

EUROPEAN ASSOCIATION OF NEUROSCIENCE NURSES

MINUTES OF THE BOARD OF DIRECTORS MEETING
SEHRS CAMPUS HOTEL, BARCELONA
MAY 7TH, 8TH AND 10TH, 2005

PRESENT

Paul van Keeken President (Chairman)
Winy Depaepe Treasurer

Representatives

Nilsa Fisher Austria
André Houtman Belgium
Anita Mayntzhusen Denmark
Ritva Salmenpera Finland
Ingibjorg Kolbeins Iceland
Geert Teerling The Netherlands
Ann-Cathrin Jonsson Sweden
Carol Kirrane United Kingdom

Saturday 7th May, 2005 9.00 – 13.00

1. Welcome and introductions

The Chairman and President of the EANN opened the meeting by extending a welcome to the board members of the EANN, especially to the new members André Houtman from Belgium and Nilsa Fisher from Austria. All those present then introduced themselves.

The following changes of the agenda were agreed upon:

- Item 7 – the 8th Quadrennial Congress 2007, Reykjavik, Iceland – was postponed until Sunday morning, because Ingibjorg Kolbeins could not attend the meeting until Sunday.
- Item 8 was postponed until next year

2. Apologies for absence

Apologies were received from:

Fabio Barbarigo, Vice President
Raffaella Signani, Italy
Anne-Marie David, France
Jorg Gottschalk and Petra Hoffmann, Switzerland

No apologies were received from:

Ansley McGibbon, Secretary
Spain

3. Minutes of BOD meeting Rimini, May 2004

The minutes were agreed and signed.

4. Reports of Executive Committee

The President had been very busy with the nEUroBlend project of the Leonardo da Vinci Programme. He had not prepared a written report, because the LdV project had been his main activity for a very long time and will be reported as item 10 on the agenda.

The Treasurer presented an extensive report on the financial situation of the EANN (see enclosed report). She asked the national representatives to request that their national treasurers pay the fee on time, i.e. before the EANN meeting. The EANN paid all the lunches at the meeting last year, and it is necessary to pay the fee before the meeting to cover the costs.

The Treasurer agreed to take notes for the minutes.

No written reports had been received from the Vice President or the Secretary.

5. Reports from national representatives

All the national representatives gave verbal reports. Ann-Cathrin gave a report from Anne-Marie David, France, who has been ill for some time. The written reports should be transmitted to Fabio or Winny to be presented on the EANN website. The national associations can have links to their homepages on the EANN website.

The question if the national associations are open to all neuroscience nurses was discussed around the table. All countries welcome all fields of neuroscience except Austria, where the association is only for neurosurgical nurses, who do not wish to be organised with the neurological or neuro rehabilitation nurses.

In Sweden the number of members dropped, since neurological nurses were invited into the association. Before that the association was only for neurosurgical nurses. The President proposes help from the EANN to rebuild their organization. He also thanked Ann-Cathrin for her article about a stroke study published in the journal Stroke and distributed to the representatives.

6. EANN marketing strategy

The item about EANN scholarship and travel awards is postponed to the meeting in 2006.

The EANN website has a totally new look made by a professional web designer. It is very important that all information is available and can be laid out on the website. Some countries need to fill in the form Carol sent out last year. Answers were received only from Britain, Denmark and Belgium. Carol will e-mail everybody again.

The mailing list was circulated and will be available on the website.

A new form for member countries with all the IBAN numbers is presented and agreed on. It will make it easier for the associations to pay the fee.

The contents and design of the website had been discussed at the meeting of the marketing group (Winny, Carol and Geert) in Brussels last autumn. The agreements from that meeting were discussed and approved. On Monday at noon the marketing group will have a meeting again to plan the next moves. In the autumn, the marketing group will meet at the British congress, where the Icelandic congress will be promoted by Winny.

7. Date and place of next meeting

Nilsa Fisher proposed Vienna as next venue for the EANN meeting.

On Friday 5th of May 2006, the meeting starts with a get together dinner and continues on the 6th and 7th of May until 1 pm.

