



## Nursing Committee Agenda

Tuesday 3rd September 2019,

Venue: Swedish Exhibition & Congress Centre

Room: Meeting Room 3

Time: 14.30-16.30

**Chair:** Donna Bliss

**Members:** Angela Rantell, Joan Ostaszkievicz, Joanne Dean, Amy Hunter, Joanne Robinson, Jo Booth,

**Apologies:** Tamara Dickinson, Winnie Yeung Ka Wai,

**Also in Attendance:** Sandie Engberg (Nursing Institute School), Lisa Krabbenhoft (new member) Juliana Costa

1. Committee picture to be taken
2. Welcome to new members
3. Approval Philadelphia minutes (attached)
4. Committee Terms of Office (attached)
5. Committee Terms of Reference (attached)
6. Reminder SOP process
7. Reminder to attend Nursing Workshop, Nursing Forum and Networking Coffee with the Nursing Committee on Wednesday afternoon:  
[W26: ICS Core Curriculum \(Free\): Issues and Best Practices in Continence Care Delivery, 14:30 - 16:00, HALL G4](#)  
[Nursing Forum, 16:30 - 18:30, HALL G4](#)
8. Strategic plan for committee (attached)
  - a. Review of status or plans for committee activities/projects:
    - i. *ICI 2020 sessions*
    - ii. *Fellowship mentor/center list*
    - iii. *China courses*
    - iv. *B&B training consensus document*
    - v. *Continence Nurse Competencies*



- vi.* Fluid and Fiber for conservative management of incontinence -- lit review and consensus document
- vii.* Bowel diary items
- viii.* Standardisation document – Joanne Robinson to lead

9. Actions- updates/outstanding:

Action: Committee to highlight the documents that they would like to add to the homepage – for ease of use.

10. AOB



## **Nursing Committee Minutes**

**Tuesday 28th August 2018,**

**Venue: Pennsylvania Convention Center (PCC)**

**Room: Meeting Room 2**

**Time: 08.30-10.30**

**Chair:** Donna Bliss

**Members attending:** Sandie Engberg, Veronica Hagggar, Mary Wilde, Joan Ostaszkiwicz, Tamara Dickinson, Winnie Yeung Ka Wai

**Apologies:** Amy Hunter, Jo Booth, Alison Bardsley,

**Also in Attendance:** Jenny Ellis, Cristina Naranjo Ortiz, Angela Rantell, Joanne Dean, and Joanne Robinson

DB welcomed everyone to the meeting. All delegates introduced themselves to the committee.

**1. Committee picture taken**

The Committee page will be updated with the new picture.

**2. Welcome to new members - Amy Hunter, Angela Rantell, Joanne Dean, and Joanne Robinson**

DB welcomed the new committee members to the committee.

**3. Approval Florence minutes (attached)**

DB asked if any changes/additions were required to the minutes? No changes/additions requested. The minutes were therefore nominated – 1<sup>st</sup> TD, 2<sup>nd</sup> JO

DB reminded the committee to ensure they complete the actions assigned to them from the meeting. Should you have any problems in doing so then you should contact DB, so that she is aware.

DB announced that the book about Management of Faecal Incontinence, for the Advanced Practice Nurse, planned in Florence last year was published as planned on time for this meeting. She thanked all committee members who were authors.



#### **4. Review Committee Terms of Office (attached)**

DB thanked the committee members for their hard work on the committee over the last year.

JR will be taking over from SE in her position as Chair of the Education and Practice Subcommittee.

**Action:** Office to update the Education and Practice Subcommittee so that JR is the Chair of the subcommittee.

We have identified tasks and ensured that there is a fair split of tasks between committee members – including sub-committees and taskforce.

JB has been leading on the bowel and bladder training document, we are just finishing this and it should be completed by the end of this year.

The projects that the committee have worked on differs based on the various interests of the group. This ensures that there is a good mix of projects, but we need to ensure that the committee achieves their standard projects e.g. workshop at the annual meeting etc.

TD confirmed that she was working on the fellowship project – we will discuss this later in the meeting.

-Sandra Engberg, Veronica Haggard, Mary Wilde stepping down in Philadelphia; Sandra Engberg is the Chair of the Nursing Institute

- Donna Bliss – 1st term completed, and she is starting her second term

- Amy Hunter, Angela Rantell, Joanne Dean, Amy Hunter and Joanne Robinson's terms start on Thursday, runs until 2021

#### **5. Committee Terms of Reference (attached)**

JE highlighted that the BOT implemented, 10 person maximum rule, has been added to the TOR. No further changes required.

#### **6. Actions- updates/outstanding from previous meetings:**

- ACTION POINT: Communicate to ICS nurses' community and solicit reviewers by email call or personal contact to review the bladder/bowel document when



ready. (JB to do this) All

JO/DB; DB will request 3 additional reviewers at the Nursing Forum (completed-- DB did this and sent names of 3 reviewers to JB.)

Currently working on this – see below discussion

- ACTION POINT: JO & DB draft up a document on mixed methods abstracts.

*Postscript note: The above was an action from Florence*

- ACTION POINT: Office to check SOP process for FI book best practice document to ensure following process from now on Office
- ACTION POINT: Office to send education video SOP to ABard/SE to prepare catheter video for the ICS. Office

MHP created a video with slides, following which we discussed whether a catheter care video would be useful with the education committee. The person who volunteered was Sharon, then Alison took over after Sharon stepped down. Since then this project was delayed. The committee need to find a replacement in the UK. Group discussed this, and it was suggested that Mandy Fader would be a replacement.

