



ICS Nursing Committee meeting Agenda

Sunday 14th October,

Venue: China National Convention Center (CNCC), Beijing

Room 409

Time: 09.00-11.00

Attending Amanda Wells (Chair), Sharon Eustice, Kathleen Hunter, Lesley-Ann Hanson

Apologies: Veronica Hagggar, Daa Rizk, Joan Ostaszkiwicz, Mandy Fader, Donna Bliss, Jennifer Skelly, Beatriz Yamada, Maria Lopes, Wakako Satoh

In Attendance: Tracy Griffin

Welcome and opening words

1. Mandy Wells opened the meeting and welcomed everyone. MW confirmed that due to the number of attendees at the meeting, it was not quorum and therefore any decisions will need to be voted on by all committee members, as soon as possible, following the meeting. It was agreed by all that the best way to do this was via the nursing discussion forum.
2. MW confirmed that although Mandy Fader was no longer part of the nursing committee, she has been co-opted to work on the Continence Products Group which has been set up under the Nursing Committee by the office. MW also confirmed that MF will not have any voting rights and therefore it was not necessary to put out to vote.

Approval of July 2012 Teleconference Meeting Minutes

3. MW stated that it would be beneficial if the teleconference included all members not just the chairs. MW also thanked Donna Bliss for her work on the 'add on' course in South Africa, together with Julia Herbert. MW confirmed that Lesley-Ann Hanson would be going to South Africa and that Sharon Eustice would be attending the PACS course on behalf of the nursing committee but a budget needed to be put together.
4. MW confirmed that there will be an e-learning meeting tomorrow, getting back to basics. A meeting will also be held prior to Barcelona 2013-pending budget approval. MW also confirmed that DB was looking at putting scripts together and that the Physios would be joining too.
5. KH confirmed that there was an overlap between the work carried out by the Research Subcommittee and that of the Nursing Practice Subcommittee. KH and L-AH agreed that they would assist with getting the two groups to work more closely together. MW stated that she needed to be involved in every subcommittee also for this purpose.

Action: KH and L-AH (Research and Practice Subcommittees) to work closer together going forward.

6. MW suggested that it would be a good idea to have a whole day meeting in Barcelona. A budget would need to be approved, but this could be included in the 3 year plan presentation to the trustees later in the week.
7. *Action: MW to request budget approval for Barcelona pre-annual meeting, meeting.*
8. Minutes were approved by all attendees, will need to be approved at next quorum meeting

Approval of Glasgow Meeting Minutes

9. Minutes were approved by all attendees, will need to be approved at next quorum meeting

Terms of Reference

10. MW stated that one of the important parts of being a committee member was attendance at meetings. It was agreed by all that at least 2 out of 3 meetings should be attended (by committee members) and that this should be put to a vote by all committee members. This also needs to be included in the Terms of Reference.

Action: Committee to review and update Terms of Reference.

11. MW also stated that new members being put forward should have a working understanding of English. It was agreed by all that this was necessary but the committee didn't intend to be discriminative and didn't want to miss talent. SE asked if TG could provide a copy of the latest terms of reference for both the Nursing and Physio committees. TG agreed to do so once back in the office.

Sender Herschorn joined the meeting.

Sender has attended the meeting to brief the committee on the Strategic Planning Process. MW briefed SH on the current point being discussed regarding members understanding English. MW confirmed that there is a large number of people with great skills but are unable to communicate effectively with the committee. They need good comprehension and need to feel that they can contribute fully. SH confirmed that there is a great amount of talent, but the onus is on them – a real issue. SE asked whether there was access to interpretation, but again SH confirmed that as an English speaking society the onus was on the member.

Action: TG to provide current Terms of Reference for both Nursing and Physio committee.

Strategic Planning Process

12. SH stated that these are changing times and for this reason ICS have employed a strategic planning company called Compass Partnership who will be able to assist with making the society stronger, uniformed and grow going forward by putting together a short term and 5 year plan. It will also look at structure, revenue generation, industry and education. Questionnaires will be sent to membership for their input and there will be a strategic planning meeting to be held on January 11th where all committee chairs will be invited. The venue is yet to be confirmed but will be in the US.

