

# Minutes of the HTNA 2001 Annual General Meeting

20<sup>th</sup> September 2001

The Esplanade Hotel, Fremantle



**1. The Chairman welcomed all of the members present and declared the meeting open at 0910.**

**2. The new Executive.**

Due to the Ansett Airline collapse the responsibilities for conducting the meeting were taken up by the incoming executive, David King – President, Dale O’Halloran – Secretary and Nicole Heffernan – Treasurer.

**3. Apologies:** John Houston, Robert Schmich, Chris Mitchell, Christy Pirone, Steve Goble and Anthony Barnes passed on their apologies.

**4. Proxies -** Greg Melbourne has proxy rights for Sydney members.

**5. Minutes of the Previous Meeting**

It was proposed by Dwane Cananzi and seconded by Christine Sharp that the minutes tabled are accepted.

**Carried – No further action required**

**6. Business Arising from the Previous Minutes**

a. **HTNA Credit Card.** The treasurer reported that his actions to date to increase the limit on the credit card had been successful, with an increase to \$5,000.00.

On the matter of frequent flyer points the bank will not give frequent flyer points on a business credit card.

It was proposed that “the new Treasurer should continue to pursue the matter”.

**Carried - Ongoing action required by the new treasurer”.**

**Action required by the treasurer.**

b. **Nurse Attendant Course Examination.** Christine Sharp has been working in conjunction with Linda Edgerton to produce a list of questions that were presented at a previous AGM to all unit managers for comment. Any comments should be forwarded to Christine at the earliest opportunity. It was proposed by Christine Sharp and seconded by Sara Godden that the Q & A’s be forwarded to the Training Committee for distribution to all Nursing Managers for comment on the suitability of including these question in locally run Hyperbaric Nursing Courses.

**Carried – Ongoing action required by the training committee.**

**Action required by Christine Sharp and the Training Committee.**

c. **Specialty Certification.** Proposed by Christy Pirone that the HTNA Hyperbaric Registered Nurses review the prospect of certification as a specialty nurse. As Christy was absent, Dave King informed the members that Christy had been in consultation with a number of Nursing Federations, but was unable to elaborate further. Chris Sharp informed the members that for Victoria the course duration was too short for it to be accredited. It was proposed by David King, seconded by Sara Godden, that Chris Sharp e-mail Christy Pirone with Victoria’s situation, after which a reply from Christy will be attached to the AGM Minutes on this subject.

**Carried - Ongoing action required.**

**Action required by Chris Sharp, Christy Pirone and Secretary**

d. **HTO Certification.** Certificates to be issued by those people who qualify as HTO’s in accordance with Change One of HOTFIG. This item would be dealt with during the Training Committee’s report

**Ongoing action required – See Training Committee Section**

e. **Committee Guidelines.** Greg Melbourne proposed that a set of guidelines be introduced for the formulation of committees within the HTNA to follow. David King informed the members that the guidelines location in the constitution was the point in question. Sandy Inglis proposed & Dave King seconded the motion that the correct location of the guidelines be passed over until the 2002 AGM.

**Carried - No further action required until 2002 AGM**

**Action - Secretary.**

- f. **Training Committee Terms of Reference.** It was proposed by Peter Atkinson that the terms of reference formulated by the Steering Committee for the formulation of a Training Committee be accepted and further developed by the Training Board Committee". It was proposed by Dave King and seconded by Nicole Heffernan that the motion by Peter Atkinson be deferred until the 2002 AGM.

**Carried - No further action required until 2002 AGM**

**Action - Secretary.**

- g. **Third Party Assessment.** Greg Bray proposed that the HTNA investigate formulating a self or third party hyperbaric assessment program. Due to Greg being absent and with news from Bob Ramsay that Tom Workman is currently developing such a system, David King proposed the motion, was seconded by Bob Ramsay, that due to higher priority tasks and Tom Workman's project that we would hold over this motion until next AGM. Additionally David King would write to Greg Bray informing him of the motion and he would be asked if he would be interested to be involved in this motion when revisited.

