



## **EBMT Nurses Group Annual General Meeting**

**Tuesday 31<sup>st</sup> March 2009, 12:30 - 13:45**

**EBMT 2009, Goteborg, Sweden**

### **1. Welcome**

**Erik Aerts (Nurses Group President)** welcomed those present to the AGM. Approximately 45 attendees were present. Prior to commencing the meeting, 2 members reported that they had not received the AGM agenda by e-mail. Michelle Davies will ask the secretariat to check mail addresses.

### **2. Apologies – None**

### **3. Minutes of Previous AGM**

No matters arising from previous minutes, agreed as correct and signed off

### **4. Presidential Report**

Erik gave an overview of board meetings during 2008: April 2nd 2008: Florence, May 17th – 18th: Amsterdam, September 6th – 7th: Milan, December 12th: Göteborg. This was followed by an introduction to the current Nurses Group Board and the various committee members (Scientific committee, research committee and communication and networking committee (CNC)).

The format of having 1 joint committee and board meeting worked well in 2008 and will continue for 2009. The September board meeting will be run in parallel with a Communication and Networking Committee (CNC) meeting, a Research Committee meeting and a Paediatric Committee meeting.

The AGM was informed of Developments 2008-2009:

The steady growth in number of paediatric nurses resulted in a request for and subsequent development of a new Paediatric committee.

**PR / Marketing Activities:** A new EBMT NG logo has been developed in conjunction with changes in the main EBMT logo. An information leaflet has been developed to promote nurse membership and the activities of the nurses group. The board has attended a number of meetings over the last year. A few of these are highlighted in the overview below, however an overview of all the boards activities have been collated and these will be available on the nurses group web site along with the AGM minutes.

An overview of the activities of the nurses group incorporating the following meetings was presented: National EBMT NG Meetings in Austria, Germany and Switzerland, Olomouc Hematology Days, Nordic BMT Forum (IS), Meeting Late Effects WP (F), Patients Groups meeting (B) followed by information on the following Sponsorship Meeting: MDS Nurse Advisory Board meeting (DE) and Meeting MDS Foundation, USA (DE).

Travel Grant/Scholarship. Attendees were encouraged to participate in the opportunities for exchange, travel and education scholarships and to inform colleagues to maximise this opportunity.

Forthcoming elections were announced, positions of president elect and treasurer will be vacant from March 2010, and further announcements will be made to members by e- mail and in the nurses' group newsletter.

Nurse Membership is increasing: Currently the Nurses Group has over 500 members, from 50 different countries in 4 continents around the world.

National Groups / Forums- The board are keen to encourage the formation of further national groups or forums and the NG Board will support these wherever possible.

## **5. Treasurers Report / Budget / Membership Update**

Joachim Blankart (Nurses Group Board-Treasurer) gave an overview of the groups' finances: The details of these can be found on the slides of the meeting which will be available with these minutes on the nurses' group website.

### **New for 2009:**

Paediatric Committee to start work (3 Persons to coordinate paediatric activities, study days)

Sponsoring of newsletter by Pall AG and Braun Medical (not yet included in figures)

Various projects with industry and other societies (Symposia, Educational Projects, collaboration with ONS)

## **6. Communication & Networking Committee (CNC) update**

Sara Zulu (CNC Chair) gave an overview of the CNC activities for 2008.

Goal- Newsletter distribution 4 x per year. **Achieved: *Distribution 3 x per year***

Goal- Theme for newsletter per issue, ***Partly achieved***

Source articles/images one issue in advance, ***Achieved***

Surveys evaluating feedback from readers, ***Achieved***

Results of the survey were presented as follows:

80 % Read the Newsletter electronically

62 % forwarded the Newsletter to colleagues

87 % enjoyed the new layout

81 % rated the information quality as high

**Suggestions:** More paediatric themes, one medical topic in each Issue, JACIE Section, More practical nursing information. These suggestions will be incorporated into future issues.

Hits for the website were reported as increasing over the past year.

The EBMT NG website will be reviewed by the CNC, this has started and will be ongoing.

## **8. Research Committee (RC)**

Eva Johansson (RC Chair) gave an overview of the RCs activities for the past year and plans for the year ahead. Overall aims had been to:

Co-ordinate and lead the development of a programme of research in bone marrow/stem cell transplantation on behalf of the EBMT nursing group, progressing evidence based practice and clinical knowledge. Provide support to individuals involved in research.

Sarah Liptrott will stand down as a member of the RC because of a change in role away from transplant. This leaves a vacancy within the group. Interested individuals were invited to speak to Eva.

Several sessions relating to the RC will take place during this year's congress.

Future plans:

Patient information ranked high in research priorities survey, project to analyse available information planned.

Collaboration with LEWP on sexual function post transplant.

Eva asked members to become interactive and to communicate any suggestions for projects or general comments to the RC.

