



THE AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INCORPORATED

ABN 16 072 891 322

Executive Handbook and Policy Manual (Including the History of the AASTN)

Commenced: 1971

Updated 1992

Updated 1994

Updated 1996

Updated 2000

Updated 2002

Updated 2004

Updated 2005

Updated 2006

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PART 1 – HISTORY

Short History of the AASTN Inc.

Written by Keryln Carville R.N.STN

The following is a summary of significant dates, events and awards of the Australian Association of Stomal Therapy Nurses Inc.

Inaugural Meeting

Inaugural Meeting of the Australian Association of Stomal Therapists was held on 27th March 1971 at the Maitland Lecture Theatre, Sydney Hospital. Prof Edward Stuart Reginald Hughes, a surgeon from Royal Melbourne Hospital, convened the meeting. Prof ESR Hughes chaired the meeting until a committee was elected.

Registered Nurses Present

E. Kyte, H. Tucker, E. Arnold, M. Barrett, J. Considine, B. Hughes.

Apologies

B. Oldmeadow, L. Cox, MJ. Kroeber, D. Murphy.

Surgeons Present:

Prof ESR Hughes, Royal Melbourne Hospital.

Mr. Edward Wilson, Sydney Hospital

Mr Mark Killingbach, Sydney Hospital

At the Inaugural Meeting it was agreed to formalise an association of Registered Nurses interested in Stomal Therapy and the association was to be called the Australian Association of Stomal Therapists. An Executive Committee was elected, a proposed Constitution and Code of Ethics were adopted with some amendments and Founding Members were proposed. Further discussions took place in regard to selecting a badge or emblem for the Association, determining a process for notifying interested bodies in the formation of the Association and the need to establish training courses for registered nurses in Stomal Therapy. It was decided to hold a Scientific Meeting annually for the on-going education of members. Full membership was limited to Registered Nurses and a subscription fee of one dollar (\$1.00) annually was agreed.

First Executive Committee

The first Executive Committee of the AAST as elected at the Inaugural Meeting was:

President	Elinor Kyte, nominated by M. Barrett seconded by E. Arnold
Vice-President	Helen Tucker, nominated by M. Barrett seconded by J. Considine.
Secretary. /Treasurer	Elizabeth Arnold, nominated by M. Barrett seconded by H. Tucker

All the Committee members were from Victoria, for it was decided that it would expedite all Association business if the members could meet regularly for meetings.

Founding Members of AAST/N 1971

Sr Elinor Kyte, Stomal Therapist at Mr Hughes and Mr Cuthbertson's Clinic, Melbourne
Sr Meryl Barrett, Royal Melbourne Hospital
Sr Elisabeth (Libby) Arnold, Royal Melbourne Hospital
Sr Jill Jardine, Appliance Department, Royal Children's Hospital Melbourne
Sr Helen Tucker, Appliance Sister, Royal Children's Hospital, Melbourne
Sr Bunt Oldmeadow, Sydney Home Nursing Service, Sydney
Sr Joy Considine, Sydney Home Nursing Service, Sydney
Sr Betty Hughes, Tutor Sister NSW College of Nursing (also a committee member on the NSW Ileostomy Assoc, NSW Colostomy Association and Australian & New Zealand Council of Stomal Associations)
Sr Lynette Cox, Paraplegic Unit, Royal Perth Rehabilitation Hospital, Perth
Sr Mary Jo Kroeber, Princess Margaret Hospital for Children, Perth
Sr Dorothy Murphy (also known by her married name Bennetts), Sir Charles Gairdner Hospital, Perth (deceased)

First Scientific Meeting

The First Scientific Meeting and Annual General Meeting was held at the Royal Children's Hospital Melbourne on 24th March 1972.

Prof ESR Hughes gave the opening Address

Papers were presented by:

Sr M. Barrett (Melbourne) Attitude of Both Patient and Relatives to Stomas

Sr E. Kyte (Melbourne) The Importance of Pre-operative Siting for Stomas

Sr H. Martin (Melbourne) To Stick or Not to Stick

Sr M.J. Kroeber (Perth) The New Cashalton Urinary Diversion

Sr J. Jardine (Melbourne) Management of Paediatric Colostomies

Sr E. Arnold (Melbourne) Management of Fistulas

Sr D. Murphy (Perth) My Training as an Enterostomal Therapist

The meeting was well attended by stomal Therapists, surgeons and members of the nursing profession.

The following Annual General Meeting and Scientific Meeting was held in Sydney at Sydney Hospital on 23-24th February, 1973.

AMA Recognition of AAST/N

In 1971 as a result of a recommendation to the AAST from Prof ESR Hughes who lobbied on behalf of the AAST to the Australian Medical Association (AMA), the Association sought recognition of the as either an Affiliated or Associated Medical Service.

The AAST didn't qualify for such membership because they didn't meet the established criteria of having less than 10% of their members as non-medical persons. However, they were recognised as an Ancillary Member by the AMA in August, 1971. In reality, this membership was only for a brief period due to changes in the Constitution and Policies of the AMA. The following transcripts of letters between the AAST/N and AMA summarise the historical developments and will clarify confusion amongst some members of the AASTN who have been under the assumption that this recognition and ancillary membership has continued to exist.

