

Nursing Committee Teleconference Minutes 30th December 2014

1. Present: Donna Bliss (Chair), Sandra Engberg, Sharon Eustis, Kathleen Hunter, and Karen Logan

Satoh Wakako was unable to connect to the call and is working with Jenny at the ICS office to troubleshoot the problem

II. Old Business:

Donna thanked members for their response re: suggestions for new categories for scientific abstracts which were sent to Cara Tannenbaum, chair of the Scientific Committee of the 2015 ICS meeting in Montreal. All members thought some changes in the categories could encourage abstract submissions from nurse members as there have been complaints that current ones do not fit nursing research topics well. Donna distributed the proposed budget for the committee that was sent to the Trustees and planned to seek committee input in earlier development of future budgets, now that she is more aware of the process and what needs to be budgeted.

III. New Business

Donna reviewed new ways of working on committee for all members, i.e. via online forums, conference calls, subcommittee/task force work as needed. As activities change during the year, members were encouraged to volunteer for activities as they were able to assist and the need arises and not be restricted to a particular subcommittee or task force. Donna will clarify this way of working on committee in the Terms of Reference. Donna reviewed that Subcommittee/Task Force chairs will develop work plans that reflect priorities of Nursing Committee (NC) chair and committee as a whole and will report periodically on their progress to the Committee Chair. Work plans will include recurring activities of the committee (e.g., planning a workshop for the annual meeting) and allow ability/time to be involved in other ICS initiatives.

Donna reported that there are openings for 4 committee members and asked members to think about nurses they might encourage to join. She also asked for a couple of suggestions of names of people who might be appointed temporarily before the April 1 applications to assist with committee activities.

Changes in Terms of Reference (TOR) for Nursing Committee were reviewed online and positively by the committee. In the final review on the call, a clarification of committee work will be added per above. Adding a secretary who can assist the chair with summarizing and recording content related to committee work as well as assisting subcommittee and task force chairs in developing documents was discussed and approved. This position will be tried and added to the TOR by Donna. One of the tasks of the secretary will be to assist subcommittee chairs develop descriptions of their positions and functions. As Sandra Engberg had assisted Donna with the Education subcommittee, she was appointed by Donna to fill the opening of chair of the Education subcommittee and agreed to continue as chair of the Education and Practice subcommittee when this change is approved by the Trustees.

Work plans of the Education, Research and Communications subcommittees were briefly reviewed. A Nursing workshop was planned and submitted with K. Hunter as chair (see attached). Donna has been in discussion with SCA along with ICS staff re: funding translation

and scheduling of Nursing Committee workshop and a nursing focused symposium, award for conservative abstract and registration of some local attendees. Nursing committee members will assist with identifying speakers and topics for the symposium as needed. Initial plans for the Nursing forum were started with two speakers identified. Some type of discussion with attendees re: highlights of Nursing Committee news/reports will be added. Sandra Engberg will continue the final planning.

Work of the Research Subcommittee will include recruiting Nurse Members to participate in the abstract review for the main scientific meeting. Mary Wilde and Sandra Engberg have already volunteered. A minimum of 6 nurse reviewers is desired. The Research Subcommittee will work with the Communications Subcommittee in informing members that abstracts will no longer be presented the Nursing Forum and aim to identify/encourage early career nurse scholars to participate in the "Early Career" section of the main meeting and others to submit abstracts to the main meeting. A draft of the messaging to members will be sent to the chair by 3rd week in Jan. for Feb. 1 dissemination to nurse members. It is hoped that some changes in scientific abstract categories will assist these efforts. The Research Subcommittee with input from others as needed will develop a policy and some guidelines and requirements for reporting and acknowledgements for "ICS sponsored, approved, supported" activities. Future ideas for activities for possible consideration are feasibility of implementing the "Guideline for Collaborative Continence Nursing Research" and Development of an international nursing research agenda. Kathleen and Donna will discuss first.

The work plan of Communications Subcommittee was briefly reviewed and included reviewing pages on the ICS nursing microsite in terms of fit for purpose and update and adding pages/information where necessary, collaborating with Research Subcommittee to send out a call for reviewing abstracts. All nurse members will receive this call, but we may decide to do a specific targeted email to nurse members. The Subcommittee will incorporate regular news items with a strap line to funnel nurse members to our website. We have posted Lawrence Gichini's award received in Nairobi via Twitter, Facebook and it will be added to ICS enews and will post recent publication citations from our nurse members to share research and knowledge; for example, 'New publication by (include citation)' (with link where appropriate). In the future possibly add a summary of an article by a member. Abstracts from ICS Rio 2014 will to be available for access on our website until 31 March 2015. Sub-committee reports will be uploaded into the relevant microsite pages after submission to Trustees. ICS Rio 2014 nursing committee notes have been sent out via online forum. The Committee would like to upload documents, tools, etc. for teaching, research, practice from ICS nurses members onto our website as resources for others to use. Sharon will develop a list of criteria for committee members to use to review these and will discuss with ICS staff.

There is interest in working on a Consensus document; a topic related to conducting research or practice translation about incontinence in elderly or during the postpartum seemd to have support. Kathleen will discuss ideas with Adrian Waag.