**Action: DB to discuss with Mandy Fader to present the catheter video**

*Postscript note: DB discussed at annual meeting with MF.*

We will aim to produce this in the UK in 2019.

JO highlighted that the video needs to be internationally applicable. MW highlighted that they created a best practice US guideline, so we can cross check this and review. Group discussed content, all agreed that we need to create and review the script quickly – so that it is ready to go once the person is confirmed.

DB agreed, she will discuss with Mandy and let the committee know her response.

- **ACTION POINT: After the BB consensus best practice document is completed (Jan.-Feb 2018), committee agreed to advance the continence specialist role project to the next step as decided on last year. The next step is to Identify /compile and describe existing competencies that equip nurses and non-nurses with the knowledge and skills required to meet the continence nursing care needs of individuals at all stages of life and in all health and social care settings. This is the first step in a multi-step project that in subsequent years**



plans to analyse the compiled documents/info noted above and develop a framework and a consensus document about these competencies (JO offered to lead this project). JO

DB confirmed that a subgroup developed the initial draft for the principle on bladder and bowel training. The 20 people involved included committee and general members, all reviewed the document. The project has been delayed but we are working on this currently. Three reviewers have sadly had to drop out so we will ask at the forum if anyone is interested in being involved – we need a minimum of 20 reviewers.

Once the document is final it will be published in NAU as a consensus document. But this is not a static document, the committee will look to add to this going forward.

TD thought that it is a very thorough document and it identified areas for possible research.

JB stated that it had been difficult to produce, due to the lack of evidence in the area. DB agreed. This is why we need an expert consensus document.

KH is working on requesting acceptance of the document about writing and reviewing a qualitative research abstract by the scientific subcommittee as she is now a member of that committee. They are currently reviewing the draft; a decision is pending.

Following on from the BB document, the next plan was to create the nurse specialist document – this would include the competencies that equip nurses. This is proposed as a multi-step program. JO to contact international schools on their types of competencies, so we could review and consider whether this could be used for this project.

- **ACTION POINT:** It was determined we would not pursue the frail elderly document specifically but will discuss our next projects as part of the committee strategic planning. See strategic planning below.

## 7. Other projects/discussions

### a) Nursing membership update and engaging members in committee activities

DB confirmed that nurses made up to 8% of the ICS membership over the last year. We had an influx of Korean members, with the free membership offered, but sadly not many renewed. This year we did a recruitment drive and we have



overall increased our numbers. However, nurse membership is up compared to 2 years ago prior to the affiliation of Korean nurses.

**Joan is attending the Early Career session (5 min)**

JO attended the early career session, targeting young nursing members – doing a meet and greet.

**b) Discussion regarding ICS midyear meetings and program in China (10 min)**

RM and TD asked what was the involvement of the committee in this year [regional meeting](#) (RM)? DB confirmed that the committee spoke at the first RM in Phoenix, we focused on practice nurses. This year there will be a nursing/physiotherapy track for delegates to select. If you want to speak at the RM or know someone suitable then please let DB know.

**Action: Committee members to let DB know if they would like to speak at the regional meeting, or know of a suitable speaker.**

All discussed the RM and agreed the need to ensure that allied health professionals are included, they are essential to the programme.

DB reminded committee members to sign up to the faculty database: <https://www.ics.org/members/faculty> The office has created a new database, so you need to re-register to be considered as a speaker. Frankie Bates is our liaison on the Education Committee, she is an excellent advocate on behalf of the committee.

DB highlighted that add on courses are easier/better for the committee to be involved in but we sometimes struggle to find organisations who want a nursing add on course. DB asked JD & JR to look into possible meetings that the nursing committee course approach regarding education courses.

**Action: JD & JR to look into possible international meetings that we could hold an add on course.**

DB discussed her forthcoming China course – DB and Kathleen Hunter go to China next week. They will be speaking in three different cities over 10 days. This is the second time DB & KH have spoken in China, next year we will look into other speakers to attend. DB discussed other options for educating in these areas e.g. e-learning etc. JE suggested filming modules, webinars etc.



c) **Suggested revisions to application to committee (adding involvement in ICS in various ways and ICS committee experience as items (5 min)**

Group discussed revisions. JE highlighted that we use a standard form, but we can amend slightly to ensure people note their involvement in ICS activities e.g. attending annual meetings etc. The committee agreed that this was a good idea. DB is opening various committee activities to nurse members not on the committee to provide opportunities for involvement and training for committee membership. Group discussed how to raise awareness of vacancies, JB suggested the nursing forum would be a good platform.

We can also amend the committees scoring sheet to select the most suitable candidates. DB will request office to amend application for its next use.

**Action:** DB to confirm nominations scoring with office.

d) **Ad hoc doctoral student position -- need a task force chair and members to assist to develop a simple application and preferred criteria for doctoral students to apply for the ad hoc student position on the committee and some expected activities for them**

Group discussed the above project. It was agreed that AH, JR and MW will work on the sub-group for ad-hoc document on student application form and criteria.

**Action:** AH, JR and MW to create a student application and preferred criteria application form.

Group discussed how long to co-opt someone on to the committee, DB suggested a year. JE highlighted that co-opting someone doesn't need to be for a specific time period (1 year) rather as long as is required to complete a project. DB would like to keep the position set to one year. DB would also like AH to write up her experiences.