Historical Summary of Events

4th June 1971 Prof ESR Hughes wrote to Elinor Kyte, President of the AAST - recommending the Association writes to the Australian Medical Association (AMA) and seek recognition as an Associate or Affiliate organisation of the AMA.

29th June 1971 Elinor Kyte President AAST wrote to the AMA requesting recognition of the AAST as an Associate or Affiliate organisation of the AMA.

29th June 1971 a letter from the AMA informing the AAST that the request for Affiliation or Association Membership will be considered by the AMA Federal Council at its meeting in Brisbane on 19-20th August 1971. The letter stated that organised bodies seeking to become an associate organisation should have as one of their objects the promotion of the medical or the allied sciences whether generally or in respect of any branch or aspect of the medical or the allied sciences, and that it was probable upon this concept that the recognition of the organisation would rest.

4th September, 1971 in The Medical Journal of Australia: Supplement page 6

“Federal Council in discussion agreed that the Australian Association of Stomal Therapists was not suitable for affiliation or association, but resolved that it be granted recognition as an ancillary service and that notification of that should be published in the policy document of the Association, Appendix 4”.

14th September 1971 the AMA wrote to the AAST informing them that the matter was considered by the Federal Council at its 19-20th August, 1971 - meeting and it was resolved; “That the Australian Association of Stomal Therapists be granted recognition by the Australian Medical Association as an ancillary medical service and notification of this be published in the policy document of the Association, Appendix IV.”

(According to the AMA archivist, this letter which was addressed to Sr Kyte was returned to sender and subsequently another letter with the same contents was sent to Sr E. J. Arnold, Secretary and Treasurer on 4th November, 1971). Stomal Therapists were subsequently added to Appendix IV: Ancillary Medical Services pages 44-46 of the booklet Australian Medical Association Policy on Medical Services which incorporated amendments up to June 1971 to the Association’s policy document originally adopted in May 1965. The other ancillary services mentioned were Nursing Services, Physiotherapy, (in private and hospital practice), Social Work, Occupational Therapy and Dietetics. Technically at that time, nurse Stomal Therapists could have been recognised as an ancillary service under ‘Nursing Services’ however, they were given recognition in their own right, albeit for a short period before the AMA changed their policy.

4th November, 1971 a letter from the AMA to the AAST informing it of the above resolution.

15th August, 1985 a letter was sent from Eileen Lewis, Secretary to the Australian Association of Stomal Therapy Nurses (AASTN) asking for confirmation that the association continued to be an ancillary medical service of the AMA. (This followed the change of name from the AAST to AASTN).

22nd August, 1985 a letter was sent from the AMA to the AASTN stating “the formal concept of ‘Ancillary Medical Services’ which was developed in conjunction with the Medical Services Review Committee Report in the late 1960’s is no longer applicable, because that document has been superseded by periodic publication of AMA Policies on a variety of issues”. Included was a copy of the current “Policies of the Australian Medical Association and Directory for 1984-85”, paragraphs 265-288 on pages 41-43 (the Policy now recognised the significant role in health care of health professionals who are highly qualified and have a wide spectrum of functions and skills). The letter of the 22nd August, 1985 also noted the change in the name of the organisation and asked for advice of any change in the nature of the organisation or significance in the change of name.

19th October, 1985 a letter from Eileen Lewis, Secretary AASTN thanking the AMA for sending the current policies and explaining that the change of name of the Association was changed at the 1984 AGM in Launceston, Tasmania was in name only so that the general public and allied health professionals not involved with the Association would be more aware Stomal Therapists were a professional nursing body.

1st May, 1986 a letter from ESR Hughes (Sir Edward) to AMA Victoria (was passed to the Federal Office of the AMA) asking whether the affiliation has been continued.

15th May, 1986 a letter to Sir Edward Hughes from the AMA stating that the Stomal Therapists Association was never an affiliated organisation of the AMA as a condition of affiliation was that the organisation seeking affiliation should not include within its membership more than 10% who are not duly qualified medical practitioners registered in any of the States or Territories of the Commonwealth of Australia. The formal concept reflected in Appendix IV that related to ancillary medical services was no longer applicable because the document was subsequently superseded by periodic publication of AMA policies on a variety of issues.

29th May, 1986 a letter from Sir Edward Hughes to Secretary General (Dr George Repin) stating that the AASTN had grown to about 400 in membership and “has proved a remarkable enterprise” and suggesting that it would be a “fine gesture if the AMA continued with the ‘ancillary’ named groups” and that ‘the original ancillary status was secured through the efforts of the late Sir Geoffrey Newman-Morris”.

4th June, 1986 a letter to Sir Edward from the AMA Secretary General which stated that ‘while sympathetic with your objective of formal recognition...I regret that with the rescission of policies previously embodied in the Medical Services Review committee Report of May 1965 there is no mechanism for specifically recognising Ancillary Medical Services...’. As the above indicates, the Australian Association of Stomal Therapists were granted recognition by the AMA as an ‘Ancillary Medical Service’ in 1971 as a result of Australian Medical Policy on Medical Services which incorporated amendments up to June, 1971 to the Association’s policy document originally adopted in May, 1965 (and the addition to Appendix IV: Ancillary Medical Services pages 44-46).

