



Hyperbaric Technicians and Nurses Association Inc.

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Minutes of the HTNA 2002 Annual General Meeting

0900 - 1200 29th August 2002

The Rydges Hotel, Christchurch

1. **AGM opened by David King at 0907.**
2. **Apologies read.**
3. **Proxies:** Corry Van Der Broek (Royal Hobart) tabled proxy voting letters of authority for Sharyn Hall, Briony Brown, Phillipa Rice, Stephen Watchhorn & Darren Lacey.
4. It was proposed by D. Cananzi & seconded by B. Ramsay that the Minutes of the Previous Meeting be accepted.
Carried – No further action required

5. President's Report

The last year has seen a few milestones for the HTNA. This is the first time the association has met outside Australia, which is an encouraging sign that the meeting is moving towards being a truly international assembly of professionals. However, the conference this year has maintained the downward trend in attendances that has been evident over the previous 3 years. We must consider any and all options to increase the attendance to the ASM. Marketing the conference is vital, and providing a professional, well-run conference will ensure that the HTNA meeting remains one of the best hyperbaric meetings in the world. We rely on the income generated at the ASM and its workshops to maintain our cash flow. Even though we feel the Christchurch conference will make some profit, it will most likely not be enough to maintain the account balance at current levels. This is **not** to say that the association is in financial difficulties, just that we need to be more pro-active in raising revenue, predominantly at next year's meeting. The Executive Committee will be discussing this further with the Hobart Conference Organising Committee in the near future in an attempt to adopt strategies to attract more people to the conference. Furthermore, we would appreciate ideas from the membership at large, so if anyone has ideas, please let me know. AS 4774.2 - On March this year the Australian Standards Association published AS 4774. Many people have devoted hundreds of hour's work from the initial formation of the HOTFIG Committee back in 1995. It is a realisation of 7 years work by too many people to mention here. The HTNA membership, as a whole, should be proud of this achievement. The Nurse Managers and all those associated with their individual Hyperbaric Nurses Course should be congratulated for the work that has been put into the training packages that have been submitted to the Training Committee. The Nursing members of the Training Committee also deserve recognition for the hard work reviewing those packages and chasing up the bits and pieces that were missing, in some cases. I know that all those that submitted their packages felt compelled to at least have a cursory glance over their documentation.

5. Secretary's Report

- a. Membership – 79 full, 35 associate, 3 life & 13 Corporate Members.
- b. HOTFIG Change Two has been released (HTO Training Prerequisites & Grades).
- c. The HTNA Web site is up and running and the old website (bigpond server) will now be shut down.
- d. Chatline has over 100 online members. Only financial members will remain on the chat line.
- e. The new Australian Standard AS 4774 was released into circulation in May 2002.

6. **Treasurer's Report** - There is currently \$43,000 in the Business account with approximately \$3500 outstanding income and approximately \$10,000 in expected invoices for the Christchurch conference. Leaving the estimated balance post 2002 conference at \$36,500. Perhaps more indicative of the financial standing of the association is the end of financial year balance. At the end of June 2002, the balance of the account was \$27,800 and this compares with last year at \$24,600 at the end of the financial year 2001.

