachelor 3 years)</li> <li>• lots of applicants for nursing, even though there are no bursaries</li> <li>• huge gap between theory and practise (regional differences)</li> <li>• strong interest of nurses in working in the community</li> <li>• competences for nurse directors in Europe might be a new working field for ENDA, succession planning might be needed, all agree to focus on this at the next meeting</li> </ul> <p><b>Switzerland</b> (R. Lüthi)</p> <ul style="list-style-type: none"> <li>• no shared modules of nursing and physician education but maybe in future</li> <li>• Swiss Nurse Directors Association, Regula Jenzer is the new chairperson</li> <li>• Shortage on nurses exists</li> <li>• see attached goals (attachment 2)</li> <li>• Education will continue to be at diploma and bachelor degree level</li> </ul>	all

	<p><b>Finland</b> (U. Rahkonen)</p> <ul style="list-style-type: none"> <li>• Primary health care and health promotion is the focus of political decisions (new law next year)</li> <li>• Creating the organisational structures of this change seem to be a big challenge</li> <li>• The number of nurse director posts is decreasing</li> </ul> <p><b>Germany</b> (C. Tischer)</p> <ul style="list-style-type: none"> <li>• Quality of nursing is linked to the strength of the nurse director (feedback from her experience)</li> </ul> <p><b>Austria</b> (M. Struempf)</p> <ul style="list-style-type: none"> <li>• Financial crisis is also existing and serious (eg 11 hospitals got a forecast loss of 800 Million €for this year), app. 700 beds need to be closed.</li> <li>• Demographic change in the patients (older and multi-morbidity), therefore number of acute hospital beds have to be reduced towards the number of acute geriatric beds. Gerontology departments need to be introduce in each hospital.</li> <li>• Small hospitals are closed or merged</li> <li>• A small association has tried to apply for a “Pflegekammer” (nursing council) which has been denied. Now they are trying the way of a voluntary registration for all nurses.</li> <li>• To be in constant contact with the politicians is one of the main aims.</li> <li>• In education bachelor and diploma is seen on one level but for the future only bachelor level is planed.</li> </ul> <p><b>Kroatia</b> (Z. Zalar)</p> <ul style="list-style-type: none"> <li>• Nursing education is at bachelor level.</li> <li>• Nursing management (assistant director) is on the same level as CEO.</li> <li>• Quality nurse indicators is nationally the responsibility of the nurse director.</li> <li>• Job description of nurse director is discussed (including dress code of all nurses).</li> <li>• Training for the use of DRGs discussed</li> <li>• Cooperation with other associations in Europe is aimed for</li> <li>• Leadership conference planned.</li> </ul> <p><b>Germany</b> (I. Meyenburg-Altwareg)</p> <ul style="list-style-type: none"> <li>• Education and finances are also issues in Germany.</li> <li>• DRG system is widening now to mental health settings (by 2012) (in the UK the system is “payment by result” together with quality standards)</li> <li>• Demographic change in patients and nurses is in the focus. A big project in Hannover aims to create ideas how to keep older nurses in employment</li> <li>• Creating ideas of how to recruit nursing leaders are needed.</li> <li>• Keeping nurses at the bedside even if they are at degree level is aimed for.</li> <li>• National standard in nutrition will come out in May.</li> </ul>	
14.10-17.00	<b>Item 5 Strategies to increase membership and communication</b>	

	<b>activities</b>	
Action	<p>Strategies/Ideas</p> <p>Promotion</p> <ul style="list-style-type: none"> <li>• Good opportunity at congresses, therefore flyers and membership applications of ENDA whenever we are on congresses.</li> <li>• Introducing ENDA when we do presentations.</li> <li>• Putting ENDA more prominently on the web side of our hospitals.</li> <li>• Personal contact seems very important.</li> <li>• more activities at European level</li> <li>• fee for the congress would include one year membership</li> <li>• the members have to get something out of ENDA, the offer of representation at European level seems too little, pin as a sign of membership is not enough, maybe discount at congresses (ENDA and national)</li> <li>• If there are amendments or mistakes in the ENDA folder information please contact I. Meyenburg-Altweig</li> </ul> <p>Website</p> <ul style="list-style-type: none"> <li>• website needs to be more informative, eg each country puts information in the map and names for contact persons (eg for travelling, networking)</li> <li>• Web page: overview needs to be enlarged by another picture which shows ENDA and all the members (associations) and one empty box (here could be your name...)</li> <li>• Content seems more important than link, maybe we need to concentrate more on content, eg code of ethics</li> </ul> <p>Involvement</p> <ul style="list-style-type: none"> <li>• maybe offering some kind of position in ENDA or more responsibility</li> <li>• in Switzerland mental health association: expert panel established eg. political and scientific, more members would make this possible and experts are needed</li> <li>• maybe offering leadership experience program (in hospital and community), 2-3 people developing a strategic plan (eg. members get this for free) R. Lüthi develops a program and discusses it with J. Filkins and then to the board. Aim is to establish it by Oct 2011.</li> </ul> <p>Problems</p> <ul style="list-style-type: none"> <li>• we need strategic planning</li> <li>• answering of requests need time that most board members do not have</li> </ul>	<p>All</p> <p>all</p> <p>R. Lüthi</p> <p>all</p>
	<b>Item 6 The process and criteria for Hon. Appointments for ENDA valuable members</b>	
Action	<p>What could we offer to people who retire from ENDA?</p> <ul style="list-style-type: none"> <li>• Agreed on : “Fellow” or “Fellowship”</li> </ul> <p>Criteria</p>	