The policy had been changed by the time the next “Policies of the Australian Medical Association 1978” booklet was printed and was substituted with the following resolutions No152-154 page 20: 152 The Australian Medical Association wishes to establish and maintain cordial relationships with other recognised professions in the field of health care in order to foster mutual understanding and co-operation and resolve difficulties in the community interest. (1978)

153 Some health professionals have become highly qualified and have a wide spectrum of functions and skills, certain of which are exercised independently of doctors, and some of which tend to overlap traditional medical functions. (1978)

154 The separate identity and special role of the medical profession will be best served if all doctors give recognition to the contribution of other health professionals, learn to understand the range and scope of their skills, and provide constructive leadership in situations where a team approach is appropriate in the provision of patient care. (1978).

Emblem

The need for an emblem or badge for the - AAST was discussed at the Inaugural Meeting in March 1971. An emblem was agreed upon and a badge minted in 1972. Swan & Hudson appeared to be the producer prior to 1984, however, in 1985 The Perfection Plate Pty Ltd NSW was asked to produce the badges (Executive Minutes 26th May, 1984 at Concord).

Initial Stomal Therapy Programmes

The first Stomal Therapy - course was conducted at the Royal Melbourne Hospital, Victoria on 18th October, 1971 and there was one full-time student and three part-time students. By 1976 all of the States except Tasmania and the Territories had established Stomal Therapy training programmes. The early programs varied from 2-4 weeks duration but expanded to 6 then 8 weeks duration as AASTN training standards were aligned with those promoted by the World Council of Enterostomal Therapists.

Certificates

The Newsletter dated September, 1977 announced that Certificates would be issued and sent to all financial members.

Change of Name

At the 1984 AGM in Launceston, Tasmania's proposed change to the name of the Australian Association of Stomal Therapists was accepted. The Association was re-named the Australian Association of Stomal Therapy Nurses.

Newsletter to Journal

The Australian Association of Stomal Therapists Newsletter began in October 1973 - and a proposal was accepted at the AGM in April, 1987 in Brisbane to convert the Newsletter to a journal format. A competition was held to select an appropriate name for the new journal and Helen Simcock (WA) won the competition with her suggested title: The Journal of Stomal Therapy Australia. The new look Journal was published in September, 1987 volume 7, number 3.

Constitution, Policy Manual and Code of Ethics

Constitution was accepted at the Inaugural Meeting, 27th March, 1971.

Constitution amended 1st May, 1976

Constitution amended 18th April, 1985

Constitution amended 27th April, 1995

Constitution amended 21st March, 2001

Constitution repealed and replaced 21st March, 2003.

Policy Manual was commenced 1971

Code of Ethics established at Inaugural Meeting 27th March, 1971 and changes adopted 26 April, 1984 at AGM in Launceston and at AGM, Perth 2001.

Incorporation of Association

Proposed under special business 23rd AGM 21st April, 1993, at Brisbane by Jenny Prentice (WA) “that the AASTN Executive be empowered to incorporate the association as a matter of urgency”. Amendment to motion empowered the Executive to further investigate and formulate a process towards incorporation.

Motion on incorporation passed at 24th AGM 1994 in Sydney.
AASTN were incorporated as an association in Sydney in 1996.

National Executive Changes

It was proposed under special business at the 28th AGM, 12th March, 1998, at Adelaide, by Carmen George (SA) “That as from the 1999 Annual General Meeting of the AASTN the National Executive be comprised of elected members, representatives of the States and Territories of Australia”.

Motion passed.

Following this meeting it was identified that such a change would require further investigation prior to implementation. A project group was formed with member representation invited from each State. This group investigated all aspects associated with such a change and fed back to the membership via the journal and at AGM their findings.

The membership continued to support such a change and the group continued to work towards the necessary processes that would enable this change. The process took longer than first envisaged.

It was proposed at the 33rd AGM, 21st March, 2003, in Hobart by Julie McCaughan (WA) “that the existing Constitution of the Association be wholly repealed and replaced with the Constitution in the form of the document, or as amended at the meeting, of 29 pages annexed to this notice of meeting”.

This motion was unanimously passed.

The new model for the AASTN National Executive was adopted at the 34th AGM, 24th March, 2004.
(See Part 3 of this document).