**Action:** AH to write up her experiences as a co-opted member of the committee.

e) **ICS Fellowships -- discussion how to manage a request for a mentor/site; should we develop a list of who could be a mentor?**

The committee discussed the ICS fellowships, we have received limited applications from nurses. We are keen to increase applications. It was queried whether applicants were struggling to source a host centre? The committee will look into whether creating a host list would be beneficial. JE highlighted that the office has a list of neuro-urology host centres, so this is possible.





**Action:** Office to send DB the neuro-urology host centre list.

**Action:** Committee to investigate interest/feasibility of nurse members in identifying their work sites as possible fellowship host locations.

**Action:** TD to contact ICS nurses members about this and possibly create a host list for nursing applicants.

MW was previously awarded an ICS fellowship – attending Bristol and Southampton. It was a worthwhile experience and she would recommend this to anyone interested in taking part in a fellowship.

- f) **Strategic planning for committee activities** - DB wants to begin a discussion and continue with an online activity for developing a strategic plan for committee priorities for activities, developing scientific/educational documents or publications etc. that align with the ICS strategic plan; planning will continue online through the end of the calendar year

DB wants to ensure that all committee members are engaged in the projects. We need everyone to be engaged in order to achieve the projects within the set timeframe. Group discussed what should be the priorities going forward – DB thinks the strategic planning is necessary as we have several ideas for projects and ICS has ideas for its Institutes as well. ICI will also be repeated next year, so the committee will need to be involved in this project. Group discussed this and funding issues with projects, maybe we need to create a list as part of our strategic planning process and then set priorities?

- g) Review ICS strategic plan (40 min)

ICS strategic plan is available to download here:

<https://www.ics.org/document/2188>

**Action:** DB with help of office to start an online strategic planning discussion in Oct.

8. **Reminder to members to attend Nursing Forum and networking lunch to meet and greet ICS nurse members on Thursday**

Group discussed forum plans. DB reminded members to attend the forum and lunch.

9. **Who is planning to attend ICS 2019 in Sweden?**

DB asked who was attending next year? TD unsure, everyone else confirmed they would be attending.



10. **Action:** JR and DB will plan Nursing Workshop and Nursing Forum by Dec. 2018. Jenny to email DB and JR name and contact info of nurse in Sweden who is assisting the planning committee to identify potential Swedish nurse speakers.

Group discussed general attendance at the next annual meeting in Gothenburg, we may see an increase in nursing membership due to location. The group would like to have a networking lunch, specifically targeting first time nursing delegates and PhD students. JE discussed possible areas of engagement with potential members – mailers, social media etc. We need to highlight the value of membership – how does ICS add value? Group discussed.

**Action:** Committee to work with the office on targeting new members and inviting them to the networking lunch in Gothenburg.

*CNO left*

## 11. AOB

10.1. DB discussed sending a post meeting mailer to nursing delegates – split into members and non-members. JB & DB will work on the draft with the office.

**Action:** JB & DB to draft post meeting mailer to delegates. Office to send.

10.2. JO stated that the website is difficult to navigate, JD agreed. The group discussed the limitations on the website. JE advised that we can make it easier to find key documents by adding them to the nursing home page, the committee just need to highlight the key texts.

**Action:** Committee to highlight the documents that they would like to add to the homepage – for ease of use.

10.3. Group discussed the abstract review this year – there were over 100 abstracts to review, this was too many! DB will discuss this with the scientific committee. We also need to recruit more people to review abstracts, group discussed and thought an article would be useful. JE suggested filming a short promo with Roger at the meeting. All agreed this would be a good idea, JO volunteered to do the filming.

**Action:** DB to discuss abstract review with scientific committee. The number of abstracts reviewed was too high this year.

**Action:** Short video on how nurses can get involved in reviewing abstracts to be filmed in Philadelphia. JO to be filmed.

Group discussed that you had to select 'expert' to receive emails in this category, therefore some people may have not selected this as they wouldn't consider themselves



an “expert”. Which is why they didn’t receive abstracts in this category. DB asked JE to raise with IT Team, we may need to amend the wording.

**Action:** JE to check with Dom regarding ticking expert on the abstract reviews. If you don’t tick this, did you not receive abstracts in this category.

*SE left*

MW applauded DB for her efforts over the previous years, all agreed. DB thanked members for their support and stated that the new organisation of the committee and direction from the ICS strategic plan has helped the committee to streamline their projects.

**Ends**

**Nursing Committee Terms of Office**

Member	Role	Term Start	Term End	Term Yrs	Elected	Term details
Donna Bliss	Chair	23-Oct-14	29-Aug-20	6	Y	6 year term will finish in 2020- CANNOT BE RE-ELECTED
Jo Booth	Committee member	23-Oct-14	28-Aug-20	3	N	6 year term will finish is 2020 - CANNOT RENEW
Tamara Dickinson	Committee Member	14-Sep-17	28-Aug-20	3	N	3 year term will finish in 2020- can renew
Winnie Yeung Ka Wai	Committee Member	14-Sep-17	28-Aug-20	3	N	3 year term will finish in 2020- can renew
	Committee Member	08-Oct-15	14-Oct-21	6	N	6 year term will finish in 2021- cannot renew
Amy Hunter	Committee member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Angela Rantell	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Joanne Dean	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Joanne Robinson	Committee Member	30-Aug-18	14-Oct-21	3	Y	3 year term will finish in 2021- can renew
Sandra Engberg	Co-opted	06-Nov-18	14-Oct-21	3	N	Co-opted member
Juliana Neves da Costa	Co-opted	05-Sep-19	08-Sep-22	1	N	Co-opted member
Lisa Krabbenhoft	Committee Member	05-Sep-19	08-Sep-22	3	Y	3 year term will finish in 2022- can renew
Cristina Naranjo Ortiz	Ex-officio	08-Oct-15	14-Oct-21	3	N	Ex-officio

