

**ISTM Nurse Professional Group (NPG) Leadership Council**  
**Wednesday, 24 August 2011**  
**Teleconference Minutes (Draft)**

**In Attendance:**

**Members:**

Gail Rosselot, Chair  
Lani Ramsey, Vice Chair  
John Bosch  
Cindy Rugsten  
Claire Wong  
Nahoko Sato

**Staff:**

Diane Nickolson  
Kara Peterson

**Not in Attendance:**

Briar Campbell

***The following is a consolidated record of the deliberations and actions of the ISTM Nurse Professional Group (NPG) Leadership Council during the session described above.***

**Welcome**

The call began at 9:07 AM US Eastern Standard Time. Ms. Rosselot welcomed everyone to the teleconference. She started the call making sure that everyone received the email with the draft agenda, and noted that the call will last 60 minutes.

**Update on CE Initiative**

Ms. Rosselot reported that a mass email had been sent to NPG members containing background documents and soliciting volunteers to participate in a CE initiative committee. So far, only one person has responded with interest in volunteering—Barbara Guent. Ms. Rosselot suggested possibly extending the deadline to 1 October 2011. Barbara and Ms. Rosselot are both nurse practitioners who receive their credits through a different program. The group discussed whether the lack of response indicates that this CE initiative is not worth pursuing. Mr. Bosch said that in Boston people were outspoken about the need for this, but none of those people have volunteered to participate. It was suggested that perhaps members expect the NPG Leadership Council to perform the work rather than just spearheading it. The group then discussed whether the role of NPG Leadership Council should in fact be to perform such tasks on its own or to recruit volunteers to be involved. Ms. Rugsten noted that CE is a complex issue and members might feel that the NPG leadership are the ones with the expertise. In addition, the needs and expectations for CE differ between nursing specialties and between countries.

Ms. Rosselot suggested sending a short survey to the NPG members asking whether they want the decisions to be made by the Leadership Council or whether they want to be part of the process. Ms. Ramsey agreed that a survey, possibly also with an email describing the Leadership Council's role, would help both the Leadership Council and the NPG membership to understand expectations of the other. Ms. Nickolson said that the initial poor response is not uncommon and shouldn't be taken personally, especially given that it is summertime in the US and Europe and many people are on vacation. Ms. Rugsten said the group should remain optimistic about NPG members' interest in going forward with this project because there was so much enthusiasm expressed in Boston. Mr. Bosch said that since there is only one US nurse on the NPG Leadership Council, the email should reach out for US nurses to volunteer. Ms. Rosselot will draft an email requesting input and feedback and extending the deadline for NPG members to volunteer to participate in this project. Ms. Ramsey asked what the deadline is by which a decision needs to be made to move forward or not. Ms. Nickolson said it should be done before the next Board call in January or February.

### **Website Development**

Mr. Bosch suggested that the ISTM website add a link to the NPG page. He also suggested that the NPG develop a newsletter with information about committee activities, continuing education, and other items of interest. Ms. Rosselot endorsed this idea, pointing out that the NPG currently contributes to *NewsShare*, but a separate newsletter would allow inclusion of more content. The newsletter could be sent directly to members via email rather than relying on them to check the website on their own. Even if it contained information duplicated in *NewsShare*, it would be another means of communicating. Ms. Rosselot asked for everyone on the Leadership Council to draft something for this newsletter. The newsletter could be sent quarterly with one issue per season. Ms. Wong suggested an NPG blog as a possible alternative. Ms. Rosselot asked Mr. Bosch and Ms. Rugsten to discuss this further by phone and follow up with the group by email.

### **Singapore Program Development**

Ms. Ramsey reported that she and Briar had met to begin planning the NPG program for the Singapore meeting. It will be a 90-minute program introducing the NPG and establishing our presence. We would like to involve Singapore nurses. Ms. Rosselot asked if funds would need to be budgeted for speakers' travel. Ms. Rosselot said the NPG session was offered as an opportunity after the budget was already in place, but she is willing to go to the ISTM Executive Board to request support. Ms. Ramsey said she does not need any support but will check with the others.