Honorary Members

- 1977 Prof ESR Hughes (Sir Edward 1977, now deceased) - Victoria
- 1981 Mr Neville Davis MD (Syd), HON DS(Qld), FRCS(Eng), FRACS, FACS
- 1989 Mr David Failes AM, MB, BS(Syd), FRCS(Eng), FRACS - NSW
- 1989 Mr Mark Killingback FRACS, FRCS, FRCS(Ed) - NSW
- 1990 Mr John Herron MB MS(Qld), FRCS(Ed), FRCS(Eng), FRCS. - QLD
- 1990 Mr Fred Leditschke - QLD
- 1992 Mr A. Denis Campbell MB, BS, FRCS, FRACS, FACS - QLD
- 1996 Prof Lesley Bokey - NSW
- 1999 Mr Russell Stitz - QLD

National Stomal Therapy Week

In 1986 at the WCET Congress in Perth, WA, Mr Neal Blewett, Federal Minister for Health announced approval for a week in June to be designated National Stomal Therapy Week. It was registered with the Health Department and the event is recognised annually. National Stomal Therapy week begins after the second Sunday in June. (amended June 2004)

Keryln Carville
February, 2000

Financial Assistance

AASTN Overseas Travel Grant

Executive Members are not excluded from applying for Grants whilst in Office. (amended 2004)

\$2000.00 (two thousand dollars) is to be set aside each second year on the odd year (subject to financial climate) for overseas travel assistance. See financial assistance for Overseas Travel criteria (AGM 1993). Reviewed by the Executive 2000.

The AASTN Overseas Travel Grant is to be reviewed second yearly at the AGM.

Executive Committee 2001

Guidelines for Financial Assistance with Full Membership Fee

The AASTN is able to provide discretionary financial assistance to those seeking membership, or membership renewal to the AASTN, who can demonstrate financial hardship; unemployment, or participation in self-funded and relevant nursing studies.

The member should forward by mail/email, to the AASTN Membership Co-ordinator, an explanation of their circumstances and their preferred option of payment.

The AASTN Executive will consider the following options upon application for financial assistance to meet the annual AASTN Membership fee:

- 1. part-payment of full membership fee**
- 2. payment of full membership fee through a process of instalments (eg. quarterly payments)**
- 3. Waiver of membership fees**

All applicants for financial assistance will be notified by mail of the payment option considered reasonable by the AASTN Executive.

AASTN Membership Co-ordinator
Robyn Simcock
PO Box 153
Floreat WA 6014

Part 2 Executive Handbook and Policy Manual

1. Code of Ethics

(Adopted 26th April 1984 - Revised March 2001)

- a. The Stomal Therapy Nurse must at all times maintain the highest professional standards of nursing care and professional conduct.
- b. The Stomal Therapy Nurse will provide needed services to persons irrespective of race, colour, creed, sex, sexual preference, age and political or social status.
- c. The Stomal Therapy Nurse must respect the beliefs, values and customs of the individual and maintain his/her right to privacy by maintaining confidentiality; sharing with others only that information relevant to his/her care.
- d. The Stomal Therapy Nurse will not participate in unethical practice.
- e. The Stomal Therapy Nurse must maintain competency by keeping abreast of new developments, theory and practice of stoma care and related fields.
- f. The Stomal Therapy Nurse will participate actively in professional, inter-professional and community endeavours to meet the highest professional standards.
- g. No Full Member shall be in the employ of a company or self employed in the manufacture or sale of products, prosthesis or pharmaceutical's where it could be perceived that the use or selling of products, prosthesis or pharmaceutical's could disadvantage or contradict the personal preference of clients or be construed to result in an unethical conflict of interest.

2. AASTN Vision, Values and Purpose

Vision: Enduring recognition for excellence and innovation in stomal therapy practice at a national and international level. We believe recognition is important, and that this recognition should acknowledge diversity of opinion and intellectual contribution, as well as demonstration of excellence in nursing practice. We feel it is important to be responsive to changing demands and be able to meet challenges of the future with excellence and innovation.

Values: Quality: one of the core values of our association, means that we believe in high standards and making the most of our abilities. It encompasses all activities, including clinical research, management, education and administrative duties. We strive for excellence in everything we do and in so doing promote our profession.

Respect: reflects our deep consideration for our patients, colleagues and all with whom we, as Stomal Therapy Nurses come into contact.

Commitment: is not just about our relationships with our patients and colleagues; it is about our relationship with our Association. Stomal Therapy Nurses believe in the importance of support, encouragement and mentorship, in addition to sharing knowledge and experience. Commitment also entails being dedicated and loyal and demonstrating allegiance to our professional body.

Innovation: we recognise the importance of new and fresh ideas and support all our members in their pursuit of innovation and professional excellence.

Purpose: to provide support and leadership to Stomal Therapy Nurses in their endeavour to deliver quality-nursing practice.

3. Objectives of the AASTN (As per Constitution April 1994)

1. To promote, maintain and develop professional standards to the highest degree in relation to Stomal Therapy nursing.
2. To promote public knowledge and awareness of Stomal Therapy and the role of the Association and its members in providing such therapy and to engender public confidence and respect therein.
3. To promote the use of Stomal Therapy nursing interventions to enhance self-care and empowerment of the person with the potential for, or actual, stoma, wound or incontinence which will result in optimum recovery and rehabilitation of the individual.
4. To promote and support independent or collaborative education and research programmes related to Stomal Therapy nursing.
5. To represent Stomal Therapy nurses as a professional body and achieve a harmonious liaison with other individuals/professional bodies associated with Stomal Therapy nursing.
6. To promote professional communication through publications, meetings and educational forums to allow opportunities for the membership to present and discuss the practice, education, research, technological and scientific developments in, or pertaining to Stomal Therapy nursing.

4. Constitution

Current Constitution accepted April 1994, amended March 2001 and March 2003.

