



Nursing Committee Minutes

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

JB welcomed everyone to the meeting, JB will be chairing the meeting in Donna's absence. Donna is unable to attend due to personal reasons; the committee all send Donna and her family their best wishes during this time.

1. Committee picture to be taken - Taken

2. Welcome to new members

JB welcomed new members Lisa and Juliana. Juliana is a co-opted member from Brazil, as part of the new committee initiative to get more junior nurses involved in the ICS committee activities. We hope that she enjoys her time on the committee and would welcome an application from Juliana, when a position becomes available on the committee.

3. Approval Philadelphia minutes (attached)

The committee confirmed no changes/additions were required to the minutes, SE nominated, and JO seconded the minutes.

The committee discussed one of the actions from the minutes – the draft document on mixed methods abstracts. JO advised that she had looked into this following the meeting but there was no support from the scientific committee.

AH confirmed that she had written an article regarding her experiences on the committee, as requested. This had been submitted for publication.

Action: Office to check and confirm if AH's article is live on the website and confirm to the committee.



Postscript: AH article was received but not published, the office has passed this to the editor to publish asap.

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

TD and WK's positions are up for renewal. TD has confirmed that she wishes to continue for a second term. WK's position is to be confirmed, JE will follow up after the meeting.

Action: Office to confirm whether WK wishes to renew for a second term.

DB's term will end in Las Vegas, JE confirmed the process for elected positions. All committee members are welcome to apply. The office will email you all in due course the process and application form, that needs to be completed.

Action: Office to email all the committee members the elected position process and application form.

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

The committee reviewed the TOR. JO highlighted that there's some duplication on the sub-committee's roles. Group discussed whether subcommittees were required? JE advised that originally most committees had subcommittees but over the last 5 years these had been dissolved. The committee should therefore review whether these are still required and if not, we can dissolve and remove from the TOR.

Action: Office to add TOR on to forum for review.

Group discussed and thought two subcommittees would be useful: 1 Forum, 1 workshop (WS) subcommittee. The WS subcommittee could include co-opted locals for that year, to add with the discussion and promotion of the event. The Chair of the committee should sit on both groups, for their information.

Group discussed how to engage with locals – we need to utilise their expertise and local contacts. JO felt that this was a lot of responsibility for one person to cover (forums and workshops.) Group discussed the amount of work required, JB suggested that the committee discuss further after the meeting. This could be a forum discussion brainstorming ICS 2020 plans and any current drafts the committee members are working on.

Action: Office to create an ICS 2020 brainstorming forum for the committee members to discuss plans further.

6. **Reminder SOP process**

JE showed the SOP slide, highlighting the need to follow the ICS SOP's for all projects. Any questions please contact Avicia at the office: avicia@ics.org
The document on Guidance for writing and reviewing qualitative abstracts by JO, KH,



and DB that was presented by KH to ICS Scientific committee to accept was previously rejected by the Scientific Committee – no feedback was received as to why this was rejected. JE suggested that the committee resubmit via the new SOP procedure, feedback will be provided. JO volunteered to take forward. JO will send the draft paper around to the committee for their feedback and then submit via the ICS SOP process.

Action: JO to send KH's document on guidance for writing and reviewing qualitative abstracts around for committee review. Following this review and any updates, this will be submitted to the office to follow the new SOP process.

Group discussed the need for a writing and reviewing qualitative abstracts document, all agreed with would be beneficial. AH volunteered to help JO, if she requires assistance.

Action: AH to assist JO with the qualitative submission draft document

Postscript: As per the committee discussion after the meeting, it was decided that an SOP will not be submitted as the document is already complete as an ICS Nursing Committee document prior to the initiation of the SOP procedure and DB will contact the chair of the ICS Scientific Committee to inquire about interest in using the document as a guide for review of qualitative abstracts. In the meantime, it will be included in the Nursing Committee's library of resources. Authors are planning to write an article about the guide and submit it for publication.