A picture was taken of the members present at the meeting and TG agreed to ensure photos from previous meetings were still available to view on the website.

Action: TG to ensure photos from previous meetings are still available to view via the website.

Sender Herschorn left the meeting.

Terms of Office/Increase Membership Numbers

13. MW confirmed that there was 1 member whose term would finish in 2013, however in 2014 there were several. SE suggested talking to Kenes to see if they could provide contact details of organisations where invites could be sent from the registration information. L-AH said that she was aware of someone who would be suitable and would follow this up.

Action: L-AH to contact potential new member and confirm to Mandy Wells and the office.

14. A general discussion took place regarding recruiting new members and it was agreed that perhaps a discussion should take place via the forum on what nurse's want from the ICS and ICS meetings. L-AH suggested that perhaps a reduction in membership fee might encourage new members to join.

Mentoring/On-line support

15. It was agreed by all that using the forum to provide support would be a good idea. Sending monthly reminders to members, providing details of what information is available via the forum. This could include 'blurb' about particular expertise and listing those members with which this applies. Also tips for putting abstracts together was another suggestion. Suggest committee starts by adding a particular topic every 4 weeks and committee members update information on a rota basis. It was agreed to put this to the committee for comments.

Reports from Sub-committee chairs

16. MW confirmed that all sub committees had been received. A copy of all reports are attached in Appendix.

3 Year Plan

17. MW stated that the financial plan needed to be looked at. Need to look at the cost of 1 day meeting in Barcelona x 15 delegates to include 2 night's hotel accommodation. If e-learning is to be included 3 night's accommodation but also include a no air fare option. Need to confirm PACS funding for 1 nurse to attend the educational course in February. Also need to look at 2 further trips linked to fistula committee/courses.
18. MW raised the subject of the role of the subcommittees but it was agreed that there was nothing further to discuss.

Website

It was agreed by all that there was nothing further to discuss at this stage regarding the website.

Extra Subcommittees

19. MW informed the group that she had 2 ideas reference additional subcommittees. The first being Aged Care in the Care Home. The reason for this is due to the current level of carers together with the change in responsibility of caring for elderly family members. Suggest naming the committee Care Home Committee which will be multidisciplinary, led by nursing. The second is linking Midwifery to fistula. Understand Joanne Townsend is currently looking at this and is part of the practice subcommittee.

20. KH asked what the process would be in order to set up a new subcommittee. MW confirmed that as long as it didn't involve any additional costs, it was not necessary to go through the board, just the nursing committee.

Post Meeting Update: following the meeting the office would like to clarify that the above discussion refers to a working group and not a subcommittee. To confirm a new subcommittee would incur additional costs and the board would therefore need to approve.

SE agreed that the subject matter was very important, but would need to look at the process to avoid risk of duplication with other committees. KH agreed with SE comments, would be good to have a strong link with other committees working on this topic. Perhaps include in terms of reference. MW agreed to take idea to trustee's meeting tomorrow. MW agreed to take back to the committee for discussion.

Action: MW to include linking with other committees idea within presentation to trustees and to discuss 2nd proposal with the whole committee.

Deputy Chair

21. As MW's term finishes in October 2013, it was agreed that a deputy chair should be appointed for succession. A discussion took place regarding the process and voting procedure. TG agreed to provide the roles and responsibilities of committee chairs.

Action: TG to provide roles and responsibilities of chair to all committee members.

Conduct of Committee Members

22. MW queried whether the committee should remove people off if they don't respond to emails? KH commented that the committee should tread carefully. KH suggested that it would be a good idea to connect members whose 1st language isn't English to other members whose English is greater to assist with interpretation as part of a mentoring role.

Any other business

23. KH informed the group of an email she had received from MW raising the issue of whether nursing funds could be spent on supporting ICS membership for an African Nurse that she had become aware of. KH agreed with the question that if we were to spend funds in this way, how would we identify the many nurses in emerging countries that might be interested and decide on who to support in a fair and transparent way?
24. SE stated that although sympathetic would need to look at decision making process.
25. MW informed the group that she had now retired from the NHS, but was now working at the University of Plymouth, conducting a research project.