	<ul style="list-style-type: none"> <li>• need to be nominated</li> <li>• announced at the congress</li> <li>• they must be of some use for ENDA</li> <li>• must be decided by the board</li> <li>• J. Filkins will explore the criteria from a nursing organisation</li> </ul>	J. Filkins
	<p><b>Item 7 Individual roles of Board members</b>  <b>Discussion re appointment of ENDA Secretary</b></p>	
Action	<p>Task and position of ENDA secretary:</p> <ul style="list-style-type: none"> <li>• correspondence of the whole organisation</li> <li>• a secretary would strengthen the organisation</li> <li>• the secretary has no decision-making authority</li> <li>• EDNA has no money for a secretary</li> <li>• I. Meyenburg-Altward got a personal assistant that supports her</li> <li>• One of the tasks could be eg new president eg EU get welcome note from ENDA</li> <li>• Job description will be made and sent to the board</li> <li>• All agree that for the moment there will be no secretary of ENDA</li> </ul>	I. Meyenburg-Altward
	<p><b>Item 8 Objectives for 2010-2012 and beyond</b></p>	
Action	<p>2010-2012</p> <ul style="list-style-type: none"> <li>• Prepare the congress in Rome with good presentations</li> <li>• Implement a leadership experience programme</li> <li>• Offer leadership experience</li> <li>• Identify experts in various fields and topics</li> <li>• Implement the ethical code for nurse directors</li> <li>• Increase the content in general on the website</li> <li>• Increase the support of theory into practise</li> </ul>	all
	<p><b>Item 9 Developing strategies to lobby with other European Nursing Organisations in Europe</b>  <b>Participation in European activities: EFN, ESNO, nursing projects, meetings and research where ENDA is involved</b></p>	
Information	<p><b>EFN:</b> J. Filkins reports that on behalf of ENDA she responded to the draft Synergy EU Directive 36 (Bologna and European Qualification Framework)</p> <p>She delivered a series of Master classes in Russia. and is representative stakeholder for ENDA at the RN4CAST meetings.</p>	I. Meyenburg-Altward
Action	<p><b>ESNO:</b> J. Filkins likes to step back from her participation in ESNO, I. Meyenburg-Altward would take on the representation.</p> <p><b>ENHA:</b> P. deVente has left ENDA and therefore somebody is needed. Requirements: able and willing to travel to Brussels, good knowledge about nutrition, ENDA member and speaks very good English, because it is important to understand nuances. ENDA representative is the only one from the nursing profession. Subject this year is nutrition in cancer. Flight costs will be covered by ENDA and overnight stay in a low-cost hotel. Names to be given to the president.</p>	All ask in their organisations and feed back till 2 <sup>nd</sup> April

<p>Action</p> <p>Information</p>	<p>Decision will be made by J. Filkins and I. Meyenburg-Altwarz.</p> <p><b>Research ENDA:</b></p> <p><b>Website:</b></p> <ul style="list-style-type: none"> <li>• P. deVente is willing to look after it until somebody else takes over</li> <li>• All content of the website needs authorisation of the president</li> <li>• I. Meyenburg-Altwarz proposes the task for the same money that is spent now.</li> <li>• Enrichment of the content is needed; this is the responsibility of every board member. Documents should be in English if longer articles in another language the abstracts should be in English.</li> </ul> <p><b>EU aims</b></p> <ul style="list-style-type: none"> <li>• we could shape our objectives to these aims and therefore get into cooperation with universities</li> <li>• this year older people are in the focus</li> <li>• Conference on older persons (4-7 October in Rotterdam)</li> </ul>	<p>I. Meyenburg-Altwarz</p> <p>all</p>
	<p><b>Item 11 To further develop, finish and disseminate all over the world, the new “Ethical Proto-Code for Nurse Leaders”</b></p>	
<p>Action</p>	<ul style="list-style-type: none"> <li>• On the website</li> <li>• Discussed with various organisations</li> <li>• Some comments are already received but more are needed until June. At the conference in Helsinki positive feedback was received. One person from UK and one from Israel have responded up to now</li> <li>• In Switzerland there are already a lot of ethical codes existing, therefore the motivation is low to comment. Nevertheless there are still a lot of countries which do not have a code of ethics. In Germany ethical codes exist but none for nursing leaders.</li> <li>• Finalising planned in September</li> <li>• Short leaflets (credit card size, washable) with key points in different languages are planned for the congress. Members get the card for free.</li> </ul>	<p>All</p> <p>M. Petrangeli, A. Stievano</p>
<p>Saturday 20<sup>th</sup> March 9.30-13.00</p>	<p><b>Item 11 Planning the 10<sup>th</sup> ENDA Congress – October 2011 Rome, Italy</b></p> <p><b>Health care reforms in Europe: challenges for nurse directors</b></p>	
<p>Action</p>	<ul style="list-style-type: none"> <li>• Program: <ul style="list-style-type: none"> <li>○ 6<sup>th</sup> - 8<sup>th</sup> October 2011 (Thursday to Saturday)</li> <li>○ Board meeting on the 5<sup>th</sup> in the late afternoon</li> <li>○ 6<sup>th</sup> 12 am start of the congress, key note presentation and in the afternoon parallel presentations</li> <li>○ 7<sup>th</sup> morning sessions, afternoon off</li> <li>○ Gala dinner Friday night</li> <li>○ 8<sup>th</sup> morning sessions</li> <li>○ Maybe sometimes presentations are offered twice to give participants more choices and to decrease the number of</li> </ul> </li> </ul>	