7. Business Arising from the Previous Minutes

- a. Dale O'Halloran proposed that no further action be taken by the Treasurer to obtain frequent flyer points from the HTNA Credit Card until a change of Executive. Dwayne Canazi seconded this motion.
Motion carried - No further action required.
- b. Dale O'Halloran proposed that the location for the 'Training Committee's Terms of Reference' be Appendix 2 to the Constitution of the Hyperbaric Technicians and Nurses Association & for the location of "Guidelines for the Formulation of other Committees" be Enclosure 2 to the Constitution of the Hyperbaric Technicians and Nurses Association. John Houston seconded this motion.
Motion carried – Action required by secretary to implement changes to Constitution.
- c. David King proposes that the 3rd party assessment for hyperbaric facilities that was proposed at the 2001 AGM be differed until the 2004 AGM. Bob Ramsay informed the meeting that the a US Model was being developed and he believed that the cost to each US facility would be in the cost range of 5k to 20k US dollars. David King informed the meeting that this was an enormous amount of dollars and that we should wait until the US has established the model. The motion remained as proposed with Corry Van Der Broek seconding the motion.
Motion carried - This item will be deferred to the 2004 AGM. Action Secretary.
- d. Christy Pirone proposed that the HTNA support the Hyperbaric Incident Monitoring Study in the following ways:
Part 1. Promote/support (in concept) the use of HIMS for the monitoring of incidents in hyperbaric medicine units to establish an Australian/New Zealand database of hyperbaric incidents. This part was seconded by Basil Murphy.
Motion carried – Action required by all Hyperbaric Facilities.
Part 2. Allow for HIMS forms from the Units to be identified as being from the Australian and New Zealand Region (each participating unit will be asked for their consent first, and no Unit will be identified individually). Penny Shorthouse seconded the motion.
Motion carried – Action required by Christie Pirone.
Part 3. Provide \$200.00 in funding to allow for database alterations. Nicole Heffernan seconded the motion.
Motion carried – Action required by the treasurer, Christie Pirone & Steve Goble.
- e. Nurse Attendant Course Examination. At the 2002 AGM it was proposed that Christine Sharp & the Training Committee forward the produced list of questions & answers (prepared by C Sharp & L Edgerton) to all Nursing Mangers for comment on the suitability of inclusion of these questions in locally run Hyperbaric Nursing Courses. It was proposed by Graham Miller and seconded by John Houston that the Training Committee take this agenda item for action.
Motion carried – Action required by Training Committee
- f. Specialty Certification. - At the 2002 AGM Christy Pirone proposed that the HTNA Hyperbaric Registered Nurses review the prospect of certification as a specialty nurse. This item was held over until the 2002 AGM. After lengthy discussions Chrisite Pirone changed the proposal to 'Future directions of this item be determined by the Training Committee'. Nicole Heffernan seconded this proposal.
Motion carried – Action required by Training Committee
- g. David King proposes that the following proposal for the 2004 UHMS Conference to be held in Sydney be forwarded to the President of the UHMS.
I. The proposal in brief is that the HTNA will hold its AGM and a single day ASM in addition to and concurrently with the normal UHMS program. That the HTNA will retain its own sponsors and that they be allowed to display their products during the entire UHMS Conference. Also that the UHMS Registration form have a tick box to attend the HTNA ASM (Australian Content), or that
II. The HTNA will hold the ASM and AGM at the normal time (last weekend in August 2002), separate from the UHMS, or
III. The HTNA will hold the ASM and AGM immediately after the UHMS meeting.
David King explained that he has had discussions with the UHMS and Dr Mike Bennet regarding the HTNA involvement with the UHMS Conference in Sydney from 21-27 may 04.

Discussions from the floor indicated that the majority of members thought it beneficial to the HTNA and their own personal development to have the 2004 HTNA ASM held in conjunction with the UHMS

Conference. Due to the requirement for decisions to be made prior to the next AGM, David King then changed his proposal to the following two items, they are:

a. David King proposed that the HTNA ASM be run in conjunction with the UHMS Sydney Conference. Graham Miller seconded this item.

Motion carried – Action required by the HTNA Executive

b. David King proposed that due to the requirement to make discussions on the context of our involvement with the UHMS that the HTNA Executive will have authority to make discussions on behalf of the membership. Seconded by Graham Miller.

Motion carried – Action required by the HTNA Executive

New Business Items

9. HTNA Committee Representative Reports

a. Training Committee's Report

- Nursing - Submitted by Christy Pirone and Chris Mitchell

The past two years have been challenging and rewarding. It is with great satisfaction that the following Hyperbaric Units have fulfilled the requirements for their Hyperbaric Nurses Courses to be endorsed by the HTNA:

Certificates were issued to the following units:

Christchurch Hospital	Royal Darwin Hospital
Royal New Zealand Navy – SLARK	Royal Hobart Hospital
Townsville General Hospital	Prince of Wales Hospital
Royal Adelaide Hospital	
Berwick Hospital	
The Alfred Hospital	
Fremantle Hospital	
Wesley Centre for Hyperbaric Medicine	

We wish to thank all of you for the effort and work involved in providing the level of documentation required to achieve endorsement. The standard of the courses is high and it is a positive reflection of the commitment and knowledge of our nurses.