Each Full Member to receive a copy of the Constitution on acceptance of their membership application and to receive notification of changes to the Constitution.

5. Role of the Public Officer

The AASTN is incorporated in NSW and as such must abide by the rules for Incorporated Associations as stated by the NSW Department of Fair Trading. Information regarding the rules and forms to be submitted can be found at [http:// www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)

The Executive Committee shall ensure that a person is appointed as Public Officer. The Public Officer must be eighteen years of age and reside in New South Wales. When a vacancy occurs in the position of Public Officer, the Executive Committee shall within fourteen days notify the Commissioner for Consumer Affairs (Form 8). A penalty for not doing so applies.

The Public Officer must:

Within **one month** after each Annual General Meeting of the Association lodge with the Commissioner the statement of financial position presented to the members at the meeting, (Form 12). Liabilities, mortgages and securities must be listed. Two members of the Committee must sign this form at the Handover Meeting following the Conference. A penalty of \$200 applies if not completed. A certificate of currency from the Association's approved insurer indicating current Public Liability Policy of at least \$10 Million must accompany the general statement.

If the AGM falls outside the parameters set down in the constitution an extension must be applied for (Form 11). This must be submitted setting out the reasons for the delay prior to the AGM due date.

Notify the Commissioner within one month of any **resolutions** passed at the meeting and include application fee (Form 6). A penalty applies for failure to lodge form.

As appropriate Change of Association name (Form 4 and applicable fee), Reservation of new name (Form 3 - fee required) must be lodged. A monetary penalty applies if above forms not completed within timeframe.

All forms can be obtained from the Office of Fair Trading, NSW – see website address noted previously.

According to the NSW Department of Fair trading an Incorporated Association must keep a register of the members of the Executive Committee. The register must be kept at the residential address of the public officer and must be made available for inspection by any person, free of charge, at all reasonable hours. This register must contain names and addresses of each person who is a member of the Executive Committee, and the date on which they became/or ceased to be a member of the committee. (The date of election to the committee shall be the AGM date at which they were elected and the date of cessation of office will be the date of the AGM at which they were replaced) The Secretary will provide the public officer with a list of the Executive Committee particulars within one month of the AGM.

Notify of Change of Residential Address within fourteen days (Form 9). Penalties apply for late submission.

6. Membership

For full information on membership see Regulation 7 of Constitution.

(A) Register of Members

An up-to-date data-base (register) of all members and changes of address is to be kept by the Membership Co-ordinator and/or Secretary.

Names of un-financial members to be kept by Membership Co-ordinator and names added to data-base once applicable fee paid.

A register of members is to be sent to all State Representatives quarterly by the Membership Co-ordinator.

(B) Full Members

A Full Member must be a Stomal Therapy Nurse:

- (a) registered to practice nursing in Australia; and
- (b) resident in Australia.
- (c) completed a stomal therapy nursing education program within or outside of Australia whose content satisfies the AASTN criteria for stomal therapy education. Any stomal therapy nurse who has qualifications from outside of Australia must submit all course details to the national executive for individual assessment.

(C) *Associate Members*

Any medical, nursing or allied health professional who has an interest in Stomal Therapy may apply to be an Associate Member of the Association. Associate Members are not entitled to vote at General Meetings of the Association or take part in the conduct of the business affairs of the Association, and are not eligible to hold office or be a member of any Committee.

(D) *Commercial Members*

Any person in the employ of a company involved, or who is self-employed, in the manufacture or sale of products, prostheses or pharmaceuticals for profit may apply to be a Commercial Member of the Association. Commercial Members are not entitled to vote at General Meetings of the Association or take part in the conduct of the business and affairs of the Association and are not eligible to neither hold office in the Association nor be a member of any Committee.

(E) *Life Members*

The Executive Committee may award life membership to a person who is or has been a Full Member in recognition of conspicuous contribution to and eminence in the field of Stomal Therapy. Life Members are entitled to exercise a vote at any General Meeting of the Association and take part in the conduct and business affairs of the Association and are eligible to be a member of the Branch Committee of the State or Territory in which they are resident.

Procedure for nominating life members:

Nominations are to be sent to the National Executive and must be accompanied by a submission detailing the reasons for nomination.

NB Although this honour is sometimes received as a surprise, the Executive Committee recommends that the member be approached to ensure they wish to accept this honour.

Life Members receive:

- Journal
- Minutes of the AGM
- Minutes of Executive Committee Meetings

Current Life Members:

Mrs. Meryl Barrett	VIC	Accepted 1985
Miss Elinor Kyte	VIC	Accepted 1985
Mrs. Mary Jo Kroeber	WA	Accepted 1988
Mrs Lena Stillman	QLD	Accepted 1993
Mrs Heather Hill	NSW	Accepted 1996
Sr. Mary Kelly	WA	Accepted 1997
Mrs. Patricia Blackley	SA	Accepted 1998
Mrs Helen Simcock	WA	Accepted 1999
Miss Zoe Johns	TAS	Accepted 2000
Mrs Cynthia Smyth	QLD	Accepted 2005

The AASTN does not have a limit on how many Life Members there are in the Association.