	<p>speakers</p> <ul style="list-style-type: none"> <li>○ All subthemes will be opened by a keynote speaker and then followed by parallel sessions</li> <li>○ the congress will close with a plenary session</li> </ul> <ul style="list-style-type: none"> <li>● Venue will be the Grand hotel (5* hotel in the centre of Rome, 700 beds and suits 3.000 people)</li> <li>● Promotion: flyer will be on the web and as well as paper version in It, En, De</li> <li>● Congress will be in cooperation with the Italian national congress of nurse directors</li> <li>● fee will be less than Helsinki, app. 200€for the congress, offering also packages eg all inclusive app. 400€</li> <li>● Organisational committee: at least one ENDA member should be on the committee</li> <li>● Scientific committee: incl. all board member and experts, suggestions are needed, eg Prof. Maria Grazia De Marinis, University Campus Biomedico; Rome, Prof. Loredana Sasso, FEPI Vice-president, University Genova; Prof. Rocco di Gennaro, National Vice-president of Rome National Nursing Council; maybe somebody from the University Kopio... 2-3 meetings in Rome with continuous presence of the members next meeting will be 4<sup>th</sup> +5<sup>th</sup> June 2010 contribution on presentations is needed, maybe somebody of the field of marketing eg Kevin Roberts</li> <li>● Congress in Rome will be translated into Italian, English and German. Registration will be in these three languages. Abstracts and slides will be allowed in all three languages. Abstracts for the program will be only in English. All presentations will be in English.</li> <li>● Content <ul style="list-style-type: none"> <li>○ Main speaker: not identified yet but need to be nurses, suggestions are needed, eg Rev. Dr. Tom Keighley One politician that represents Europe eg Sanco</li> <li>○ Good presentations of various countries are needed</li> <li>○ Congress president is Mauro Petrangeli</li> <li>○ Relevant research should be presented eg RN4Cast</li> <li>○ Poster in English are welcome and free of charge</li> <li>○ three posters will get a price, maybe in three different areas</li> <li>○ maybe visits of hospitals will be arranged</li> <li>○ Code of ethics: on a stand will be the possibility to discuss it and see Item 11 for further ideas on the promotion</li> <li>○ Introduction: film of ENDA ending in Rome (app. 6 min), amended by M Struempf contact</li> </ul> </li> <li>● Leadership program are going to announced broadly and in a session</li> <li>● subtitles proposed, will be drafted by the sc. committee, eg <ul style="list-style-type: none"> <li>○ Culture of nursing directors/management, Quality and condition of work/management eg mentorship program</li> <li>○ Future of care: older people: model and care, impact on</li> </ul> </li> </ul>	<p>all</p> <p>all</p> <p>all</p> <p>all</p> <p>all</p> <p>M. Struempf</p> <p>R. Lüthi</p> <p>Scientific committee</p>
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Information	<p>nursing directors of recent changes (demographic and care outside of the hospital), integrated care, maybe somebody from the congress in Rotterdam, J. Filkins would like to introduce the speaker because she is a nurse and is recipient of related award.</p> <ul style="list-style-type: none"> <li>○ Health care in Europe, eg David Benton (ICN), WHO (Bente Sivertson, Policy Adviser of the WHO Europe) or somebody from Sanco</li> <li>● Sponsors are to be contacted <ul style="list-style-type: none"> <li>○ Only key speaker will be invited all others have to pay</li> </ul> </li> <li>● Conclusion and a final statement by president of ENDA</li> <li>● Next congress will be announced at the end</li> <li>● "Impact on Nurse Directors for the future" presentation by the Honorary President, <ul style="list-style-type: none"> <li>○ data was collected by the chief nurses of the 28 countries</li> <li>○ ppt presentation is on the ENDA website</li> <li>○ shows a bleak picture of the nursing future</li> </ul> </li> </ul>	President R. Lüthi
	<b>Item 12 Any other business</b>	
Action	<ul style="list-style-type: none"> <li>● Congratulations will be sent to Rev. Dr. Tom Keighley for fellowship of American Nursing Organisation</li> </ul>	President
	<b>Item 13 Date of next meeting</b>	
Action	25 <sup>th</sup> + 26 <sup>th</sup> February 2011 in Rome	all

*R. Schmeer*