

**SAPNA Strategic Action Plan 2022 –Reviewed Nov 2021**

**1. GOVERNANCE and FINANCE**

1.1	Governance and Record Keeping	ACTION	RESPONSIBILITY	DUE	STATUS
	Committee Minutes and agenda	Kept electronically and must be signed. President to sign and upload to website in committee meeting area.	President	Monthly	ongoing
		Minutes to be distributed and uploaded to dropbox 2 weeks post meeting Agenda items to secretary by the Thursday prior to meeting and agenda and committee reports to be distributed by portfolio chair to committee Wednesday prior to meeting	Secretary and portfolio chair		ongoing
	ASIC Requirements	Public Officer changed to President	president	ASAP	Done
	Constitution	Continual review	Comm	Review June 2022	ongoing
	Administration Manual	Review as required	Comm		ongoing
	SAPNA committee member information pack	Develop new committee member induction package – Done and to be uploaded to website committee area	Secretary		Ongoing
	SAPNA Champions	Position description/role expectations to be developed Regular communication with all champions  Look at resources for champions to use to engage undergraduate nurses and promote SAPNA and engage champions to develop role	Committee	ASAP  ASAP	Ongoing  ongoing
	Strategic Plan	Copy available to all members on website-	President/web	May/Nov	ongoing

		To be on every Agenda and discussed at May committee meeting & Nov strategic planning meeting			
	Risk Register	developed and updated each year at strategic planning meeting and review at May meeting	Comm	Review 6mthly	ongoing
	Committee Office Bearers	Roles/ review /chair to compile workflow chart for handover- Strategic planning Secretariat role to be taken over by committee portfolios	Portfolio holders	ASAP	ongoing
	Committee reports AGM	All reports due 30 days prior to AGM reports to secretary	Portfolio holders	yearly	ongoing
<b>1.2</b>	<b>Committee Development</b>				
	Mentorship	All Committee to help and President provides mentorship to new Committee member's organisational chart Badges to all new committee members  Committee shirts – Keep colour - logo SAPNA scrubs tops	Comm  Secretary  FD		Ongoing   completed
	Skills and Training	Any relevant courses circulate and apply as required			ongoing
	Associations Forum	12mth bronze membership		Sept 22	ongoing
<b>1.3</b>	<b>Treasurer /Finances</b>				
	Budget 2022	Budget spreadsheets for SAPNA Conference separate budgets Education budgets  Planning for 2022: website, membership fees, grants, equipment, ongoing cost for services (zoom, xero, paypal, website, book keeping, ACORN)	Treasurer Conf Chair Education chair  Treasurer	May & Nov    • ASAP • monthly	Ongoing
	Committee Grants	Committee grant limits for LA Conferences \$1000 limit. Negotiable as required Follow up grants from recipients with reports to committee and or newsletter Updating forms to reflect current requirements	Comm		Ongoing  completed
	Member Grants	grant every 2 years for \$1000 National, \$1500 International budget to reflect state and national conference year Follow up report and receipts Updating of forms to reflect current requirements	Comm		Done
	Insurance Policy	Review every 12 months and put on Risk register	Comm	Nov	ongoing

## 2. EDUCATION & RESEARCH

2.1	Education Committee	ACTION	RESPOSIBILITY	DUE BY	STATUS
	To be first item at Meetings	First on Committee meeting Agenda	Secretary, CH		ongoing
	Education Sessions 2022	Ensure trade reps invited to meetings Investigate recording of education sessions and then having these available on website for members to watch.	Sec Website		ongoing
	Sponsors and Venues	Defries sponsor evening session midyear	Ed		Completed
	Membership of education / Conference Committee	Chair, Conference convenor, Marketing, health trade partners, education members plus any committee if interested  Responsibilities of Education Committee to be developed: Saturday sessions Surveys / evaluations Marketing Flyers to promote sessions Social media promotion Engaging SAPNA Champions Membership topics to engage members To provide a non-profit quality value for money for members	Chair Ed		Ongoing  ongoing
	University engagement	Adelaide University open days- Dean of nursing school?? Have contact at each university Follow up for both under and post grad student and evolve for membership /Education  perioperative course in SA – Uni SA and Adelaide uni UTAS as option for SAPNA members for courses  SAPNA undergraduate affiliation to all 3 <sup>rd</sup> year students- look at various options to engage and support those wanting access to education opportunities.	Committee/marketing		Ongoing  ongoing