**Quorate No=5**

**Committee number = 9, changes  
to 10 on 30/08/18**

**Nominations 2019**

**Elect:** Will need to call for Chair position

**Stepping down in Las Vegas:** Jo Booth

**Renewal confirmation:** Tamara Dickinson, Winnie Yeung Ka Wai

**Starting 2019:** Juliana Neves da Costa (Co-opted member), Lisa Krabbenhoft

Key	
Colour	Meaning
	Stepping down in Gothenburg
	Stepping down in Las Vegas
	Elect position- will need to re-apply
	Will need to confirm if renewing/ positions will need to be advertised after Gothenburg
	New member/position
	No action

## **ICS Nursing Committee Terms of Reference**

**1. PURPOSE:** The nursing committee of the ICS provides leadership to advance the science of bladder, bowel and pelvic floor health by fostering collaboration in research, education and evidence-based practice.

**2. FUNCTIONS:**

**Development of Science and promotion of research into the issues related to nursing care (Research sub-committee)**

- a. Provide a forum for discussion and prioritising research needs
- b. Encourage applications for research grants and fellowships
- c. Encourage submissions of abstracts to the ICS annual meeting
- d. Identify and coordinate ICS nurse member volunteers to review scientific abstracts for the ICS general meeting as requested and participate in that review
- e. Collaborate with the Communication subcommittee chair to post research related materials of potential interest to nurses on the Committee's page of ICS website
- f. Work with the Committee chair and local Scientific Planning committee to coordinate/assist in research related activities at the annual meeting as needed (e.g. discuss posters)

**Develop Educational materials and programmes (Education and Practice sub-committee)**

- g. Create a forum for the discussion of educational and practice related needs
- h. Facilitate professional development through mentorship
- i. Encourage workshop submissions to ICS annual meeting
- j. Work with the Committee chair and local Scientific Planning committee to assist as needed in the planning of a Nursing workshop that includes nurses local to the meeting's venue and translation at times and the Nursing Forum
- k. Assist the Nursing Committee chair to liaise with the nurse members on the ICS Education Committee
- l. Identify nurse experts for the Meet the Experts session at the ICS annual meeting
- m. Support education that will help develop continence nursing in developing countries

**Communication – raising awareness (Communication sub-committee)**

Increase nursing visibility worldwide through communication, collaboration and dissemination worldwide to raise awareness and interest in our field of expertise

- n. Maintain and update the Nursing Committee's page on ICS website with support from ICS staff
- o. Include update of activities in bi-annual ICS Newsletter
- p. Promote nurse membership in ICS
- q. Coordinate with other subcommittee chairs to survey membership regarding interests and needs related to ICS

**3. RESPONSIBLE TO:** ICS Board of Trustees and ICS General Secretary

**4. COMPOSITION:**

Total Members	Method of Appointment	Name	Term of Office
<b>ICS General Secretary</b>	Ex officio	<a href="#">See Membership</a>	3 years
<b>Chair</b>	Elected. A member must sign his/her agreement to stand. This nomination is signed by nominator and seconder, all being current ICS members. The nominee for Chair would be a current or recent member (past 5 years) of the Nursing Committee. If no one is nominated the ICS Nominations committee may suggest a suitable candidate. Nominations received by 1st March for current members all other applications by 1st April. Voting regulations as stated.	<a href="#">See Membership</a>	Term of office: 3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees.
<b>Membership</b>	All members of ICS committees must be active ICS members (paid for current membership year) (By-law 2.3.2) and have completed a disclosure form. The Nursing Committee of the ICS can be made up of any clinician with an interest in nursing care of patients with bladder and or bowel problems. A maximum of 15 members can form the Nursing committee. Additionally the Chair may appoint up to 3 additional members as key representatives from other countries.	<a href="#">See Membership</a>	3 years, renewable once by Chair/committee approval. Further terms could be approved in exceptional circumstances and by referral to the ICS Trustees. Staggered terms so that in any one year only 50% of membership turns over. The committee will have a maximum of

			10 people.
<b>Subcommittees</b>	<p>All members of the Nursing Committee are eligible for subcommittees. Members will put forward a statement of interest and be appointed by the Chair; each subcommittee will have a lead and 2-3 additional members. The lead may appoint additional <i>ad hoc</i> content expert ICS members who are not voting members of the ICS Nursing committee.</p> <p>The sub-committees may co-opt any active ICS member for any required period of time in order to fulfill its remit as per the ICS Bylaw 2.3.5. Such members will not become members of the ICS Nursing Committee but shall be eligible for appointment/election in accordance with current bylaws should a vacancy arise.</p>		Subcommittee chairs and members are appointed for a 1-3 year term that will be reviewed and renewed annually by the Nursing Committee chair (as per membership above)
	<b>Research</b>	<a href="#">See Membership</a>	
	<b>Education and Practice</b>	<a href="#">See Membership</a>	
	<b>Communication</b>	<a href="#">See Membership</a>	
<b>Ex officio member</b>	<p>The Nurse member of the ICS Education Committee is an ex-officio of the Nursing Committee – this person is to periodically (at least twice per year) inform the Nursing Committee Chair about courses/programs of the ICS Education Committee and consult the Nursing Committee as needed for nursing input or speakers for Education Committee activities. They will assist Nursing Committee to collaborate with ICS Educational Committee on educational initiatives of mutual interest</p>		
<b>Task Forces</b>	<p>Topic specific—may include but not limited to reviewing and recommending awards; leading consensus document development etc.</p> <p>Appointed by Nursing Committee Chair for varying lengths of time dependent on the special project and satisfactory leadership progress of work</p>	<a href="#">See Membership</a>	Varies depending on length of special project; determined by Nursing Committee chair and dependent on satisfactory