The next nursing representatives will be charged with the following issues:

1. develop endorsement criteria for non-RN courses
 2. determine the requirement for a nationally standardized examination
 3. develop future directions for advancing the profession of Hyperbaric Nursing (i.e. credentialing)
- Technical Representative presented by Dale O'Halloran is as follows:
 - a. HOTFIG Change Two now reflects two Grades of Technical Officers with the amended prerequisites for HTO Grade One
 - b. The new AS 4774.2 reflects the new prerequisites for technical training
 - c. ANTA Frameworks for Hyperbaric Technical Training were due to in June 2002, this has now been moved right to October 2002 when they will be placed on the national training register.
 - d. ANTA will be approving the Certificate IV and Diploma in Hyperbaric Technology under the Health Technicians Project.
 - e. Grandfathering of HTO1's. There are 42 Grandfathered, awaiting payment for 2 & 11 did not have the required experience, of which 7 had no clinical experience. Certificates have been issued to all Grandfathered HTO Grade 1's.
 - b. NFPA Representative Report presented by Peter Atkinson. Peter informed the meeting that he has a complete set of all NFPA documents/ standards/ amendments and will loan such copies to interested parties upon request. Additionally Peter is seeking separate sponsorship to the next meeting of the NFPA Committee (3 yearly meetings).

10. Dale O'Halloran proposes that an amendment is sent to Standards Australia to reflect the new qualifications for Hyperbaric Technical Officer Training (Certificate IV & Diploma of Hyperbaric Technology) and the Training Committee take this task for action. Due to the Certificate IV and Diploma in Hyperbaric Technology approval being deferred until Oct 02, Dale O'Halloran changed his proposal to ' I Dale O'Halloran propose that this item be deferred until the 2005 AGM. Corry Van Der Broek seconded this motion.

Motion carried – Action Secretary

11. Dale O'Halloran proposes that two new membership categories be formed, they are for hyperbaric facilities. The breakdown of the two categories are:
- Full Membership
Fully Comprehensive Hyperbaric Facilities' - Meet the requirements of the Medicare Benefits Schedule Book 1 November 2001(MBSB) Category 3, T1.1.2 & Conforms with AS 4774.2 - 2002.
 - Associate Membership
Conforms with AS 4774.2 - 2002, but
Does not meet the MBSB requirements
Note - Membership would be at zero cost, but a proforma would be required to be completed. If this proposal is accepted at the AGM then the HTNA would seek the endorsement from ANZHMG.
- After lengthy discussions from the floor it was identified that there was a need to have a model for the membership of Hyperbaric facilities. After which the proposal was changed to 'I Dale O'Halloran propose that the HTNA membership provide their best model to the Executive by Mar 03. That the executive will then forward this model to the ANZHMG for comment after which time the agreed upon model will be submitted at the 2003 AGM as an agenda item. Dwayne Canzi seconded the motion.
- Motion carried – Action all HTNA members and the HTNA Executive**
12. Dwayne Cananzi from the Alfred Hospital Hyperbaric Unit, proposes that the date's for which the HTNA conference is to be held, be adjusted not to coincide with school holidays. This would enable a better chance of purchasing tickets for flights.
- Motion withdrawn – No further action required**
13. Christy Pirone proposes that the new training committee investigate and make recommendations at the next AGM for an endorsement classification for the training of Hyperbaric Attendants who are not Registered Nurses (ie Navy Medics, Diver Medic Technicians & Enrolled Nurses etc). Nicole Heffernan seconded the motion.
- Motion carried – Action required by Training Committee**
14. Dale O'Halloran proposes that an amendment to Medicare Benefits Schedule Book 1 November 2001(MBSB) Category 3, T1.1.2 para (c) be forwarded to sent to the Health Insurance Commission. The amendment is: add _ - a hyperbaric technical officer trained to the published standards of the Hyperbaric Technicians and Nurses Association who is present during hyperbaric oxygen therapy.
- Motion withdrawn – No further action required**
15. Dale O'Halloran proposes that the HTNA Constitution (Revision 3) Section 3.4 para d. be amended to:
- d. If any member's subscription is in arrears for more than one month, or other monies are owed to the Association for a period to be determined by the Committee of management (hereinafter called "the Committee"), the Committee may direct that the member's name be removed from the database of members. Such person shall cease to be a member and lose any voting rights;. Corry Van Der Broek seconded the motion.
- Motion carried – Action Secretary**
16. We Christy Pirone & Chris Mitchell propose that the following changes be made to HOTFIG, Appendix E , Hyperbaric Attendant Course Standard (Normative), E:7 Course Content:
- a. Methods of Administration of treatment gases is covered in subsection (c)- Hyperbaric Oxygen Therapy, (v) Methods of administration of treatment gases. Therefore we would suggest the removal of subsection (h) Equipment in the Hyperbaric Environment, (i)Methods of Oxygen Administration as it is repetitive. Nicole seconded the motion.
- Motion carried – Action Secretary**
- b. Alter the wording in subsection (f) Wound Healing (due to lack of clarity and overlap) to read (f) Wound Healing:
- Pathophysiology of Non-healing wounds, including Infected wounds
 - Role of HBO in non-healing wounds, including infected wounds
 - Role of HBO in necrotising soft tissue infections
 - Role of HBO in bone infections
 - Pathology of Radiation Tissue Injury; and
 - Role of HBO in the prevention and treatment of Radiation Tissue Injury
- Carol Baines seconded the motion.
- Motion carried – Action Secretary**