(F) *Honorary Members*

The Executive Committee may award honorary membership to a person who has rendered valuable services to the Association or in recognition of conspicuous contribution to Stomal Therapy. Honorary Members are entitled to attend all General Meetings of the Association and functions organised by the Association but are not permitted to vote or hold any office.

Procedure for Nominating an Honorary Member:

Nominations to be sent to the national Executive using a full membership form and accompanied by a submission detailing the reasons for nomination. Honorary Members do not pay annual subscriptions.

Honorary Members Receive:

Journal

Minutes of AGM

Minutes of Executive Committee meetings.

Current Honorary Members

Dr. Neville Davies	QLD	Accepted 1981
Mr Mark Killingback	NSW	Accepted 1989
Mr David Failes	NSW	Accepted 1989
Dr John Herron	QLD	Accepted 1990
Dr A D Campbell	QLD	Accepted 1992
Prof Lesley Bokey	NSW	Accepted 1996
Mr Russell Stitz	QLD	Accepted 1999

Previous Honorary Members

Dr. Fred Leditschke (resigned 1999)	QLD	Accepted 1990
Prof. Sir E S R Hughes (deceased 1998)	VIC	Accepted 1977

The AASTN does not have any limit on how many Honorary Members there are in the Association.

(G) *Application Forms for Membership (See Appendices)*

See Constitution for membership criteria

All membership applicants, including Full, Associate and Commercial Members are to complete a membership renewal annually.

1. Membership fee must be included with the application form.
2. Only a **financial Full Member** of the AASTN can nominate new applicants.
3. Those applying for full membership must have completed an **accredited** Stomal Therapy Nursing course.
4. All manufacturing company representatives are to be Commercial Members **only**, regardless of qualifications in nursing or Stomal Therapy nursing.
5. "Journal Only" subscribers **are not members** of the Association.

(H) ***Badges***

Issued to:

Full Members as per (B)

Associate Members who have completed and passed an accredited course in Stomal Therapy Nursing.

Source of Supply

Perfection Badges, 19 Skinner Avenue, Punchbowl, NSW 2196.

Phn: (02) 9584 9144 Fax: (02) 9584 9315 Web: www.perfectionbadges.com.au

Only the Executive Committee only is to order more badges from suppliers.

(I) ***AASTN Course Certificates***

Issued to members by State Branches on completion of an accredited course in Stomal Therapy nursing which the State Branch has conducted.

(J) ***Printing of Certificates***

Journal Publisher will print certificates if requested.

Emblem blocks to be held electronically by Cambridge Publishing and Executive Secretary.

Design not to be changed unless agreed at the AGM.

(K) ***Honorary and Life Member Certificates***

In 1999 a standard certificate was designed. This is on disc held with the Executive Secretary. Copies of certificates for new Life and Honorary Members are available from the Executive Secretary.

7. National Executive

(A) ***Rotation of Executive Members***

See attached Model. (Part 3)

The Executive reserves the right, as per Regulation 5.1 of the Constitution to alter the Model.

The Executive will inform all Full Members of any changes to the planned rotation of Executive membership as outlined by the Model.

The Model will be updated and distributed to all Full Members as determined by the Executive.

(B) ***Role of the President***

On assuming office following AGM:

Call a meeting of the new Executive.

Take receipt of all relevant documentation from outgoing President.

General

- Be familiar with the constitution of the Association.
- Know the roles of the other committee members.
- Utilise the Executive Committee members in their correct role.
- Know the objectives of the Association and endeavour to achieve these.
- Ensure that each member of the Executive Committee knows their role and is capable and has the facilities to carry out this role.

- Ensure that the members of the Executive Committee have access to the President at any time.
- Ensure that all functions of the Executive Committee are carried out on time and that business is not left unfinished or late.
- Know how to conduct a business meeting and chair all meetings (Renton's).
- Write a President's Message for the Editor to publish in each edition of the Journal of Stomal Therapy Australia.
- Write a message for OSTOMY Australia magazine. Due dates 5th December, 5th April and 5th August.
Email Editor – Mr Noel Dillon email address: ostomy-oz@bigpond.com.au
- Attend or ensure attendance of one of the Executive Committee members to the Annual Australian Council of Stoma Associations Conference. At this conference the Executive Committee member will deliver a short 30-minute presentation updating this Council of AASTN activities.
- Attend or designate an Executive Committee member to attend meetings with the Health Department as required on the Stoma Product Appliance Panel (SPAP). Assist in determining AASTN representation on Panel
- (3 AASTN Full Members are to be represented on this panel). Panel members to change as per criteria outlined in Part 4.
- Remain objective and be open to constructive criticism.
- Coordinate the annual updating of the AASTN Executive Handbook and Policy manual.
- Distribute updated AASTN Executive Handbook and Policy Manual to all state representatives biennially via post prior to the AGM (preferred) or State Representative breakfast held during the AASTN conference.
- Hold a copy of the public liability insurance information for the AASTN. (Treasurer to hold other copy).
- Present a report on the activities of the Executive at the biennial education sub-committee meetings.
- Together with all committee members develop a strategic plan for the term in office.