			leadership and progress of work
--	--	--	------------------------------------

## 5. EXPECTATION OF COMMITTEE MEMBERS:

All Committee members and subcommittee/task force chairs are expected to assist the Nursing Committee chair and each other in accomplishing committee activities in a coordinated and collaborative manner

- All subcommittee and task force chairs will develop a work plan of activities for the year in September that will be approved by the Nursing Committee Chair and shared with other committee members on the forum. They will consult to the Nursing Committee Chair about budgeting resources needed for their activities in time for the annual budget or any special budgeting request.
- Subcommittee and task force chairs will update the Nursing Committee Chair with an informal report at least quarterly (by email or teleconference) about progress of planned activities. They will prepare a written formal report twice per year of progress – by June 1 or prior to the required committee reporting to ICS Trustees and prior to the interim report due date to ICS Trustees. Task Force chairs will develop a timeline for special project activities and may need to make reports at more frequent intervals.
- Subcommittee and task force chairs will identify and involve Nursing committee members and ad hoc members to assist with their activities as needed after consultation with the Nursing committee chair
- Committee participation will be primarily by the nursing committee online forum and occasionally by teleconference and email
- Timely response (within the stated deadline) to posts to the online forum or emails and participation in committee teleconferences is expected of all members of the Nursing Committee
- Each member will be involved in one or more Nursing committee activities and will be expected to review and respond to any materials posted by the group for feedback or initiate projects as discussed with the subcommittee
- The expectation is that each committee member will attend a minimum 1 of the 3 annual ICS meetings during their term if possible. If for any reason participation needs to be limited for a time due to personal reasons the Chair of the Nursing Committee should be notified in writing as soon as possible.
- ICS is an English-speaking society and therefore reasonable command of the English language is expected to facilitate effective communication.

**6. MEETINGS:** One face-to-face meeting during the Annual Scientific meeting; other deliberations normally by ICS online forum or teleconference.

**7. QUORUM:** One third of committee membership plus one. For example, a committee of ten will have a quorum of four members.

**8. MINUTES:** Minutes are recorded at each meeting and posted on the ICS and CPC website in accordance to 2009 ICS Bylaw 6.1-6.4).

**9. REPORTING & ROLES:** The Chair of each committee is required to prepare an annual report to the Board of Trustees outlining achieved goals/budget requests and future objectives and strategies. This report will be circulated to the committee for feedback prior to submission to the ICS in July of each year.



The Chair is also expected to be present to at the Annual General Meeting should the membership have any questions over committee activities or provide a written report if unable to attend. The committee Chair is also responsible for submitting an interim report to the Board of Trustees' mid term meeting. The date that this report will be required will be given in advance each year.

For Terms of office information please see the [Nursing Committee Membership page](#).



**ICS Nursing Committee Guidance and Criteria for Developing/Selecting  
Committee Projects/Activities/Documents**  
From Strategic Planning 2019

**Goals**

- Activities of the ICS Nursing Committee promote the mission of the ICS which is “to improve the quality of life for people affected by urinary, bowel and pelvic floor disorders by advancing basic and clinical science through education, research and advocacy”

**Objectives**

- Activities of the ICS Nursing Committee
  - Align with the strategic plan of the ICS and be responsive to
  - Contribute to the continued success and reputation of the ICS
  - Support the development and success of the ICS Nursing Institute/School
  - Are collaborative with other ICS committees to facilitate achieving outcomes/products of mutual interest
  - Address needs of continence nurses/nursing globally
  - Promote the specialty of continence nursing globally within context of the ICS mission
  - Assist in the development of leadership skills of ICS nurse members

**Criteria**

- Activities of the ICS Nursing Committee
  - Relate to continence nursing
    - Have rationale for their need and priority
  - Are timely in addressing current needs and priorities of ICS
  - Engage members and liaisons of ICS Nursing Committee
    - Involve non-ICS Nursing Committee ICS nurse members
  - Capitalize on strengths/interest of members ICS Nursing Committee
  - Have a lead person responsible for and championing completion of each activity
  - Can be accomplished in one year optimally and no more than two
  - Are feasible in the extent of support needed from the ICS staff
    - Result in a definite outcome/product

## **Summary of Activities of the ICS Nursing Committee in 2018-2019**

Members of the ICS Nursing committee organized and presented three courses with hands-on workshops focused on nursing care for the patient with incontinence and advanced practice continence nursing care in three cities in mainland China. Many members of the Nursing Committee wrote chapters in the recently published book, *Management of Fecal Incontinence for the Advanced Practice Nurse*, under the auspices of the International Continence Society. The Nursing Committee is offering a Nursing Workshop, the Nursing Forum, and a networking lunch for nurses attending the 2019 ICS meeting in Gothenberg. The workshop and forum feature interdisciplinary speakers and colleagues from Sweden. The Nursing Committee and chair of the Nursing Institute School developed a curriculum for continence nursing and identified available ICS resources related to the curriculum for the Nursing Institute School website.