7. Reminder to attend Nursing Workshop, Nursing Forum and Networking Coffee with the Nursing Committee on Wednesday afternoon.

JB asked that all committee members attend tomorrow's sessions:

[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 resulting from Committee's online Strategic Planning:

- i. ICI 2020 sessions: JB confirmed that ICI would be going ahead in Las Vegas. JO, AR, and DB are involved in the chapters on behalf of the Nursing Committee.*

DB addendum: DB is chairing Committee/Chapter 16 about Assessment and Conservative Management of Faecal Incontinence and Quality of Life. AR is participating on Committee Chapter 20 'Primary Prevention, Continence Promotion, Models of Care and Education' which will involve Thomas Griebling, Palmer Gege, Sinead Dufour, Neels Hegwiege, Diane Newman, Sharon Eustice and Mary Palmer. June Rogers will be involved in a transitional care chapter.



Chapter 8, Conservative Management of UI and POP in Adults, including neurological patients. Chair by Chantale Dumoulin, Jo Booth also involved DB is part of Committee/Chapter 20 on Management Using Continence Products that will be Chaired by Mandy Fader.

Chapter 20, Frail Elderly will Chaired by Adrian Wagg, Kathleen Hunter and Joan Ostaszkiwicz are also involved.

Postscript: DB addendum: DB recommends that Communications Subcommittee chair identify any ICS nurse member involved in one of the chapters of ICI7 to add to these so we can include this info in our e- newsletter piece and post this on our webpage to highlight RN contributions.

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ii. Fellowship mentor/centre list

The office emailed Nursing members regarding the opportunity to host nursing fellowships. AH confirmed that 3-4 centres are interested but this project needs more work. Group discussed what is require – clarification of the hosts responsibilities etc. Group also discussed possible financial incentive to hosts – it's expensive for them, so ICS could offer assistance to cover these costs. Committee to discuss further and draft a budget request from the Board.

Action: Committee to discussion host centre financial incentives and draft a budget for Board approval.

Then we can advertise this to nursing members to encourage the update of these opportunities JE offered to assist AH with this project – we have some examples that could help the committee.

Action: AH and JE to discuss fellowship project further. Provide example host centre information etc.

AR left meeting.

iii. China courses- JB confirmed that the courses will be going ahead 21-29th September: <https://www.ics.org/courses/812> Joanne Dean and Frankie Bates will be speaking at these events.

DB Postscript: Plans for a future course in 2020 and discussions about affiliation of one of their societies with ICS continue as relationships strengthen.

iv. B&B training consensus document – Final draft has been submitted to NAU for approval. JE confirmed that ICS have an agreement with NAU to publish these documents as soon as possible, so it shouldn't be too long before this is available in NAU.

v. DB addendum: As part of the Committee's online Strategic Planning, the Committee developed and accepted criteria for selecting and prioritising



its projects and activities. The projects below resulted as part of that process. The Committee agreed to undertake more than one project in a staggered fashion and intends to ensure good progress or completion of them before additional ones are started.

- vi. **Continence Nurse Competencies-** JO presented slides on the status of the document.

The purpose of the research sub-committee is the development of science and promotion of research into issues related to nursing care

Taskforce (Joan Ostaszkiewicz, Jo Booth, Joanne Dean, Donna Bliss, Angela Rantell)

Aim: Develop a consensus statement that articulates the educational preparation required to meet the continence nursing care needs of individuals at all stages of life and in all health and social care settings.

Plan:

Phase 1: An internationally validated competency-based role profile of the Nurse Continence Specialist (NCS) (Paterson, 2016).

Phase 2: Identify/compile, describe and analyse existing information about competencies for continence nursing care across levels of practice.

Phase 3: Consult with the ICS nursing committee re a framework to analyse the competencies. Then analyse and draft a statement to share with the ICS nursing members to validate

Current stage:

Phase 2: Identify/compile, describe and analyse existing information about competencies for continence nursing care across levels of practice.

