

SAPNA Strategic Action Plan 2024 –Reviewed Dec 2023

1. GOVERNANCE and FINANCE

1.1	Governance and Record Keeping	ACTION	RESPONSIBILITY	DUE	STATUS
	Committee Minutes and agenda	Kept electronically and must be signed. President to sign and upload to website in committee meeting area.	President	Monthly	ongoing
		Minutes to be distributed as PDF and uploaded to website committee area 2 weeks post meeting. Agenda items to secretary by the Thursday prior to meeting and agenda and committee reports to be distributed by portfolio chair to committee Wednesday prior to meeting and uploaded to committee area on website in PDF form.	Secretary and portfolio chair		ongoing
	ASIC Requirements	Public Officer changed to President	president	Changed when new President	To be done
	Constitution	Continual review	Committee	Review May 2024	ongoing
	Administration Manual	Review as required	Comm	ASAP	ongoing
	SAPNA committee member information pack	Develop new committee member induction package – Done and to be uploaded to website committee area	Secretary		Done
	SAPNA Champions	Regular communication with all champions- updated contact list Look at resources for champions to use to engage undergraduate nurses and promote SAPNA and engage champions to develop role	Committee	Monthly	Ongoing

					ongoing
	Strategic Plan	Copy available to all members on website- To be on every Agenda and discussed at May committee meeting & Dec strategic planning meeting	President/web	May/Dec	Ongoing
	Risk Register	developed and updated each year at strategic planning meeting and review at May meeting	Comm	Review 6mthly	ongoing
	Committee Office Bearers	Roles/ review /chair to compile workflow chart for handover- Strategic planning	Portfolio holders	ASAP	Ongoing
	Committee reports AGM	All reports due 30 days prior to AGM reports to secretary	Portfolio holders	yearly	ongoing
1.2	Committee Development				
	Mentorship	All Committee to help and President provides mentorship to new Committee member's organisational chart Badges to all new committee members Committee shirts – Keep colour - logo SAPNA scrubs tops	Comm Secretary FD		Ongoing completed
	Skills and Training	Any relevant courses circulate and apply as required			ongoing
1.3	Treasurer /Finances				
	Budget 2023/24	Budget spreadsheets for SAPNA Conference separate budgets Education budgets Planning for 2024: website, membership fees, grants, equipment, ongoing cost for services (xero, paypal, website, book keeping, ACORN)	Treasurer Conf Chair Education chair Treasurer	May & Dec	Ongoing
	Committee Grants	Committee grant limits for LA Conferences \$1000 limit. Negotiable as required Follow up grants from recipients with reports to committee and or newsletter	Comm		Ongoing
	Member Grants	grant every 2 years for \$1000 National, \$1500 International budget to reflect state and national conference year Follow up report and receipts	Comm		

	Insurance Policy	Review every 12 months and put on Risk register	Comm	Dec
				ongoing

2. EDUCATION & RESEARCH

2.1	Education Committee	ACTION	RESPOSIBILITY	DUE BY	STATUS
	To be first item at Meetings	First on Committee meeting Agenda	Secretary, CH		Done
	Education Sessions 2024	Ensure trade reps invited to meetings- nomination forms for 24/25 reps to go out at 2024 CSW Having online stream for Sat sessions	Sec Website		ongoing
	Sponsors and Venues	Defries sponsor evening session midyear, open to other trade to sponsor sessions	Ed		Completed
	Membership of education / Conference Committee	Chair, Conference convenor, Marketing, health trade partners, education members plus any committee if interested Responsibilities of Education Committee to be developed: Saturday sessions Surveys / evaluations Marketing Flyers to promote sessions Social media promotion Engaging SAPNA Champions Membership topics to engage members To provide a non-profit quality value for money for members	Chair Ed		Ongoing ongoing
	Focus on Perioperative Educators	Provide support and engage with educators to encourage Membership	Chair Ed		ongoing
	Checklists, timelines templates	Template to be developed Sat Education			done
	Skill mix of Committees	All disciplines should be represented on committee			ongoing