	Checklists, timelines templates	Template to be developed Sat Education			done
	Skill mix of Committees	All disciplines should be represented on committee			ongoing
	Event management	Events to be planned			ongoing
<b>2.2</b>	<b>Conference Committee</b>				
	2023 State Conference	Venue to be looked for Adelaide Oval			
	2022 CSW	Venue to be sourced for 2022 – Barossa Weintal 7-8 Oct 2022	FD		Ongoing
	Checklists/ timelines / templates				

### 3.0 PROFESSIONAL ISSUES & ADVOCACY

		<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE BY</b>	<b>STATUS</b>
E	SA Chief Nurse	Connection with new Chief Nurse	president		Ongoing
E	ANMF	As required			As required
E	SAHealth Links & Private Health care Settings and private organisations	Develop where opportunities present for periop nurses week with each local network to be approached for promotion of Perioperative nurses. Provide information to State Health minister to promote National Perioperative Nurses week October 2022	Committee president	July	Ongoing
Ed	University Liaisons /High schools	Jo Perry Adelaide Uni – Uni SA – Flinders Uni Sacred Heart College – Prue Wilcox	comm		ongoing
E	ANZCA morbidity and mortality	Committee representative	President		ongoing

## 4.0 MEMBERSHIP & MARKETING

		<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE BY</b>	<b>STATUS</b>
	Membership Renewal	Follow up non-renewals	membership		ongoing
	Membership Milestones	Continue as popular with members (under renewals) as above Change process at conference for award giving. Not applicable to life members	secretary		ongoing
	New Member referral Incentives	Refer a member prize drawn at AGM prize \$100 gift voucher or 1 yr SAPNA membership prize option	Web	ASAP	ongoing
	SAPNA Newsletter	To be done by newsletter committee members with assistance from all committee members. March /June /Sept/Dec – articles by 1 <sup>st</sup> of the month. <b>Committee Bios to Nikki ASAP</b>	Newsletter - Nikki		ongoing
	Social Media	Promoting of SAPNA on all social media platforms.	marketing		ongoing
	Marketing	Engaging champions and assisting them with resources to promote SAPNA at workplaces. looking to create TPPP packages with SAPNA bags and information.	marketing		ongoing
	Reciprocal L A Agreement	Reciprocal rights to Education with other LA's			complete
	Branding	Logo to be protected and not stretched or look changed			complete
	Membership Engagement	Members can attend meetings under Chatham house rules and without voting rights Invite members attend via newsletter Member profiles – every newsletter,	Sec/ newsletter		ongoing
	SAPNA Champions	Champions to be encouraged and supported at each work site. Champions to be guided by Marketing Chair and meetings to be organised to assist them by end of the year.	Marketing		ongoing
	Website	Updating of website to create new website with easier member integration and easy use	FD/Alicia		ongoing
	Day Surgery group	Offer discounted 12mth membership to all day surgery nurses at \$50 and encourage them to remain SAPNA members with involvement in education days and Conference programming.	president		ongoing

## 5.0 COMMUNICATION

		ACTION	RESPONSIBILITY	DUE BY	STATUS
	SA Health and The Chief Nurse	Expand SAPNA profile – Perioperative Nurses Day – for example recognition President and ACORN Director only ones to comment to media	President		Ongoing
	Communication to Managers	Periop managers / Educators/ get list as to who they are to promote SAPNA membership and education activities	Marketing/education	March 22	Ongoing
	Universities	Head of Nursing departments – plan links	committee		ongoing
	Social media	Facebook, Instagram, Website and Member survey	Marketing/Social		ongoing

## 6.0 SECRETARIAT

		ACTION	RESPONSIBILITY	DUE BY	STATUS
	Roles and responsibilities	All roles transferred to committee portfolios	comm		ongoing

## 7.0 MISCELLANEOUS

		<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>DUE BY</b>	<b>STATUS</b>
7.1	Email Addresses for Committee Portfolios	Available to all committee to access	Comm		ongoing
7.2	Non for-Profit Status	Addressed			Complete
7.3	Mandatory Reporting of Breaches	Feb 22 <sup>nd</sup> Associations with data are to report to Privacy Act – a data breach must be reported to cyber crime Office ACORN (not perio) and have to notify all whose data has been breached	Comm		ongoing
7.4	Succession Planning	Encourage new members on to committee and mentor existing committee with taking on of new roles- create workflow instructions for individual portfolios	Portfolio chairs		ongoing
7.5	Trade Representatives	To be notified of ongoing meeting times 2022	Sec		
7.6	Judith Berry Award ED 22	Publish and promote to members	Comm/social media		ongoing
7.7	Perioperative Nurses Week	October 2022 promote	Pres/comm		ongoing
7.8	Judith Cornell Orator 2022	QLD 2022 waiting for info to come out re nominations?	President		ongoing