The Nursing Committee completed a consensus document, using a Delphi method of review by ICS nurse members, about Bladder and Bowel Training. The Committee engaged in strategic planning and developed objectives and criteria for guiding its future projects and scholarly activities. The committee developed plans for three projects for scholarly documents to be worked on over the next two years. One project that is underway aims to identify and map public domain information about the competencies that have been developed and/or recommended for nursing and nursing assistant education about incontinence and bladder, bowel and pelvic floor health. This information will be used to inform the development of a consensus statement about competencies for the various levels/types of nurses who provide continence care. Three members of the Nursing Committee reviewed scientific abstracts submitted for the 2019 ICS annual meeting. Two committee members participated in review of applications for ICS fellowships.

The Nursing Committee revised the criteria used to review applications for the committee; one new member was elected to the committee. The Committee developed criteria and for a doctoral student to be co-opted to the Nursing Committee to be mentored in committee activities and ICS. One student was co-opted.

The Nursing Committee updated its website to ensure currency of information. Committee member filmed a short video on how nurses can get involved in reviewing scientific abstracts submitted to the annual meeting and developed promotional materials to encourage nurses to attend the meeting that were disseminated to nurse members. All abstracts from the 2018 annual meeting authored by nurses were added to the Nurses webpage. The committee sent information about its activities, the ICS annual meeting, and opportunities regarding ICS fellowships to nurse members via the ICS newsletter and emails.

## **Outcome of Nursing Committee strategic planning for next committee scholarly projects/activities**

1. Complete Project 2 of Continence Nurse Competencies (Joan O's SOP has been approved and she is starting this). Project 2 involves identify existing continence care competencies for the various levels/types of nurses who provide continence care and identifying gaps in information that the working party could address in subsequent work.
2. Sandi Engberg and I identified that supporting areas of continence nursing practice that have scant research evidence with some formal consensus documents fills a need and gap. We plan to do a scoping review and consensus document re: fluid and food management of urinary and fecal incontinence (would include elderly, caffeine etc). Sandi agreed to lead the project and we will complete the necessary SOP soon. We would like to start this during summer 2019.
3. Donna Bliss has started a project from 2 ICS workshops with a couple of physios about content/items of a bowel diary with the aim of standardizing bowel diary items. I will develop this idea into a consensus doc as a joint ICS Nsg-Physio project and will complete an SOP along with a couple of the physios involved. This project will not start until after ICS 2019 after the 2<sup>nd</sup> WS about this.
4. Complete Project 3 of Continence Nurse Competencies -- develop a consensus document of competencies for nurse and advanced practice nurse continence specialist. Joan O. will complete an SOP and lead this after Project 2 above is completed. Project 3 involves seeking international consensus about the competencies and matching them to varying levels of continence nursing practice.

**Committee Name: ICS Nursing Committee 2019 Full-Term Report  
to Board of Trustees**

**Prepared by Donna Bliss, PhD, RN, FGSA, FAAN, Chair**

**ICS Nursing Committee Members:** Donna Bliss (Committee chair), Joanne Robinson (Education and Practice subcommittee chair), Joan Ostaszewicz (Research subcommittee chair), Jo Booth (Communications subcommittee chair and chair of Bladder and Bowel Training Consensus Document Task Force), Tamara Dickinson (chair of Task Force on Fellowships), members Amy Hunter, Joanne Dean, Angela Rantell, Winnie Ka Wei Yeung, and **Nursing Institute School chair**, Sandra Engberg.

The Nursing Committee is comprised of three standing subcommittees, Education and Practice, Research, and Communications, and creates task forces as needed to complete various special projects. The Nursing Committee chairperson and members work together on various activities and along with the Nursing Institute chair.

## **I. ACTIVITIES DURING THE PAST YEAR**

### **Nursing Committee Strategic Planning of Scholarly Activities**

- The Nursing Committee along with the chair of the Nursing Institute engaged in a Strategic Planning process, led by chair, D. Bliss, to assist in developing its future scholarly activities and materials for the Nursing Institute.
  - The outcomes of the Strategic Planning process were as follows: 1) a curriculum for the Nursing Institute, 2) goals, principles and criteria for developing or selecting committee projects/activities/documents, and 3) a plan for potential projects for the committee for the next two years. Documents for items 2 and 3 are on file at the ICS and available via our webpage

### **Education and Practice Related Activities**

#### **Nursing Sessions at ICS Annual Meeting**

- Planned the Nursing Forum and Nursing Workshop for the 2019 annual conference in Gothenburg, Sweden, along with the Nursing Committee chairperson.
  - The Nursing Forum features several nurse presenters who live in Sweden, the country hosting the ICS annual meeting.
  - All presenters in the Nursing Workshop are ICS members, and two live in the country hosting the ICS annual meeting. Presenters are interdisciplinary: two are non-nurses, and one is a member of the ICS Nursing Committee.

