

# MINUTES

## Canadian Association of Paediatric Nurses

*Date | time* 1/27/2017 1:00 PM | *NEXT MEETING* meeting date and time

### Board members

Pam Hubley | Karen Breen-Reid | Fiona So | Louise Rudden (regrets) | Jaime Sieraj | Kim Pike | Jennifer Pearce | Shannon Scarisbrick | Eren Alexander | Jill Woodward

#### Item

**Welcome & Introductions:** Bonnie welcomed members to the inaugural meeting of CAPN and thanked them for volunteering to get CAPN off the ground. Members introduced themselves, their position, and organization.

**Canadian Paediatric Standards Update:** Bonnie updated the group on the status of the Standards. The Standards document was completed in June 2016. The official launch of the Standards was in October 2016 at the CAPHC conference in Halifax. They were presented at the Nursing Leadership Breakfast session and were well received by about 80 session participants. The Standards are currently available on the CAPHC website in the Knowledge Exchange Network (KEN) section. Bonnie is in the process of consolidating the mailing lists of nurses interested in the Standards and CAPN as a potential membership base to get CAPN up and going. The list will allow for the Standards to be sent out directly across Canada. The Standards and a manuscript outlining the Delphi process has been submitted to CNA for a first read by the editor.

**Terms of Reference Review:** The CAPN Terms of Reference were reviewed and suggestions made. See attachment for revised Draft #2. The group discussed partnership with other organizations such as Children First Canada, Canadian Pediatric Society, CAPHC, and Provincial Clinical Networks.

**CNA Membership Update:** Karen reported she is in the process of submitting paperwork to have CAPN a sub-committee of CNA. We have options of being associated or affiliated. Karen will explore options and report back.

#### CAPN Membership:

- **Domain Name-** Bonnie secured a new domain name for the group: paedsnurse.ca; paedsnurse.net; paedsnurse.com; paedsnurse.org. The website will be housed through the SickKids IT content management system but will be seen as a separate entity
- **Temporary Address-** Prior to setting up the website we have a temporary address to do mail outs- The temporary email address is Paeds.nurse@sickkids.ca
- **Setting membership categories/fees :** Jaime and Shannon agreed to work together on a fees structure to propose to the group at the next meeting.

**Setting Future meetings:** Bonnie suggested meeting every month as we work towards building CAPN. Agreement by the group. Bonnie will ask Tracy Desantis to look at some dates. Friday seems to work best for most. Bonnie is requesting from each interim board member a photo and short bio to put on the website and a mail out message.