2.2	Conference Committee				
	2025 State Conference	? Adelaide Entertainment Centre To Be Sourced			Done
	2024 CSW	McCraken Country Club 14 th Sept	FD		
	Checklists/ timelines / templates				

3.0 PROFESSIONAL ISSUES & ADVOCACY

		ACTION	RESPONSIBILITY	DUE BY	STATUS
E	SA Chief Nurse	Connection with new Chief Nurse - Jenny Hurley	president		Ongoing
E	ANMF	As required			As required
E	SAHealth Links & Private Health care Settings and private organisations	Develop where opportunities present for periop nurses week with each local network to be approached for promotion of Perioperative nurses. Provide information to State Health minister to promote National Perioperative Nurses week 10-16 November 2024	Committee president	June	Ongoing
Ed	University Liaisons /High schools	– Uni SA – Flinders Uni Sacred Heart College – Prue Wilcox Engage if asked	comm		ongoing
E	ANZCA morbidity and mortality	Committee representative	SAPNA Rep		ongoing

4.0 MEMBERSHIP & MARKETING

		ACTION	RESPONSIBILITY	DUE BY	STATUS
	Membership Renewal	Follow up non-renewals auto system generated	membership		done

	Membership Milestones	Continue as popular with members (under renewals) as above Change process at conference for award giving. Start of AGM. Not applicable to life members	secretary		ongoing
	New Member referral Incentives	Refer a member prize drawn at AGM prize \$100 gift voucher or 1 yr SAPNA membership prize option	Web		ongoing
	SAPNA Newsletter	To be done by newsletter committee members with assistance from all committee members. March /June /Sept/Dec – articles by 1 st of the month. Committee Bios to Alicia ASAP	Newsletter - Alicia		ongoing
	Social Media	Promoting of SAPNA on all social media platforms.	marketing		ongoing
	Marketing	Engaging champions and assisting them with resources to promote SAPNA at workplaces. looking to create TPPP packages with SAPNA bags and information.	marketing		ongoing
	Reciprocal L A Agreement	Reciprocal rights to conferences with other LA's			complete
	Branding	Logo to be protected and not stretched or look changed			complete
	Membership Engagement	Member profiles – every newsletter Using social media and Champions	Sec/ newsletter		ongoing
	SAPNA Champions	Champions to be encouraged and supported at each work site. Survey of champions to be sent and reviewed	Katie		ongoing
	Website	Maintenance of website	FD/Luke		ongoing

5.0 COMMUNICATION

		ACTION	RESPONSIBILITY	DUE BY	STATUS
	SA Health and The Chief Nurse	Expand SAPNA profile – Perioperative Nurses Day – for example recognition President only one to comment to media	President		Ongoing
	Communication to Managers	Periop managers / Educators/ get list as to who they are to promote SAPNA membership and education activities	Katie	March 23	Ongoing
	Social media	Facebook, Instagram, LinkedIn, Website and Member survey	Marketing/Social		ongoing

6.0 MISCELLANEOUS

		ACTION	RESPONSIBILITY	DUE BY	STATUS
6.1	Email Addresses for Committee Portfolios	Available to all committee to access	Comm		ongoing

6.3	Mandatory Reporting of Breaches	Feb 22 nd Associations with data are to report to Privacy Act – a data breach must be reported to cyber crime Office ACORN (not perip) and have to notify all whose data has been breached	Comm		ongoing
6.4	Succession Planning	Encourage new members on to committee and mentor existing committee with taking on of new roles- create workflow instructions for individual portfolios	Portfolio chairs		ongoing
6.5	Trade Representatives	To be notified of ongoing meeting times 2024	Sec		done
6.6	Judith Berry Award 2024	Publish and promote to members	Comm/social media		ongoing
6.7	Perioperative Nurses Week	Nov 10-16th 2024 promote	Pres/comm		ongoing
6.8	Judith Cornell Orator 2026	waiting for info to come out from ACORN re nominations?	President		ongoing
6.9	Coaching and Mentoring Program	Email members to promote and encourage applications change to all SAPNA memberships	Sec		Jan 24