



**Transplant  
Nurses'  
Association**

## Transplant Nurses' Association - 2016 Action Plan

| Key Initiative  | Strategy  | Responsible        | Timeframe<br>(for completion/review) | Key Outcome<br>Measurements   |
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| 1. State Branches<br><br>1.a Sustaining and succession planning of state branch executive roles | <p>Continue to provide incentives and support for state executive through :</p> <ul style="list-style-type: none"> <li>-Provision of "certificates of office" for professional portfolios</li> <li>-Actively pursue state executive role succession planning by identifying and mentoring potential new Exec members</li> <li>- develop more comprehensive role descriptions to assist with recruitment process</li> <li>-actively seek and recruit potential executive members</li> <li>-Branch Responsibilities/Term's of Reference</li> </ul> <p>Raised awareness of TNA by all staff in transplant (and affiliated)</p> | National Executive | October 2016                         | <p>New strategies implemented and maintained.<br/>All state executive positions filled at local AGM &amp; state exec work &amp; achievements formally recognised &amp; recorded</p> |

| <p>1. b Sustaining:</p> <ul style="list-style-type: none"> <li>- state membership nos</li> <li>- state branch activities</li> </ul> | <p>units through:</p> <ul style="list-style-type: none"> <li>- <i>introducing new graduates and staff in hospitals to TNA</i></li> <li>- <i>Utilisation of TNA “showbags”- review use of showbags and contents</i></li> <li>- <i>Display TNA banner whenever possible</i></li> <li>- <i>display new TNA poster for in hospitals (check who has posters)</i></li> <li>- <i>National Treasurer to email state executive with new member details and lapsed members for follow up</i></li> <li>- <i>Ensure branch education sessions/news available on website and FaceBook page,</i></li> <li>- <i>Award CPD points for attendance at TNA education sessions</i></li> <li>- <i>ensure membership receipts available for evidence in professional portfolio</i></li> <li>- <i>explore development of professional development pathway/learning map for transplant nurses</i></li> <li>- <i>social media officer appointed to maximise appropriate social media exposure</i></li> <li>- <i>target recruitment in NZ and Asia</i></li> </ul> | <p>State &amp; National Executive</p> | <p>Oct 2016</p>                      | <p>Increase in: membership numbers, attendance at state branch meetings, long term membership.</p> |
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| Key Initiative  | Strategy  | Responsible                           | Timeframe<br>(for completion/review) | Key Outcome Measurements   |

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| <p><b>2. Increase and maintain the professional profile of the TNA</b></p> | <p>Maintain adequate corporate sponsorship of TNA in difficult economic climate by:<br/> <i>Professional dialogue with industry representatives, annual distribution of TNA sponsorship packages to industry, ensure packages meet industry regulatory requirements &amp; meet TNA budget requirements</i><br/> - broaden sponsorship approaches to non pharma industries<br/> - forward all sponsor contacts to Secretariat for action</p> <p>Due to decreased sponsorship income, undertake review of TNA financial status and identify cost saving initiatives as well as exploring new income sources<br/> - <i>Nat Treasurer to calculate budget projections and financial mapping to determine current and future financial status based on varying income scenarios</i><br/> - <i>aggressively pursue new corporate sponsorship options</i><br/> - <i>Nat Exec to identify cost saving initiatives to be implemented as a matter of priority</i><br/> - <i>Scholarship awards and criteria to be reviewed annually depending on budget projections</i><br/> - <i>ongoing review of membership fee amount</i></p> | <p>National Exec</p> <p>National Executive</p> | <p>Annually<br/>Oct 2016</p> <p>Ongoing , as well<br/>annual financial<br/>review Oct 2016</p> | <p>Sufficient funds available to perform TNA activities and functions, reviewed annually</p> <p>Sufficient funds available to perform TNA activities and functions, with sustainable income to ensure association is at minimum cost neutral</p> |
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|  | <p>- <i>review TJA costs</i></p> <p>-</p> <p>Promote representation on, and consultation to, relevant transplant related national authorities committees such as NH&amp;MRC, The OTA / Donate Life network, TSANZ, ATCA by:</p> <p><i>-Actively pursuing representation on relevant committees and working parties, responding to requests for expert comment, review or development of transplant related policy and practice</i></p> <p>Revise current TNA Constitution:</p> <p><i>-update constitution to reflect operations within the TNA</i></p> <p>-</p> <p>Review and maintain TNA website to ensure it contains relevant and current information for members at all times:</p> <p><i>- website to be redesigned to achieve cost effectiveness, increase site self management ability, improve membership management functions etc</i></p> <p><i>- - once active, utilise "latest news" section on TNA website</i></p> | National Executive | Oct 2016   | Evidence of contribution to, and recognition by professional organisations                                    |
|  | -  | National Executive | October 2016                                     | Evidence of professional and transparent guidelines   |
|  | -  | National Executive | Monthly review plus 12 month evaluation Oct 2016 | Widespread usage of website by members for communication, efficient access to information and document access |