(C) ***Role of the Vice President***

- Know the constitution of the Association.
- Know the roles of the other committee members.
- Assist the President as requested.
- Know the role of the President and be able to conduct the business of the AASTN should the President be absent from a meeting.
- Coordinate the update of the Handbook and Policy Manual as required, or delegate as necessary to do so.

(D) ***Role of the Secretary***

On assuming office following AGM:

- A copy of the AGM minutes and Treasurer's report to be sent to the Public Officer within 30 days.
- Incoming Secretary should notify Australian Council of Stoma Associations (ACSA), and Medical Industry Appliance Association (MIAA) of change to the Executive and the address of new Secretary and President.
- Professional bodies to be notified of changes to Executive Committee (with the biennial change of President and Secretary only) are Royal College of Nursing (Australia), Australian Nursing Federation, Australian Medical Association, and World Council of Enterostomal Therapists.
- Incoming Secretary to prepare an agenda for the first Executive meeting to follow through those pertinent items from the AGM.
- Give AASTN Editor updated State Representative list for inclusion in journal.
- Contact State Representatives with any business applicable from AGM.

General

- Know the Constitution thoroughly. N.B: Especially those areas dealing with Executive powers and AGM.
- Know meeting procedure (Renton's)
- Learn Secretary's role.
- Liaise with President, Treasurer and Membership Coordinator.
- Attend to all correspondence, within 28 days of receiving it. Some may be dealt with before each Executive meeting.
- Keep copies of all letters and/or emails, in and out, including dates.
- Prepare minutes and agenda for each meeting
- Send minutes and agenda out at least one week before the meeting.
- Advise Executive Committee of membership resignations received.
- Maintain database of manufacturing companies' head offices and business contacts.
- Send a letter to the WCET President prior to the biennial congress sending "Best wishes to all delegates for a successful congress".
- Retiring Secretary to type AGM minutes and forward with the Treasurer's report to incoming Secretary.
- Take receipt of all relevant documentation from outgoing Secretary

Monthly Activities

January

- In conjunction with Membership coordinator, send out updated associate and full membership forms to all the coordinators of accredited AASTN schools including Mayfield Education Centre VIC and The College of Nursing NSW.

July/August

- Notify Smith and Nephew Education scholarship winner and unsuccessful applicants; enclose membership forms if not members.
- Notify Smith and Nephew Head office

Contact: Judy Haviland
315 Ferntree Gully Rd
Mt Waverley VIC 3149
Judy.haviland@smith-nephew.com

September/October

- Update renewal form in conjunction with Membership Coordinator.
- Compile an expose on Smith and Nephew Education Scholarship winner and send to Editor for publication in December issue of Journal of Stomal Therapy Australia

December

- Co-ordinate with membership coordinator for update of new full, associate and commercial membership forms.

Before Handover

Make sure enough letterhead is available. At least 500 pages.

To order contact Journal Publisher, minimum order 1000 pages at a time. Invoice to Treasurer.

(D) Role of the Membership Co-ordinator

- Financial state membership mailing lists to all State Representatives quarterly via email or posted.
- Compare financial members with the Treasurer and ensure accuracy.
- Keep mailing list (financial members) up-to-date at all times.
- Keep accurate records of all new members with the Treasurer.
- Maintain up-to-date membership computer data base.
- Send an updated list of mailing labels to Journal Publisher every 3 months. Cambridge Media advises by December end dates for following year. Deadline: Feb 15th; May 15th; Aug.15th; Nov.15th
- Advise Executive of resignations.
- Facilitate mail-outs via post or email to membership from time to time as requested by Executive Committee.

New Members

- Check details of the nominating Stomal Therapy Nurse.
- Check details of Stomal Therapy Nursing certificate (copy to be provided by applicant). If stomal therapy nurse education program completed outside of Australia Applicant's course details to be discussed and approved at the next possible executive committee meeting
- Check amount enclosed is the current fee.
- Enter data in computer database.
- Send copy of Constitution to all new Full members.
- Forward welcome letter, past journal, receipt, credit card confirmation and badge (if applicable).

Monthly Activities

January

- Membership renewal reminders mailed.

February

- Preceptor listing to Education Sub-Committee chairperson by February end for approval.

April

- Delete from data base non-financial members.

December

- Send out membership renewal forms to members.

Quarterly

- Forward current state membership listings to respective State Representatives.

(F) Role of the Treasurer

Signatory Changes Prior to AGM

As the process of transfer may take several weeks, if possible, one month prior to each AGM and dependent on the incoming positions the Treasurer is to arrange bank account signatory changes either:

- a) with the incoming President and another executive committee member
- b) with the incoming Treasurer

All three signatures of the President, Treasurer and designated third committee member are required.

Any two need to sign all cheques.

Date for hand-over to follow the AGM.

The AASTN Premium Business (cheque) Account, is based with the Commonwealth Bank at Fortitude Valley, Queensland. A Term Investment Account (commenced at Whitfords, Western Australia), and a merchant (credit card) facility are also held.

Forward a copy of the annual Treasurer's and Auditor's report to the Public Officer within 14 days of the AGM. (The bank may ask for a copy of the AGM minutes, to confirm Executive signatory positions.)