Winny will mail Nilsa and inform her, what she has to arrange.

8. Elections

The candidate for Vice President is Fabio Barbarigo, who has agreed to stay on. He was elected unanimously.

The candidate for secretary is Ann-Cathrin Jonsson. She was also elected unanimously.

Ansley McGibbon, the former secretary, is not at the meeting, but the President thanked her for the years of voluntary work. Kate McArdle will bring her the present to Britain.

Sunday 8th May, 2005 9.30- 13.00

Introductions

The President introduced Ingibjorg Kolbeins, the representative of Iceland, to the board.

Also Nicolai Vanderwoert was invited to the meeting to present his work in the nEUroBlend project.

Ann-Cathrin Jonsson, the new Secretary, continued to take notes for the minutes.

9. Congress EANN 2007, Reykjavik, Iceland

Ingibjorg Kolbeins thanked the President for changing the agenda regarding the report on the plans for the congress.

Much to their regrets, the organizing committee had not planned for keynote speakers and gala dinner in the budget as requested. The budget is planned for a minimum of 200 participants at a fee of 355 €. 1 Euro is now 80.98 ISK, they think it will be 80.90 ISK by 2007. The President pointed out the importance of having a low early bird fee, to have an indication how many participants there will be and then decide if we can invite a keynote speaker or not. The treasurer asked if the Icelandic association needs a loan from the EANN, but they do not need it yet.

The organizing committee has had some problems using the guidelines for organizing a congress. The President will go through the text with Ingibjorg on Tuesday morning, to see what the difficulties are, and then interpret the text.

The website of the congress is already laid out at www.eanncongress.hi.is/ where more information is available.

The board thanked the Icelandic association for the beautiful first announcement and all the work that has been done already. Ingibjorg will send requests to the representatives regarding how many announcement cards they want in each country.

10. NEUroBlend, clarification and how to go on?

The President started by introducing Nicolai Vanderwoert, his co-worker in the nEUroBlend project. The project is about education and all types of learning including Internet, congresses, books and other means of learning. Nicolai's professional competence is education, and since he is specialized in health care education he has been an important co-leader for Paul in developing the plans for the nEUroBlend project.

Nicolai then presented a survey of all the aspects of the nEUroBlend project. Since the full report of the project has become very extensive, it was very instructive for the board members and gave a clearer picture of the means and goals of the nEUroBlend. The following working areas and key words were mentioned:

- E-learning combined with face-to-face learning
- Digital repositories
- Communities of practice
- Virtual learning environments
- Definition of learning objects
- Virtual patient cases / Virtual hospital

All software packages which will be used for nEUroBlend applications are from the Open Source domain; they can be used for free under the GNU licence (General Public Licence, www.gnu.org/copyleft/gpl.html).

Nicolai also emphasized the importance of adapting the methods according to the different possibilities in different countries.

An important website www.healcentral.org – the HEAL database / repository (University of Utah) was presented. This database works under a special agreement (the Creative Commons Licence structure, www.creativecommons.org). Authors/copyrightholders can choose a licence from this structure, which states whether:

- the material can be used free of copyright,
- with or without a fee,
- with or without mentioning the author/source,
- free to change and/or use for everybody,
- free for commercial use or not.

The users of HEAL are connected to a central database. They are working on setting up a system for peer-review. The website contains links to licenses explaining to what extent the material can be used. It is very easy to update learning data. nEUroBlend will use its own instance of the HEAL repository, with a possibility to (later) share materials throughout Europe and other countries.

NEUroBlend will start with the development of a curriculum followed by constructing the learning material. The challenges include dealing with the different rules about using patient data and video (informed consent and ethical considerations) in different countries.

Also the matter of payment of authors is a tricky one: the concept of developing materials together and sharing saves costs, but is new to many. If nEUroBlend will get a grant, the project partners will be payed for their efforts, but permission from the copyright holders is needed for shared use of existing learning materials.

The community of practice for teachers and educators is a virtual workspace. Its quality is assured through rules of how to use the material, and then you may have the chance to have the material peer-reviewed.