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|  | <p><i>-ensure minutes of exec meetings posted</i><br/> <i>-update relevant links</i><br/> <i>-utilise site for nursing and patient education material</i></p> <p>Continue TNA Facebook page to widen association's exposure &amp; relevance to a wider audience, particularly younger health professional demographic<br/> <i>- social media officer to update Facebook page with relevant, current information re TNA events/activity</i><br/> <i>-investigate Twitter</i><br/> <i>-Term's of reference for social media officer</i></p> <p>Expansion and promotion of Transplant Journal of Australasia by:<br/> <i>-Encouraging wider multi-discipline authorship,</i><br/> <i>- Regular review of TJA progress by Editorial Board, bi-monthly teleconference</i><br/> <i>-Annual review and update TOR and Editorial Board role descriptions</i><br/> <i>- Introduce Assistant Editor Role to help reduce Editor's work load and for leave / succession planning</i></p> | <p>National Executive</p> <p>National Executive &amp; TJA Editor</p> | <p>Oct 2016</p> <p>Oct 2016</p> | <p>Increase membership and broaden interaction and networking opportunities between transplant health professionals</p> <p>Increased TJA distribution/subscription, increased manuscript submission, sustainability editorial board membership</p> |
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|   | - ensure current TJA accessible via e-journal reader on website   |                    |          |   |
| <b>3. Strengthen and promote TNA's role in providing education to members &amp; clients</b> | TNA National Conference:<br>-t <i>National Conference Organiser appointed (Arinex) to ensure sustainability of annual conference</i><br>-Standardise conference operating procedures eg abstract & presentation judging / prizes etc & ensure states adhere to conference SOP's.<br>National Exec to authorise monetary value of presentation prizes to ensure consistency<br>-ensure SOP available to exec members in pdf format with TNA logo (TNA copyright)<br>-2 year contract with Arinex, r/v 2017 | National Executive | Oct 2016 | Availability of conference SOP's and evidence of compliance and consistency in implementation of SOP's to ensure professional conference delivery |
|   | State branch education sessions:<br>-Ensure branch education  | State Executive    | Oct 2016 | Each state provides minimum 2 education sessions per year in  |

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|  | <p><i>sessions advertised on website &amp; FaceBook</i></p> <p><i>-Award CPD points as per "Nursing and Midwifery Board of Australia Continuing Professional Development Registration Standard" with standardised TNA certificate of attendance for TNA education sessions,</i></p> <p><i>-Encourage cost effectiveness at education sessions:</i></p> <p><i>Full day session \$50 non TNA member cost</i></p> <p><i>Evening session \$20 non TNA member cost</i></p> <p>National Education Course for Recipient Transplant Coordinators and Nurses:</p> <p><i>-Continue to work with DonateLife and Flinders University to develop national Grad Dip in Transplant Coordination as on-line course</i></p> <p><i>-provide expert consultation on course transplant curriculum</i></p> <p><i>- continue to provide members access to Transplant Library database</i></p> <p>Development of national patient education materials:</p> <p><i>TNA Patient Education Project Working Party to develop relevant pt education materials</i></p> | <p>National Executive</p> <p>National Executive &amp; PEP Working</p> | <p>Oct 2016</p> <p>Oct 2016</p> | <p>compliance with AHPRA CPD standards</p> <p>Develop and deliver relevant transplant nursing education in keeping with best practice educational models</p> <p>Develop &amp; pursue recommendations for change/re-design of</p> |
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|  | <p><i>in accordance with budget, timeframes and guidelines stated within TNA PEP Terms of Reference document</i></p> <p>Role of Special Interest Groups:<br/> <i>-review participation in and relevance of SIG's.</i><br/> <i>-establish current &amp; future role of SIG's</i><br/> <i>-revise and implement required changes to format and function of SIG's in accordance with organisational needs</i><br/> <i>-Term's of Reference needed for SIGs</i><br/> <i>-Chairperson to be identified in each SIG</i></p> <p>Transplant Nurse / Coordinator Certification<br/> <i>-investigate interest &amp; relevance of certification process for Australian Tx nurses</i></p> | <p>Party Chairperson</p> <p>National Executive</p> <p>National Executive</p> | <p></p> <p>Oct 2016</p> <p>(on hold 2014-2015 while focusing on other</p> | <p>current material to provide relevant transplant patient educational materials in keeping with best practice educational models</p> <p>Ensure members from all specialty areas have a forum in which to share knowledge enhance professional practice and network with colleagues with similar clinical interests</p> <p>Decision made whether to provide certification process for Tx</p> |
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|  | <p><i>-liaise with ITNS regarding potential international certification opportunities</i></p> <p><i>-liaise with ATCA re involvement in recipient coord certification</i></p> <p><i>-determine TNA position on certification, &amp; if for implementation devise strategy and process.</i></p> |  | action items) | nurses/coordinators. If yes, strategy and procedure developed and implemented |
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