- Conduct a search of electronic databases and website for documents/resources and peer review publications about relevant competencies for continence nursing care
- ICS office staff to email ICS nurse committee members to invite them to identify additional peer review publications and documents /resources about relevant competencies
- Collate feedback to create a draft list
- Collate feedback to create a penultimate list
- Present list to ICS Nursing committee for review and discussion of next steps

Search Criteria:



- English language
- Public domain
- Within last 30 years i.e. >1990
- Books, book chapters and peer review publications about continence nursing role, continence care or education – opinion/evaluation
- Grey literature

Results:

- 44 peer review publications about continence nursing role, continence care or continence education and/or knowledge, skills and attributes
- 20 books/chapters
- Grey literature
- Specific to continence nursing and/or care
- Standards, guidelines, frameworks

Phase 2 will need office assistance to email the results to the members.

Action: JO to work with the office on the phase 2 of the Continence Nurse Competencies document mailer to members.

The committee will need to work on the framework for phase 3 of the document. Group discussed and felt there might already be a framework in place that would be suitable to use – as long as this was noted in the document. JO advised that she would email everyone the draft document and request ideas for frameworks that would be suitable.

Action: JO to email the draft Continence Nurse Competencies document to the committee. Committee members to suggest possible frameworks that would be suitable for the document.

1. Fluid and Fibre for conservative management of incontinence -- lit review and consensus document.

SE and DB submitted an SOP for this project that was approved. SE confirmed that she started to work on the scoping document for this document. All are welcome to be involved in this project. JO is interested in being involved in the fluid side of the document. JB enquired whether this would include supplements as part of the document and if not, could it? SE advised that it could do, she will look into this and confirm. DB will email SE the literature search strategies used for food/diet and fluid for FI used for the review done for the ICI6 consultation and text. SE advised that she would send around her draft work for lit searching to the committee and members can add terms to the list.



Action: SE to send her draft Fluid and Fibre work to the committee for review. Members can add terms to the list.

Postscript: DB confirmed that this action has been completed.

SE and DB will contact Nursing Committee members expressing interest in the project in the forum to discuss participation.

vii. Bowel diary items

SE confirmed that she presented the session about bowel diaries at this morning's workshop. Delegates reviewed each item in bowel diaries submitted to the workshop presenters and discussed whether they should be included on a standard bowel diary or not. This information will be used to develop a consensus bowel diary. SE will send DB the bowel diary session results to include with results of last year's workshop. DB addendum: DB will submit an SOP for a consensus project jointly with ICS physios for developing a recommended bowel diary and a publication. A few Nursing Committee members expressed interest in participating this project on the forum and DB will contact them if the SOP is approved.

Action: DB will develop SOP and send to SE and physios involved for review then will submit an SOP to ICS for approval. If approved, DB will contact Nursing Committee members expressing interest in project if the SOP is approved.

viii. Standardisation document – This project will review current ICS terminology document and add as needed standardized terms for nursing interventions for LUTS and pelvic floor dysfunction. It is a joint project between Nursing Committee and SSC and will involve ICS members outside the Nursing Committee. DB developed and JR reviewed an SOP for this project. SSC is reviewing the SOP at the ICS annual meeting. DB will submit the SOP after final review by SSC. A few Nursing Committee members expressed interest in participating in this project on the forum and JR and DB will contact them if the SOP is approved.

Action: DB will submit SOP for project to ICS for approval.

Postscript: DB confirmed that the SOP has already been submitted.

9. Actions- updates/outstanding:

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

The committee advised that they would review and email the office.

10. AOB

JB thanked everyone for attending the meeting.



DB addendum: Committee members are reminded to please propose items for the agenda/discussion to the chair when the draft agenda is made available so information can be prepared as needed and time for discussion at the meeting can be assessed; if time does not permit, an online forum can be used. .

ENDS