### **Nominations for Scientific Committee for Maastricht CISTM**

Ms. Rosselot reported that she had been approached to make recommendations on behalf of the NPG for appointments to the Scientific Committee for the Maastricht CISTM. Mr. Bosch and Ms. Wong have expressed interest. She suggested that the NPG nominate several people and anyone on the council should consider nominating a colleague or themselves. Ms. Rosselot pointed out that serving on the Scientific Committee is an opportunity not only to participate in developing the program for Maastricht but also to get in line to be a chair or co-chair. Mr. Bosch noted that he is on the local organizing committee for Maastricht and he has some ideas of some nurses he would like to nominate for the Scientific Committee.

## **Activities of Other ISTM Committees & Groups-Council Members**

Ms. Rosselot asked council members who are involved with other ISTM committees and groups to provide updates. She serves on the Professional Education Committee and the Psychological Group but had nothing to report from those groups. Ms. Wong noted that she is waiting to hear back about the Examination Committee. The NPG nomination to the Research and Award Committee was accepted. Ms. Nickolson said that group will not meet until the spring. Ms. Ramsey said she had not approached the pharmacy group. Ms. Nickolson noted that group meets bimonthly. A member of NPG can't be on the pharmacy council but a liaison arrangement could be set up. Ms. Rosselot said the pharmacy chair is supportive. Ms. Nickolson reported that the psychological group's call for nominations is out now and the deadline is mid-September. Ms. Rosselot said it would be a lot of work for an NPG council member to be a member of the psychological group council but perhaps a liaison arrangement could be set up. Ms. Ramsey offered to serve as NPG liaison to the psychological council. Ms. Rosselot said it would be great if someone would write an expert opinion piece.

## **ISTM EB Activities Update**

Ms. Nickolson reported that the Executive Board has a call coming up in April. NPG has five minutes on the agenda and she recommended they supply a written report.

## **NewsShare Items, Leadership Council Issues**

Ms. Rosselot reviewed the items that were discussed on this call including assignments for specific leadership council members to follow up on. She then brought up a concern for future consideration: the fact that one-third of the nurses of the ISTM are not members of the NPG. Ms. Wong suggested that membership in the NPG could be made automatic for all nurse members of ISTM. Ms. Nickolson said this could be suggested as an action item for the Board. The membership renewal materials sent out in October/November include information about the NPG but maybe it could be beefed up. Ms. Ramsey pointed out that the NPG is new and perhaps more nurses will join after we have done a better job of communicating what we do, for example, through the newsletter that was proposed today.

## **Next NPG Council Meeting**

Ms. Rosselot asked the group if they wanted to continue holding teleconferences every other month. The group agreed and planned to hold another call in October, before those in the Southern hemisphere begin their summer holiday around late October/early November. Ms. Nickolson asked that everyone email dates which they are unavailable and from there we will create a Doodle survey to come up with the best time for the next call.

## **Conclusion**

Ms. Rosselot thanked everyone for attending the teleconference, especially those who are in the middle of their sleep due to the time differences. She looks forward to continuing the conversation via email. The call ended at 10:09 AM US Eastern Standard Time.

## Action Items

1. Regarding the CE initiative, Ms. Rosselot will draft an email requesting input and feedback and extending the deadline for NPG members to volunteer to participate in this project.
2. Mr. Bosch and Ms. Rugsten will discuss potential NPG newsletter further by phone and follow up with the group by email.
3. Ms. Rosselot will supply a written report for Executive Board call in April. (completed)
4. The ISTM Secretariat will send membership renewal materials to the group to be reviewed. (completed)
5. The ISTM Secretariat will create a Doodle survey to come up with the best time for the next call.