#### **Promoting Nurse Participation in ICS Annual Meetings in Las Vegas (2020) and Melbourne (2021)**

- Following the promotion strategy used for ICS in Rio de Janeiro, Brazil in 2014, the Nursing Education Subcommittee identified conferences in cities in which the next two future ICS meetings will be held at which an ICS nurse might be sponsored as a speaker helping to promote attendance of nurses at the future ICS meeting. ICS Nursing Committee is working with ICS staff and Education Committee on this idea.
- For promoting the ICS Annual Meeting in Las Vegas (2020), sponsor a speaker from the Nursing Committee for:

- *Society of Urologic Nurses and Associates (SUNA) Advanced uroLOGIC Conference*, Hyatt Regency, Dallas, TX, March 2020.
- The Nursing Subcommittee identified 8 conferences for promoting the ICS Annual Meeting in Melbourne (2021) via sponsorship of a speaker from the Nursing Committee:
  - *National Conference on Incontinence (NCOI)*, Melbourne, November 13-16, 2019
  - *Australian and New Zealand Urological Nurses' Society (ANZUNS)*, Christchurch, October 2019 & Annual Conference 2020 (site and dates TBD)
  - *South Pacific Nurses Forum*, Vanuatu, South Pacific, Biennial Conference 2020 (site and dates TBD)
  - *Asia-Pacific Prostate Cancer Conference*, Melbourne, August 2019
  - *Urofair*, Annual Conference 2020 (site and dates TBD)
  - *Australian College of Nurse Practitioners (ACNP)*, Melbourne, September 2019; Annual conference 2020 (site and dates TBD)
  - *Australian Association of Gerontology*, Sydney, NSW, November 2019; Annual conference 2020 (site and dates TBD)
  - *Gastroenterological Society of Australia*, Adelaide, September 2019; Annual conference 2020 (site and dates TBD)

#### **Development of Materials for Co-Opting a Doctoral Student on Nursing Committee**

- The Nursing Education Subcommittee assisted with creation of a student membership application form, letter from the advisor, and preferred criteria to assist the Nursing Committee chair to co-opt a doctoral student to participate in the committee activities and learn more about ICS for one year.
  - ICS staff disseminated the call for doctoral student members, two applications were received, and one was selected for the Nursing Committee for 2019-2020.
- The Nursing Education Subcommittee and former co-opted doctoral student developed a welcome packet for new, future co-opted doctoral students that will be provided to the new student member.

#### **Nursing Educational Courses in China**

- DB, Nursing Committee chair, continued the collaboration with the Chinese Urology Association Nurses (CUAN) to offer educational courses focused on nursing care for patients with incontinence and advanced practice continence nursing in China. D. Bliss and F. Bates will present at 3 conferences in 2 cities in China in Sept. 2019. Nurse attendance is expected to be 50-100 at each conference.
  - CUAN and ICS will have a signing ceremony to plan a future course about urodynamics for nurses to be held in China in 2020; this course may be planned in parallel to a course about continence nursing

#### **Educational and Scholarly publications/resources/e-learning**

- **Book publication**
  - The Chair of the Nursing Committee (DB) is editor of book about management of fecal incontinence for the advanced practice nurse that was published by published by Springer (FR). Most of the authors are ICS members and members of the ICS Nursing Committee and the book was endorsed by ICS. The book was ready for purchase and orders at the 2018 ICS annual meeting. ICS members receive a discounted price.
- The Nursing Committee followed up on interest by Prof. Mandy Fader to lead the production of a video on urinary catheterization and catheter care at the request of the chair of the

Educational Committee, when AB resigned from the Nursing Committee due to other professional and personal commitments. We are awaiting confirmation by Prof. Fader about doing this project.

- **Bladder and Bowel Training Consensus Document**
  - Jo Booth with assistance of D. Bliss led the Task Force for a consensus document for Bladder and Bowel Training.
  - Using a Delphi procedure, review of the Bladder and Bowel Training Consensus document was completed by 20 nurse members of ICS.
  - The document was reviewed by the Standardization Steering Committee and Educational Committee and appropriate revisions were made.
  - The document received final approval by the Board of Trustees.
  - J. Booth and D. Bliss are developing a manuscript about the document for submission for publication to NAU.

### **ICS Nursing Institute School**

- Existing ICS education content was reviewed and relevant content added to the Nursing Institute School website
- Working with the Chair of the Nursing Committee (DB), the curriculum for the Nursing Institute School website was developed and reviewed and approved by the rest of the Nursing Committee
- We identified gaps in current content needed to support continence nursing practice and identified an area where we believe a scholarly project would fill an important need and gap – fluid and dietary management of incontinence.

### **Research Related Activities**

- Three members of the Nursing Committee (J. Dean, J. Ostaszkievicz and J. Robinson) one ICS nurse member (D. Newman) reviewed scientific abstracts submitted for the 2019 ICS annual meeting.
- A working group led by Joan Ostaszkievicz and comprising Donna Bliss, Angie Rantell, Joanne Dean, and Jo Booth has been established to conduct phase 2 of the project to develop a consensus statement to articulate the educational preparation for continence nursing care. An SOP was submitted and approved by J. Ostaszkievicz.
  - The working group will identify and map public domain information about the competencies that have been developed and/or recommended for nursing and nursing assistant education about incontinence and bladder, bowel and pelvic floor health. This information will be used to inform the development of a consensus statement about competencies for the various levels/types of nurses who provide continence care.
  - A preliminary search yielded several peer review publications (n=6) and existing documents/resources (n=25). A follow up search will be conducted by the working party. Thereafter, the ICS office staff will email ICS nurse committee members to invite them to identify additional peer review publications and documents /resources about relevant competencies.