**Carried - No further action until other priority tasks are completed.**

**Action required – President**

## **7. HTNA Committee Representatives Report**

### **Training Committee's Report**

#### **a. Nursing Representative**

- David King read the report from nursing members of the Training Committee. All major hospitals were asked if they meet the requirements of HOTFIG. Units that responded are Adelaide, POW, Alfred, Wesley, Townsville, Christchurch, Darwin and the Navy. Additional evidence was required from a number of units. The present status of facilities that have reached the minimum requirements of HOTFIG are POW, Adelaide and Wesley. Units that have forwarded additional evidence for consideration are The Alfred and Christchurch. Unfortunately at the time of this AGM the endorsement for these hospitals has not been finalised. Of concern is that the Navy do not meet the minimum selection criteria for trainees, that is, they are not registered nurses. Due to the uniqueness of their course it will take some time to sort out. David King proposed and was seconded by Dwayne Cananzi the Training Committee place articles in Offgassing for both technical and nursing items.

**Carried – Report on Nursing training be placed in Offgassing.**

**Action required – Training Committee**

#### **b. Technical Representative**

Dale O'Halloran explained that due to circumstances beyond our control that the following items required urgent attention, they are:

- The Australian National Training Authority has decided to pay for the Analysis, Design and Accreditation of competency's for all Health Care Technicians not covered by higher education. It appears that Hyperbaric Technical Officers will meet the criteria for inclusion. An ANTA contractor has commenced the scoping phase by visiting HBO units nationally and discussions with the HTNA.
- It was proposed by Dale O'Halloran and seconded by David King that the HTNA assist this contractor in establishing National Competency's.

**Carried - No further action required**

**Action required – HTNA Training Committee**

- Dale informed the AGM that his motion to change HTO training prerequisites was two part, the first was to establish two levels of HTO with the second being the pre-requisite entry levels for these. Much discussion accompanied the following proposals. **Proposal # 1** - Dale O'Halloran proposed and was seconded by David King that there be two levels of HTO's, Grade One (Technical Officers who supervise and operate of the Hyperbaric System) and a Grade Two (Technical Officers responsible for the management, supervision and operation of the Hyperbaric System).

**Carried - No further action required**

**Action required – HTNA Training Committee and Secretary**

- The second was to change the pre-requisites entry level for HTO 1 and create the Entry levels for HTO 2 so that we may have a unified approach for inclusion in the course framework being developed by Australian National Training Authority (ANTA). Due to concern by a few members that insufficient time has been given for thought on this proposal a special meeting was scheduled after the close of the conference for all HTO's and interested parties. From discussions at this meeting Dale proposed and was seconded by David King that all state reps and other interested parties be faxed the proposals and upon receipt be given a period of two weeks for members to cast their vote. After which time the HTNA executive would finalise this agenda item, make the appropriate changes to HOTFIG and inform all members.

**Actions required – Secretary fax State Reps and interested parties with proposal, then HTNA Executive action results of vote**

- Dale also informed and handed out a draft Grandfather proposal to HTO's. A Contracts Lawyer has ratified the wording of this proposal. The AGM was informed that this proposal was only HTNA Endorsement not ANTA. If an HTO decides to seek the ANTA HTO certificate they can apply for accreditation by either Recognition of Prior Learning or course completion.
- c. **NFPA Representative Report**
- Tom Workman (Chairman NFPA Hyper/Hypo technical committee) will be reporting to NFPA membership and move that amendments of chapter 19 be adopted as proposed by the Technical Committee. If passed should go to publication and be ready for public distribution around early Feb 2002. Chapter 19 will be no longer and will be found as chapter20.
  - I was unable to attend the meeting this year in Texas due to family commitments and the failure of a major sponsor.
  - All documentation, reports and amendments are held in Townsville and are also available for review/discussion.
- d. **SF 46 Representative Report**
- Bob Ramsay explained that SF 46 has not been finalised due to concerns that not all oxygen maintenance procedures are sufficient. Concerns were raised by one of the SF46 Members and a revote is scheduled in the near future.