## **9. National Groups**

Arno Mank (Nurses Group Board, link for National Groups) announced a change in format for the National Group presentations this year. As the number of national groups/forums is growing, a separate National Group Meeting was held where chairs from each National Group gave a 5 minutes presentation of an overview of the past years activity. This was deemed a successful format by all the National Group chairs who attended the meeting, however it was felt that 1 hour was not enough time as many attendees wanted more time for discussion between chairs. A point of discussion from the meeting was the recognition that many national groups are doing a lot of high quality work on similar projects such as writing guidelines, it was suggested that these could be translated into English and posted on the website for other countries to access then translate into their own language as required. This will be discussed in the next board meeting. The slides from this National Group chair meeting will be available on the Nurses Group website.

## **10. Scientific Committee (SC)**

Mairead Ni Chonghaile (SC Chair) presented the aims of the committee which are as follows:

- To coordinate and organise the Annual Conference and Annual Pre-Meeting Study Day
- To achieve accreditation and recognition of these educational activities
- To liaise/collaborate with physicians of EBMT in planning educational activities
- To explore options for developing an accreditation process within EBMT

Mairead stressed the importance of completing the evaluation forms as last year's forms had a direct impact on the content of this year's meeting. Thanks were given to the local nurses: Joacim Larsen, Inger Andersson and Elisabeth Wallhult as their input has made the meeting a success. Changes to the committee members commencing April 2009 were announced: Viviane van der Crommert and Ewa Mazur leaving and John Murray, Inger Em Andersson and Birgit Keinrath (local nurse) joining.

## **11. JACIE**

Mairead Ni Chonghaile (Nurse Representative JACIE Committee) informed members there has been nursing representation on the JACIE committee for last 5 years and gave an update of the activity within the committee over the past year as follows:

4th Edition of JACIE standards have been Issued.

EU wide staffing survey, results presented Wednesday morning.

Update from Board Meeting: Accreditation period changed from 3 years to 4 years with a 2 year interim inspection. Discussion regarding the possibility of nurse inspectors but this role requires clarification before a decision to proceed is made.

## **12. Nuclear Accident Committee (NAC)**

Monica Fliedner (Nurse Representative NAC) updated members. The NAC started as a subcommittee in 2001. The real threat of a nuclear accident was recognised and the obvious implication of a requirement to care for those affected by such an event is seen as an important issue by the main board of EBMT. Monica is one of 26 members of the committee from a wide collaboration including: Institut de radioprotection et de sureté nucléaire (IRSN), French Military : service de santé des armées, UK Health Protection Agency (HPA), Bulgarian Army medical agency (Pr I Guigoff) and Sweden: L Steinke. The purpose of the group:

Proposal for an institution to be accredited for management of radiation victims

Advanced Training Course on European Approach to the Medical Management of Mass Radiation Exposure

Joint Action Programme of community action in the field of

Monica and a nursing colleague from Basel with an ITU background are involved to ensure nursing issues remain high on the agenda and ensure nurses will be involved in the advanced training course. Funding is currently a problem but a further meeting of the committee will take place during the congress after which a further update will be available.

## **13. Education Initiatives**

Erik informed members of current ongoing educational initiatives:

Negotiation regarding a project for CML in cooperation with Novartis Oncology Europe are underway, further information will be available as soon as possible.

The first nursing symposium has been possible during this congress regarding issues in MDS in cooperation with the MDS Foundation-hopefully an ongoing project

Talks taking place regarding a project for MM and MDS in cooperation with Celgene

Development of an educational tool for nurses & ahp concerning Mobilization / Apheresis of stem cells (Genzyme)

A project on written patient information/education programme in conjunction with ViroPharma

## **14. 26<sup>th</sup> Annual Nurses Group meeting 2010, Vienna**

Erik introduced and welcomed Birgit Keinrath the local nurse for EBMT 2010 in Vienna . Birgit will give an overview of the plans for the 2010 meeting during the closing session on Wednesday.

Venues for future meeting were announced: 2011 Paris, France. 2012 Geneva, Switzerland.

## **15. EBMT Nurses Group Constitution**

Erik highlighted recent changes to the Nurses Group constitution; these include the addition of all committees' terms of reference (TOR) as an appendix. Change in format of all TOR in order to streamline, updated guidelines for local contact nurse and addition of algorithm outlining lines of communication between committees and the nurses group board.

The updated constitution was e-mailed to all members along with the AGM agenda to enable members to vote for or against the amended constitution. A vote was taken and 15 members for in favour of the changes, 0 members voted against the changes. The new version will be signed off and posted on the nurses' group website.

## **16. 25th Anniversary of the EBMT NG**

A reminder and invitation to attend the special reception event at 17:30 to commemorate the 25<sup>th</sup> anniversary of the nurses group was announced.

## **17. Any other business**

Carole Charley highlighted that during her attempt to put information together to present a history of the last 25 years of the nurses group, she found that information was perhaps stored sporadically in paper from early years and subsequently electronically. A suggestion to formulate an official archiving plan so as this information is not lost was made.

Erik closed the AGM and thanked the participants for attendance on behalf of the EBMT Nurses Group Board.