### **Communications and Membership related activities**

- **Promote attendance of nurses at the annual ICS meeting and to join/renew ICS membership**
  - Jo Booth filmed a short video on how nurses can get involved in reviewing scientific abstracts submitted to the annual meeting
  - Promotional materials to encourage nurses to attend the meeting were developed and disseminated to nurse members.
  - the ICS annual meeting in Gothenberg Sweden targeted at ICS nurse members were developed by J. Booth and D. Bliss with the assistance of the ICS staff for the ICS website, newsletter, and emails
  - Free registration for nurses is offered for the ICS Nursing Forum and Workshop on Wed. during the annual meeting.
  - A networking coffee break with Nursing Committee and other nurses attending the ICS 2019 meeting is planned on Wed. during the annual meeting in between the Nursing Workshop and Forum
  - DB will deliver a presentation about ICS Nursing Committee, ICS and benefits of being an ICS member and Affiliate organization during the courses in China
- **Provide up-to-date information about ICS Nursing Committee to members**
  - All abstracts from the 2018 annual meeting authored by nurses were added to the Nurses webpages
  - A summary with photos of the ICS courses in China in 2018 were posted on the website
  - Flyers about the ICS endorsed book about fecal incontinence management for advanced practice nurses were available at the ICS booth at the annual meeting
  - JB updated Nursing Committee Members' details and positions on website with assistance of office staff
  - An email call to ICS nurse members asking for references of new publications or awards to post on webpage and to add themselves to the speaker database was sent
  - Information about the upcoming course in China in 2019 will be publicized on the ICS website
- Fellowship applications and small research grants were promoted to nurse members

### **ICS Fellowship Task Force**

- Members Tamara Dickinson (lead) and Amy Hunter
- For the past two years, the task force wrote and disseminated a call to all ICS nursing members to apply for available fellowships and no nursing members submitted an application. Last year we received an inquiry from one nursing member in search of center/mentor for a fellowship regarding fecal incontinence. It was at this point the Nursing Committee realized and began to discuss some of the barriers faced by nurses at their institutions to do this type of mentoring.
  - The Task Force set out to try to identify possible mentors or centers that have this capacity and interest and to compile a list that nurses applying for fellowships might consult as needed. It is thought that this was a way to promote nursing applications. The task force worked with the office staff to develop a call for individual nurses and/or healthcare centers who would be willing to be included on a list of possible mentors for nurses applying for an ICS fellowship. The call also explained the purpose and types of fellowships available. This call will be sent out to ICS nurse members in June.
- In addition to the work above, T. Dickinson and D. Bliss worked with a group of other ICS members to score this year's fellowship applications. We were happy to see a geographically

diverse group that also represents different disciplines with one of the awards going to a nursing member.

**Committee members**

- The Nursing Committee revised the criteria used to review applications for the committee
- One new person, Lisa Krabbenhoft, was elected to join the committee for 2019-2020.

## **II. FUTURE ACTIVITIES**

### **Future Education and Practice related activities**

- Develop and implement the Nursing Workshop for the 2020 ICS Annual Meeting in Las Vegas.
- Develop and implement the Nursing Forum for the 2020 ICS Annual Meeting in Las Vegas.
- Collaborate with ICS office and Educational Committee to support a speaker(s) from the ICS Nurse membership at conferences to promote nurse participation in ICS Annual Meetings in Las Vegas (2020) and Melbourne (2021).
- Pursue making of video about urinary catheterization and related care; need to identify a lead person

### **Nursing Institute School**

- Submit SOP about review and consensus document regarding role of food and fluid in the management of incontinence. S. Engberg to lead this project and D. Bliss to assist. A manuscript will be submitted at the completion of this project

### **Research related activities**

- Complete Project 2 of the Continence Nurse Competency project; submit manuscript for publication or article in newsletter about results;
  - Submit SOP for Project 3 after 2 is completed
- Submit SOP for a joint nursing-physio project content/items of a bowel diary with the aim of standardizing bowel diary items. D. Bliss to lead this project for nurses

### **Future Activity Bladder and Bowel Training Consensus Document**

- Submit and publish a manuscript about the Bladder and Bowel Training consensus document – led by J. Booth and D. Bliss

### **Future Communications related activities**

- Continue website, newsletter, and email communications to inform and engage ICS members
- Continue promotion/publicity activities to promote nurse attendance at annual meeting and membership in ICS
- Publicize course in China after completion
- Compile and publicize results of Task Force on promoting fellowships to nurses
- Continue to offer networking lunch for nurses at annual ICS meeting

## **III. BUDGET REQUESTS FOR 2019-2020**

- Support for the Nursing Workshop and Forum to be free to nurses at the 2020 meeting
- Offer the networking lunch for nurses and nurse graduate students at ICS 2020
- Office assistance to promote nurse participation in ICS 2020
- Applications will be made to ICS Education Committee to support a nurse speaker course for incontinence nursing care and a nurse speaker for course about urodynamics for nurses in China
- Office support to continue, website, and newsletter, and publicity activities
- Office assistance to assist with ICS Fellowships call and resource list
- Office assistance for new Nursing Committee projects about nurse competencies, consensus document for role of food and fluid for incontinence management, and bowel diaries as needed
- Funding and office assistance for video about urinary catheterization and related care after SOP is submitted and approved