- c. That subsection (d) Decompression Illness- (v) Preventative measures/community education be reworded to (v) Preventative Measures.
After discussions by the members it was agreed by all that community education on prevention of decompression illness is an inherent role of the HTNA. Teaching what individual Units are doing in relation to community education may be informative but not necessarily important as a minimum requirement for the course.

Motion withdrawn – No further action required

- d. That, subsection (l) Chamber Safety- (iv) Confinement Hazards. Be deleted or reworded to address specific hazards not addressed in Emergency Procedures or elsewhere in the HOTFIG document. After discussions by the members the proposal was changed to ‘ I Christy Pirone propose that subsection (l) Chamber Safety- (iv) Confinement Hazards. Be changed to ‘The Occupational Health & Safety Hazards of working in a confined space.’ Wojtek Swietek seconded the motion.

Motion carried – Action Secretary

- e. That all references of Definition and Description of Disease or Syndrome followed by Aetiology have Aetiology deleted. Nicole Heffernan seconded the motion.

Motion carried – Action Secretary

17. Other Business

- a. David King explained to the members that Dick Clarke from National Baromedical Services in South Carolina has offered a scholarship to the HTNA for a member to attend the Annual Scientific Meeting. He has asked that the HTNA Executive nominate the criteria for selection of the most appropriate candidate. The scholarship is for all travel, accommodation, registration and ancillary expenses to attend the ASM to the value of between USD\$1000 and \$1500. David then proposed that the Executive discuss and nominate the criteria which is to be promulgated in Offgassing and on the HTNA website.

- b. Peter Atkinson proposed that the HTNA acknowledges the generosity of the offer by Dick Clarke.

Motion carried - Action required by the President

- c. Dr David Smart (Chair of the ANZHMG) briefed the members present, of the history and current status of the MSAC review and the impact that it may have on hyperbaric medicine in Australia.

No action required

18. Existing Life Members

Sharon Keetley
John Kershler
Barrie Gibbons

19. Existing Committee

President – David King
Secretary – Dale O’Halloran
Treasurer – Nicole Heffernan
Editor – Steve Goble

20. Induction of New Committee of Management.

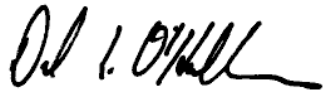
State Representatives:

- 1). Cory Van Den Broek – Tasmania
- 2). Chris Barnes – Victoria
- 3). Graham Miller – NSW
- 4). Steve Dunscombe – Queensland (N)
- 5). Judy Exton – Queensland (S)
- 6). Megan Allery – NT
- 7). Tom Nalpon – WA
- 8). Chris Craft – SA
- 9). Basil Murphy – NZ

21. Induction of New Training Committee

Nursing – Greg Melbourne (Prince of Wales Hospital)
Nursing – Chris Mitchell (Prince of Wales Hospital – tenure 1 year)
Technical – Steve Goble (Royal Adelaide Hospital)
Technical – Dale O’Halloran (The Wesley Centre for Hyperbaric Medicine – tenure 1 year)

22. Close AGM



Dale O'Halloran
Secretary HTNA
12 September 2002