Committee members thought these calls were very helpful in forwarding and organizing committee activities. Next call is planned for mid to end of May 2015

Action items and (responsible person):

- Revise TOR to clarify member working and add committee secretary (Donna)
- Send TOR changes to Trustees for approval (Donna)

Notify ICS office of appointment of Sandra Engberg as chair of Education Subcommittee and list on website (Donna)

Send Donna suggestions of names of people who might be appointed as ad hoc committee members temporarily (all)

Finalize plans for Nursing Forum (Sandie)

Recruit nurse members to participate in the abstract review for the main scientific meeting (Kathleen).

Develop messaging to inform members that abstracts will no longer be presented the Nursing Forum and aim to identify/encourage early career nurse scholars to participate in the "Early Career" section of the main meeting and others to submit abstracts to the main meeting, draft to Donna by ~3rd week in Jan. for Feb. 1 dissemination (Kathleen and Sharon)

Develop a policy and some guidelines and requirements for reporting and acknowledgements for "ICS sponsored, approved, supported" activities (Kathleen)

Develop a list of criteria for committee members to use to review these and will discuss with ICS staff (Sharon)

Set up with ICS office and develop messaging to nurse members re: post recent publication citations from our nurse members (Sharon)

Report back to committee about ideas for Consensus document (Kathleen)

Subcommittee chairs will review and update their work plans, post on our webpage and solicit help from other members as needed (Kathleen, Sharon, Sandie)

Committee members will inform subcommittee chairs of activities with which they can assist subcommittee chairs; anyone interested in secretary role please inform Donna (all)

Agenda
Nursing Committee Teleconference
Dec. 30, 2014

I. Roll Call

II. Old Business

1. Thank you for response re: suggestions for new categories for scientific abstracts
2. Proposed budget to Trustees attached as fyi

III. New Business

2. Review of new ways of working on committee for all members
 - a. online forums, conference calls, subcommittee/task force work as needed
 - b. Subcommittee/Task Force work plans -- reflect priorities of Nursing Committee (NC) chair and committee as a whole
 - c. Need ability to be responsive to other ICS initiatives
 - d. Budget planning ahead of time

3. Openings for 4 committee members
 - a. Suggestions? (1-2 as possible early start as ad hoc appointments?)

4. Final review of changes in Terms of Reference for Nursing Committee before being sent to Trustees (attached). Online comments were all positive
 - a. Appointment of Education and Practice subcommittee chair
 - b. Discussion of adding a committee secretary
 - i. assist with minutes and report of NC work
 - ii. develop descriptions of subcommittee positions and NC member functions

5. Education SubCommittee work plan update - D. Bliss
 - a. Nursing workshop planned and application submitted with K. Hunter as chair (see attached)
 - b. D. Bliss in discussion with SCA re: funding translation and scheduling of Nursing Committee workshop and a nursing focused symposium, award for conservative abstract and registration of some local attendees
 - c. Nursing forum planned in part: speakers: Jan Patterson re: findings of continence nurse role survey and address form chair and some committee news/reports

6. Review proposed work plan of Research Subcommittee – K. Hunter
 - a. Recruiting Nurse Members to participate in the abstract review for the main scientific meeting.
 - b. Identification of early career nurse scholars to participate in the "Early Career" section of the main meeting

c. Collaborate with Education and Practice Subcommittee and NC chair to develop a policy and requirements for reporting and acknowledgements for “ICS sponsored, approved, supported” activities

c. Collaborate with Communications Subcommittee and NC Chairs re: messaging to members to encourage scientific abstract submissions to main meeting – to NC chair by 3rd week in Jan. for Feb. 1 dissemination to nurse members

d. FYI but not for discussion today -- Future ideas possibly for online discussion: Feasibility of implementing the "Guideline for Collaborative Continence Nursing Research" and Development of an international nursing research agenda

7. Review proposed work plan of Communications Subcommittee

a. Review pages on the ICS nursing microsite in terms of fit for purpose and update and add pages/information where necessary

b. Collaborate with Research Subcommittee and NC chairs to send out a call for abstracts (commencing February 1 2015 – submissions between 1 March – 1 April)). All members receive this call, but we may decide to do a specific targeted email to nurse members.

c. Incorporate regular news items with a strap line to funnel nurse members to our website. We have posted Lawrence Gichini’s award received in Nairobi via Twitter, Facebook and it will be added to ICS enews.

d. Post recent publication citations from our nurse members to share research and knowledge; for example, ‘New publication by..... (include citation)’ (with link where appropriate)

i. In future possibly add a summary of an article by a member

e. Abstracts from ICS Rio 2014 to be available for access on our website until 31 March 2015

f. Upload NC/sub-committee reports into the relevant microsite pages after submission to Trustees

g. ICS Rio 2014 nursing committee notes have been sent out via online forum for approval.

h. Post documents, tools, etc. for teaching, research, practice from ICS nurses members onto our website as resources for others

i. To be reviewed by committee members prior to posting

ii. Develop short review sheet

8. Consensus document – interest and begin planning

9. Next call mid May 2015