The President pointed out that if we do not receive the grant from the LdV this time, we will apply again. This project is too important to leave, we have to try until we get the financial means.

Nicolai finished by confirming that he will send out the presentation to the board by e-mail, especially important for the board members not being able to attend the meeting.

Carol Kirrane, UK, gave a presentation titled *A review of the Current Education offered to European Neuroscience Nurses* and distributed handouts of the review. Some questions and comments were discussed. Carol will update the review accordingly and then mail it to the board members.

Winnie wanted to have more information as to how nurses are educated in different countries, especially since this information is a very important basic knowledge in the development of the LdV project. Anita and Paul asked for more information about teaching material in neuroscience nursing, because a lot of the material is very medical in its orientation.

A distinction needs to be made between nursing school education and continuing vocational training programs, especially since these different aspects of education and learning are organized in different ways in different countries.

The board was also asked to send Carol further information, if it comes up during discussions in the different associations.

11. European Competence Profile

The President started by recapitulating the discussions about the European Competence Profile in Rimini.

The President defined the meaning of the ICF (International Classification of human Functioning and activities). Ann-Cathrin commented that the ICF is an excellent classification system, but is mainly used by Physical Therapists and Occupational Therapists, which must be considered when using this term in the ECP.

The President then invited the board to prepare for a discussion chapter by chapter on Tuesday. It was decided that we will start with Rita's presentation of the Finnish association on Tuesday.

Tuesday 10th May 2005 9.30 – 13.00

12. Presentation from Finland

Finland is often called the country of a thousand lakes. It has a population of about 5 millions and 5 university centers. The board members of the Finnish association come from different regions. The FANN started in Oulu, at first in the University Hospital and to start with only within the area of neurosurgery. In the beginning there was no activity besides the representation at the EANN meeting. The association elects a new president almost every year. The association was registered in 1999, had 120 members in 2000, almost 200 in 2004, but still of course they need even more members. Now also the areas neurology, ophthalmology and nasopharyngeal-otology are also included.

Ritva is a nurse at the dept of Neurosurgery in Helsinki, in the ICU. The department of Neurosurgery comprises 50 beds and the ICU 10 beds. The nurses work 115 hours/3 weeks and have 28-38 days holiday/year. They still have a shortage of nurses in Finland. Basic nursing education takes 3,5 years. For a Master's Degree there are three lines: Nursing Administration, Nursing Education and Nursing Expertise.

The President initiated a discussion about continuity for the national representatives, to enable the board to become a team. If a national association would like to introduce a new representative it was suggested to send both representatives.

Nilsa Fisher was invited to prepare a presentation for next year and to send in a written report before the meeting.

The President asked the Secretary to prepare a form for the presentations of the national associations.

The President pointed out that if we get the grant for the LdV project, the work conferences will take place in Helsinki as stated in the LdV program.

13. European Competence Profile contd.

The ECP was discussed chapter by chapter. The national representatives had many comments and suggestions. It was decided that Paul should make the alterations in accordance with the suggestions and discussions and then the updated document will be sent out to the representatives to be discussed in the different countries.

The President thanked the board for an intensive meeting and expressed his satisfaction with our fruitful teamwork.

SIGNED

Paul van Keeken
President, EANN

Ann-Cathrin Jonsson
Secretary, EANN

Action points for Board Members

Secretary

- minutes
- update mailing list
- prepare form for reports from national representatives
- agenda for next meeting

President

- continue the preparations for the nEUroBlend project
- circulate ECP after update together with Nicolai

Treasurer

- update website
- inform Nilsa about arrangements for the meeting in Vienna

Vice President

- prepare newsletter

Ingibjorg

- continue preparatory work for congress in Reykjavik 2007

Nilsa

- prepare venue for May 6 and 7, 2006 in Vienna
- prepare presentation of the austrian association

ALL

- Contribute to newsletter and homepage
- Continue to discuss ECP with members of national associations and report comments and suggestions to President
- Keep Secretary informed of changes in addresses