The meeting was adjourned, next meeting will be held in Barcelona 2013

NURSING COMMITTEE REPORT

TO ICS FOR 2012

For the first 6 months of this annual report I was unwell and was not as progressive and active as I should have been. The sub-committee chairs did some brilliant work and I must also thank Jenny Ellis for all her support.

- 1) The chair of the communications sub-committee, Sharon Eustice, has progressed the nursing web-site and we now have a public nurses forum for all nursing members and which has started to be actively utilised.
- 2) The chair of the education sub-committee, Donna Bliss, has been working well in the education committee to increase nursing input in workshops
- 3) We are working with Dan in looking to progress e-learning packages
- 4) The nursing data-base of nurses who are able to talk abroad and their subject areas is being updated and refreshed
- 5) This year in Beijing there is a dedicated nursing workshop
- 6) The nursing meeting is being held on the Sunday pm and although I do not anticipate many international nursing members attendance I do understand that there will be a number of Hong Kong nurses in attendance
- 7) We have 8 nursing abstracts being presented at the nursing meeting which is 4 up on last year.
- 8) The chair of the research sub-committee, Kathleen Hunter, who has taken over from Mary Palmer is taking forward the nursing research agenda, particularly in refreshing the database on nurses wishing to participate in multi-national multi-centre research and this will progress over the next 12 months
- 9) The chair of the clinical practice sub-committee, Jennifer Skelly, has concentrated on working to underpin with Jan Patterson who retired as chair of this committee last, work around the role of the specialist continence nurse. Further work on this will be presented at the nursing study day on the Sunday prior to conference.

Mandy Wells,

11th July, 2012

**INTERNATIONAL CONTINENCE SOCIETY
Nurses Committee: Communication Subcommittee
Annual Report**

Date: October 2012

Submitted by Sharon Eustice (Chair)

Members: Mandy Fader

Short-Term Goals from 2011	Outcomes/Comments
Elicit nurse members' suggestions on preferred strategies for communication and dissemination at the annual Nurses Forum	Survey completed with members in early 2012, which helps to address part of this goal. Consider quarterly nurse committee newsletter to keep members abreast of activities and news.
Long-Term Goals from 2011	Outcomes/Comments
Migrate the ICSNurses.org website to the ICS Nurses website. (ICS Office)	Partially completed. However, corporate website doesn't allow for individual identify. Consider what opportunities we can extract from the original website idea to plug into the current web pages.
Update ICS Nurses website to include relevant web links to nursing continence organizations, dates of key events, Nurses Forum agenda, nursing news, list of nursing abstracts, and updated subcommittee pages for goals and reports.	Valid nurse organizations web links now added to webpage. Sub-committee reports now uploaded to the nurse's webpage. Photograph of the committee refreshed.
Contact nursing continence organizations and request a reciprocal web link on their website	Email to be sent from ICS office to nurse organizations with information on the ICS meeting and Nurses Forum. Individual organizations not yet checked for our website details.
Develop strategies for improving communication to nurse members regarding Nurse Forum agenda, election results, educational courses, minutes, etc.	Direct mail outs to nurse members in place as required. Quarterly nurse committee newsletters will help to improve communication.
Seek funding to sponsor fellowship and travel awards targeted to nurses (Collaborative with Research and Education Subcommittees)	To carry forward for 12/13 objectives.
Work with Kenes International and the ICS Office to insure that continence and urological nursing organizations receive information on the ICS annual meeting and relevant regional ICS nursing educational courses.	Current Kenes communications don't include nurse organizations. Aim for Kenes to include them routinely for 2013 ICS meeting.

