



**Transplant
Nurses'
Association**

Transplant Nurses' Association - 2017 Action Plan

Key Initiative	Strategy	Responsible	Timeframe (for completion/review)	Key Outcome Measurements
1. State Branches 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"> -Provision of "certificates of office" for professional portfolios (upon request) -Actively pursue state executive role succession planning by identifying and mentoring potential new Exec members -Develop more comprehensive role descriptions to assist with recruitment process -Actively seek and recruit potential executive members -Ongoing review of state "position descriptions" <p>Raised awareness of TNA by all staff in transplant (and affiliated) units through:</p>	<p>National Executive</p> <p>Advertise their availability</p> <p>National Executive</p> <p>National Executive</p> <p>National Executive</p>	<p>October 2017</p> <p>December 2016</p> <p>Jan 2017</p>	<p>New strategies implemented and maintained.</p> <p>All state executive positions filled at local AGM & state exec work & achievements formally recognised & recorded</p>

<p>1. b Sustaining:</p> <ul style="list-style-type: none"> - state membership nos - state branch activities 	<ul style="list-style-type: none"> - <i>Introducing new graduates and staff in hospitals to TNA</i> - <i>Utilisation of TNA “welcome letter- email”, marketing material.; including link to website, instructions on how to utilise website, details regarding and how to contact State Executives and National Executives</i> -<i>Display TNA banner whenever possible</i> -<i>Display TNA poster for in hospitals</i> -<i>National Treasurer to email state executive with new member details and lapsed members for follow up (quarterly)</i> -<i>Branch education sessions/news available on website and Facebook page,</i> -<i>Award CPD points for attendance at TNA education sessions</i> -<i>Social media officer to maximise appropriate social media exposure</i> -<i>Explore other social media options (i.e. Twitter, Instagram)</i> -<i>Target recruitment in NZ</i> -<i>Reward and recognition of continuous membership (5, 10, 15, 20, 25 years)</i> 	<p>State & National Executive</p> <p>JP</p>	<p>Ongoing</p>	<p>Increase in: membership numbers, attendance at state branch meetings, long-term membership.</p>
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2. Increase and maintain the professional profile of the TNA	Maintain adequate corporate sponsorship of TNA in difficult economic climate by: <i>Professional dialogue with industry representatives, annual distribution of TNA sponsorship packages to industry, ensure packages meet industry regulatory requirements & meet TNA budget requirements</i> <i>-Broaden sponsorship approaches to non pharmaceutical industries</i> <i>-Forward all sponsor contacts to National Exec for action</i>	National Exec	Annually Oct 2017	Sufficient funds available to perform TNA activities and functions, reviewed annually
	Undertake review of TNA financial status and identify cost saving initiatives as well as exploring new income sources <i>-Nat Treasurer to calculate budget projections and financial mapping to determine current and future financial status based on varying income scenarios</i> <i>-Pursue new corporate sponsorship options</i> <i>-Nat Exec to identify and pursue cost saving initiatives to be implemented as a matter of priority</i> <i>-Scholarship awards and criteria to be reviewed annually</i>	National Executive	Ongoing, as well as annual financial review Oct 2017	Sufficient funds available to perform TNA activities and functions, with sustainable income to ensure association is at minimum cost neutral

	<p><i>depending on budget projections</i></p> <ul style="list-style-type: none"> -Ongoing review of membership fee amount -Continue to explore cheapest publishing costs for production review TJA costs <p>Promote representation on, and consultation to, relevant transplant related national authorities committees such as NH&MRC, The OTA / Donate Life network, TSANZ, ATCA, Transplant Australia by:</p> <ul style="list-style-type: none"> -Actively pursuing representation on relevant committees and working parties, responding to requests for expert comment, review or development of transplant related policy and practice 	National Executive	Oct 2017	Evidence of contribution to, and recognition by professional organisations
	<p>Revise current TNA Constitution:</p> <ul style="list-style-type: none"> -Update constitution to reflect operations within the TNA & incorporation act requirements 	National Executive	October 2017	Evidence of professional and transparent guidelines
	<p>Maintain and continue to improve TNA website to ensure it contains relevant and current information for members at all times:- Utilise "latest news" section on TNA website</p> <ul style="list-style-type: none"> -Ensure minutes of exec meetings posted 	National Executive	Monthly review plus 12 month evaluation Oct 2017	Widespread usage of website by members for communication, efficient access to information and document access

	<p><i>-update relevant links</i> <i>-Utilise site for nursing and patient education material & SIG pages</i></p> <p>Continue TNA Facebook page to widen association’s exposure & relevance to a wider audience, particularly younger health professional demographic</p> <p><i>-Social media officer to update Facebook page with relevant, current information re TNA events/activity</i> <i>-Investigate Twitter, Instagram</i> <i>-Term’s of reference for social media officer</i></p>	<p>National Executive</p>	<p>Oct 2017</p>	<p>Increase membership and broaden interaction and networking opportunities between transplant health professionals</p>
	<p>Expansion and promotion of Transplant Journal of Australasia by:</p> <p><i>-Encouraging wider multi-discipline authorship,</i> <i>-Regular review of TJA progress by Editorial Board, bi-monthly teleconference</i> <i>-Annual review and update TOR and Editorial Board role descriptions</i> <i>-Maintain Assistant Editor Role to help reduce Editor’s work load and for leave/succession planning</i> <i>-Ensure current TJA accessible via website</i></p>	<p>National Executive & TJA Editor</p>	<p>Oct 2017</p>	<p>Increased TJA distribution/subscription, increased manuscript submission, sustainability editorial board membership</p>

	<p><i>-Explore options of conference sustainability and ensure inline with constitution and Incorporations Act</i></p> <p>State branch education sessions:</p> <p><i>-Ensure branch education sessions advertised on website & 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>State Executive</p>	<p>Oct 2017</p>	<p>Each state provides minimum 2 education sessions per year in compliance with AHPRA CPD standards</p>
	<p>National Education Course for Recipient Transplant Coordinators and Nurses:</p> <p><i>-Continue to explore national Grad Dip in Transplant Coordination as online course</i></p> <p><i>-Provide expert consultation on course transplant curriculum</i></p> <p><i>-Continue to provide members access to Transplant Library</i></p>	<p>National Executive</p>	<p>Oct 2017</p>	<p>Develop and deliver relevant transplant nursing education in keeping with best practice educational models</p>

	<p><i>database</i></p> <p>Development of national patient education materials: <i>TNA Patient Education Project Working Party to develop relevant pt education materials in accordance with budget, timeframes and guidelines stated within TNA PEP Terms of Reference document</i> <i>-Revise terms of reference</i> -Develop expression of interest for members - Complete 'Travel and Vaccinations' for 2017 -Explore utilisation of website page for links to resources</p> <p>Role of Special Interest Groups: <i>-Review participation in and relevance of SIG's.</i></p>	<p>National Executive & PEP Working Party Chairperson</p> <p>National Executive</p>	<p>Oct 2017</p> <p>Jan 2017</p>	<p>Develop & pursue recommendations for change/re-design of 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>
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