**8. President's Report**

- a. Due to the events and resulting circumstances of the past weeks the current executive are unable to attend this conference. *David* as the incoming President will Chair this meeting.
- b. Our guest speaker Neil Hampson has been unable to make the conference due to flight restrictions out of the USA.
- c. In light of the events in New York & Washington, I have on behalf of the association sent our sympathy and best wishes to the BNA, UHMS, and NFPA committees.
- d. I would like to thank Steve and Mick for their tireless work and support over the past 2 years in what have been extremely challenging times for the TGH Unit. I should point out that TGH will be called the Townsville Hospital when we move on the 10<sup>th</sup> OCT 01.
- e. All correspondence files are available for viewing by members if requested.

**f. Secretary's Report**

- a. Membership – 92 Full members, 57 Associate members and 10 Corporate members.
- b. Purchases – One external Zip drive was purchased for use at the Fremantle Conference.

**g. Treasurer's Report**

- a. Bank balance - Approximately \$26,000.
- b. Financial Report – Available for inspection.
- c. Summary and graph of financial balance – A graph of the last 5 years will be produced.

**h. Motions on**

- a. It is proposed by Annabel Dominguez that Life Membership be considered for Mr. Barrie Gibbons for his contribution to the HTNA from it's inception to his recent resignation from the Prince of Wales Hospital.

**Carried - Action required by the President and Secretary**

- b. It is proposed by Christy Pirone and Steve Goble that life membership be considered for Mr. Dick Clarke for his contribution to the international hyperbaric medicine community.

**Not carried – No further action**

- c It is proposed that new members be sort for the SF46 committee. The members agreed that due to the expected implementation of the Standard that Bob Ramsay & Michael Dawe remain the HTNA's representatives.

**Not carried – No further action required**

- d It is proposed by Dave King and Dale O'Halloran that a change to the HOTFIG document, Appendix G, section G3 SELECTION CRITERIA, Para (a) (iii), be considered. **See the Training Committee Report for outcomes of this motion.**

- e A consideration is sort by Christy Pirone and Steve Goble that the HTNA help assist in the funding of the Hyperbaric Incident Monitoring System (HIMS). Members at the AGM agreed that HIMS is beneficial to the hyperbaric industry and would be supported by the HTNA, but before financial support is given the HTNA will require a cost in dollars before a final decision is made.

**Deferred – Secretary is to liase with Christy Pirone and Steve Goble**

- f It is proposed by Michael Hammond that the Annual Scientific Meeting be changed to a Biannual event following 2002 ASM

**Not carried – No further action required**

- g Nominations are sort for the host unit of the 2003 Annual Scientific Meeting on Diving and Hyperbaric Medicine. Cory Van Den Broek volunteered Royal Hobart Hospital for the 2003 HTNA ASTM.

**Carried – Royal Hobart Hospital Hyperbaric Unit is the Organising Committee for the 2003 ASTM**

## 9. Other business

- a. The UHMS 2004 conference is programmed to be held in Sydney. Until the HTNA receives details of the level of involvement in this conference the HTNA would not commit any resources or funding. Due to this Annabel Dominguez on behalf of the Sydney UHMS organising committee will forward to the executive details of the HTNA involvement.

## 10. Induction of New Committee of Management.

The new committee of management was accepted and these were:

- a. President – David King
- b. Secretary – Dale O'Halloran
- c. Treasurer – Nicole Heffernan
- d. Editor – Steve Goble
- e. State Representatives:
  - 1). Cory Van Den Broek – Tasmania
  - 2). Chris Barnes – Victoria
  - 3). Annabel Dominguez – NSW
  - 4). Penny Shorthouse – Queensland (N)
  - 5). Joanne Timmings – Queensland (S)
  - 6). Megan Allery – NT
  - 7). Tom Nalpon – WA
  - 8). Chris Craft – SA
  - 9). Basil Murphy – NZ
  - 10). Graham Miller – ACT

11. The Chairman declares the meeting closed at 1220.

Dale O'Halloran  
Secretary HTNA  
19 November, 2001