Communicate with regional continence and urological nursing organizations for the purposes of promoting ICS annual meeting and/or nursing educational courses.	As above
Identify a mechanism for identifying nursing abstracts submitted for annual conference after conference acceptance/non-acceptance in collaboration with Scientific Committee and Dom Turner. Abstract list could be developed for posting to website and/or submission for possible presentations to Nurses Forum.	Research sub-committee has received 8 abstracts for the Nurse Forum. Upload abstracts once presented at the Nurse Forum (or an overview document preliminary to Forum meeting).
Develop instructions to be sent to nurse members on how to use Nurses Forum.	Completed and available on the nurses webpage.
In collaboration with Nursing Committee Chair, write columns for ICS e-newsletter twice a year.	Written and submitted a column for ICS newsletter. News item placed on the news page of the ICS website.
Invite Presidents of national nursing continence and urological organizations to the Nursing Forum and host a reception with them as key guests	Email and information to be sent to nurse organizations.
To promote enhance communication and functioning of the Nurses Committee, we recommend that an Executive Committee be formed of the Chair and the Subcommittees and that these meet on a regular basis by Skype or conference call 2-3 times per year.	Teleconference 5 July at 5pm (GMT) to review sub-committee work held.
We also recommend that the third aim of the Communication Subcommittee that is currently worded as <i>Increase nurse membership in ICS by advertising through other professional societies (IUGA, SUFU, WOCN, FIGO)</i> be changed as it is not feasible to pay for advertising costs. Instead, we are recommending this be reworded to: <i>Increase nurse membership in ICS.</i>	Completed.

Objectives for 2012/13

Short-term

1. Kenes International to incorporate international nursing organizations in their standard communication mechanisms for the 2013 ICS meeting.
2. Upload abstracts once presented at the Nurse Forum (or an overview document preliminary to Forum meeting)
3. Contribute an article to the ICS Newsletter.
4. Add sub-committee reports to website following October 2012 meeting.

Long-term actions

5. Drive up ICS nurse membership: consider affiliated membership opportunities with existing organisations e.g. ACA, WOCN
6. Quarterly nurse committee newsletter to members
7. Seek funding to sponsor fellowship and travel awards targeted to nurses (Collaborative with Research and Education Subcommittees)
8. Revisit website format

Nursing Research Subcommittee Report June, 2012

Members: Kathleen Hunter (Chair), Diaa Rizk

I have reviewed the short term/long term goals for the committee developed by the past chair, Dr. Mary Palmer. These were used for the framework for my report this year. Unfortunately, committee membership and participation has not been robust, with only one of the three individuals who indicated interest in the committee responding through the year. I would like to request a call go out to ICS nurse members to recruit 3-4 members for the committee so that we can make progress on both the short and long term goals in the coming year.

	2011-2012 Progress Report
Short term goals	
NEW Recruit research subcommittee members	A request to have a call for members interested in participating as members of the Nursing Research subcommittee will be discussed with the Nursing Committee chair in June/July 2012, with additional members identified by September 2012.
Compile a listing of ICS members currently conducting continence nursing research.	A list of nurses with information on the Society-wide research database launched in 2010 to be compiled.
Create a map of research types that ICS nurses are participating in.	Outstanding. Tied to above goal.
Encourage ICS nurse members to submit abstracts to the International Continence Society scientific meetings.	As reported last year, the number of submissions by nurses to the main scientific meeting is not tracked by the ICS office. The committee will need to explore alternate methods to promote abstract submission by nurses to the main meeting, and look at the feasibility of a voluntary method of tracking nursing submissions.
Identify issues in conjunction with the education and practice sub-committees relevant to a nursing research agenda.	No progress at this point. This will be our priority for 2012/13, and the research committee will ask this be added to the agenda for the July 2012 teleconference meeting and the possible face to face Nursing Committee meeting in 2012/13. One possible mechanism to gain input from a wide variety of members would be a survey to ICS nurse members.
Prioritize and agree upon international issues/projects for continence nursing research.	In follow-up to the committee survey reported in 2011 on international practices on leg bag practices, we will bring forward a proposition to develop a similar survey on nursing practices related to supra-pubic catheters in the next year, based on gaps in the literature identified in a recent scoping review.
Initiate international standardisation pilot project with international sites.	I propose moving this to a long term goal in the revised 3 year plan to be submitted in August 2012.
NEW Implement the	The guideline was submitted last year by past chair M. Palmer

<p>“Guideline for Collaborative Continence Nursing Research”</p>	<p>and addresses a mechanism to facilitate collaborate nursing research and to have the nursing subcommittee support this through peer review of the research proposal, content expertise as available and methodological advice (e.g. participant recruitment) and review of manuscripts of study findings. Recipients of the support would agree to present their findings an ICS Nursing Forum.</p> <p>Successful implementation will depend on recruitment of subcommittee members with skills and knowledge in research.</p>
<p>Long term goals</p>	
<p>Provide a forum for continence nursing research at annual scientific meetings.</p>	<p>ICS Nurse members were notified of a call for nursing abstracts after the decisions on abstracts for the main scientific meeting were announced (May 15, 2012) to allow an additional opportunity for nurses to present their work, particularly if they had not been accepted to the main meeting or if they had additional work to present that had not been submitted.</p> <p>This was the second year for this opportunity. Abstracts are due in by June 25, 2012, and decisions on successful abstracts will be determined by July 25, 2012. A research programme developed from the work of the successful authors will be presented at the Nurses Forum at the 2012 Beijing meeting.</p> <p>If this is to be an ongoing feature of the Nurses Forum, the Research subcommittee will propose an approach to abstract review/scoring to the Nursing Committee for future competitions.</p>
<p>Financial Scholarships for nurse scholars to attend meeting to present research.</p>	<p>No activity</p>
<p>Develop, implement, and evaluate an international continence research agenda with an evaluation plan regarding benchmarks.</p>	<p>Future work will be to be developed from short term goals above re: development of a research agenda and prioritization of projects.</p>

Respectfully submitted:
Kathleen F. Hunter PhD RN NP NCA
Chair, Research Sub-Committee

Nursing Committee – Practice Subcommittee

Members: Lesley Hanson, Joan Ostaszkievicz, Joanne Townsend

Seconded members: Jan Paterson, I Gede Suyasa

Submitted by Jennifer Skelly, Chair

Practice Committee Activities 2011 – 2012

There have been two major projects related to continence nursing practice completed by member of the committee in the 2011 – 2012. The first one “A profile of the specialist role of continence nursing: an international perspective” lead by Jan Paterson was presented at the nursing forum at the Glasgow Nursing Forum August 2011. Following the discussion of this paper the next step has been to undertake a Delphi study of the CNS role. As Jan Paterson had completed her term on the Nursing Committee last year she was seconded to the practice committee along with her research associate I Gede Suyasa to lead the work on the Delphi Study. The objective of the study is to explore the agreements amongst nurse members of the ICS, leading to the development of the profile of the specialist role of continence nursing. The proposal was submitted for ethics review on July 2 2012 to Flinders University in Adelaide Australia where Jan Paterson is based. An update on the progress of the study will be reported at the meeting in Beijing in October 2012.

The second project was a discussion paper prepared by Joan Ostaszkievicz and Jan Paterson “ A survey of nursing advice on sterile or clean urinary drainage bags for long-term indwelling urinary catheterization”. This paper was posted on the Nurses Discussion Forum for feedback to the authors. The intention would be to have the report published to ensure wider distribution of this important and useful information.

A teleconference of the practice subcommittee is planned for September to discuss further work for this committee and will be reported at the Nursing Committee meeting in Beijing.

Brief Report from Nursing Educational Subcommittee 7/9/12

Activities include:

- A nursing workshop will be presented at the ICS conference in Beijing. Thanks to Katherine Moore for organizing.
- assisting to plan nurse faculty/speaker input on the following ICS educational programs: Venezuela, PACS, Philippines.
- planning an add-on course to a uro-gyne conference in Capetown, South Africa in 2013. Awaiting some info from my South African contact to be able to submit the application to ICS for final approval and assistance with budgeting and planning. Planned ICS speakers are a nurse, PT and uro-gynecologist.
- preliminary info re: nursing CEUs for the annual conference has been sent to ICS
- Engaged in email communication with e-learning subcommittee of the ICS Educational Subcommittee and ICS office re: opportunities for nursing education. One possibility/idea is to develop a few online modules for nurses in developing countries to learn about fundamentals of incontinence nursing. These could serve as a stepping stone for in-person lectures, perhaps even to allow more advanced content in person, encourage participation of nurses at ICS add-on courses and educate more nurses around the world who may not have opportunity to attend add-on courses. There are existing courses for which a partnership with ICS might be arranged to share with such countries or a grant may be sought to support development by ICS members and staff. The e-learning subcommittee is supportive of exploring possibilities. After discussion with the Nursing Committee, a topic for discussion on the forum will be placed for feedback from nurse members.