Ensure Form 12 for Dept of Fair Trading is completed at the Handover Meeting following the Conference. Form can be downloaded from www.fairtrading.nsw.gov.au

General

- Ensure all financial records are kept up to date. Maintain supporting documentation to substantiate all transactions. (ie. Invoices, receipts, cheque butts, receipt books.)
- All payments to be authorised by Executive at monthly meeting. (Keep copy of minutes with payment approvals, for auditing purposes.)
- Conduct account reconciliation with bank statement monthly.
- Prepare monthly statement of accounts for Executive meetings.
- Prepare a projected budget annually, in December.
- Books to be audited at end of AASTN financial year (close books in December).
- Keep a record of expenditure for Education and Professional Development Subcommittee.
- Liaise with Chairperson of Education & Professional Development Subcommittee as required.
- In March, pay public liability insurance and forward a copy to the Public Officer. Hold a copy of the public liability insurance information for the AASTN. (President to hold second copy).
- Determine with the Executive whether the following are to be paid for the year:
 - a. WCET subscription (Due in January).
 - b. donation to Norma Gill Foundation (as per Executive approval).
 - c. subscription to Mosby Year Book Inc for Journal of Enterostomal Therapy (Due in September)
- If going on leave nominate either the President or other signatory to do banking, cheque writing etc.
- Pay Destra web hosting account as required. Notify Destra of new Treasurer's email address.
- Organise Telstra teleconference 2 weeks prior to meeting. Provide secretary with phone number and PIN for each meeting. Notify members separately by email or phone and PIN numbers and time of meeting to avoid confusion. Telstra teleconference number: 1800011080
- Notify Commonwealth Bank of change of trading **and** postal address for all 3 accounts (cheque, term deposit and Merchant). This may be needed to be accomplished in person at a branch, rather than in writing and it should be able to be done immediately.
- Notify Cambridge Media accounts department of incoming Treasurer as well as any other stakeholders as necessary.
- Pass on Commonwealth Netbank details password and membership number (confidential) to incoming Treasurer. Membership Coordinator to have access to account PIN number for access to BSB transfer information.

Processing Membership Applications /Renewals & Journal Subscription Applications /Renewals.

- Ensure appropriate membership. (Nomination & STN certificate for full membership application, (N.B. commercial membership applies if employed in retail of products associated with the specialties of stomal therapy.)
- Ensure that course completed is an approved Stomal Therapy Nursing Education Program.
- Ensure correct payment amount & process payment. (Cheque, money order or credit card).
- Write receipt & forward application/renewal, with receipt & credit sales voucher (if applicable) to Membership Co-ordinator.
- Keep a record of memberships/subscriptions, badges issued & payments. (Membership Co-ordinator updates database & forwards receipt, letter of confirmation, last journal & badge. (If applicable).
- Forward any 'change of address/details', retirements, resignations to Membership Co-ordinator, to adjust database.
- Liaise with Membership Co-ordinator as required.

Handover to Incoming Treasurer

- Give handover of current and outstanding business at annual conference.
- Hand over banking and accounting equipment required for immediate use, at conference. (Keep to a bare minimum bearing in mind the weight and bulk for transporting.) Post remaining equipment to incoming treasurer's home address, by Registered Mail, within two (2) weeks after conference.
- At the completion of the two (2) year term as Treasurer, retain the previous years records, to hand on to incoming Treasurer, and forward the previous two (2) years records to: Julie Hoyle

18 Bideford Avenue
Clarence Gardens SA 5039
djhoyle@bigpond.net.au

Send by Registered Mail, for archiving.

Mark outside of package: "AASTN Financial Records 2005 – 2006"
or as appropriate so that it can be stored without opening.

(G) Role of the Editor

General

- Be familiar with the Constitution and roles of Executive Committee members.
- Establish communication systems with Publisher and members of the editorial board..
- Develop the ability to edit news and information, which will lead to an interesting educational journal of benefit to all members.
- Become knowledgeable with the layout of articles and information for publishing a journal.
- Endeavour to have a copy completed for the Publisher according to the timetable developed in conjunction with them, usually about 5 weeks prior to date of issue.
- Index of each journal to be put onto website – liaise with Publisher and website co-ordinator.
- Continue to investigate ways of improving the journal.
- Archive all editions of journal of Stomal Therapy Australia.
- Handover to incoming Editor.
- Take receipt of all relevant documentation from outgoing Editor.
- Source articles.
- Distribute articles to members of editorial board for review and comment.

(H) ***Role of Ordinary Members of the Executive Committee***

- Be familiar with the Constitution of the Association.
- Know the roles of the other Executive members.
- Take an active part in the meetings.
- Make a quorum at the meetings.
- Fill in for absent members as required.
- Assist the Executive fulfil its duties. This may include taking on the role of Minute Secretary, Archival Facilitator, Editorial Assistant/Secretary, website liaison, or other tasks as requested.

(I) ***Role of the Website Co-ordinator***

This position may be held by a non-Stomal Therapy Nurse with an interest in the AASTN. All duties will be under the direction of the Executive.

Domain Site Registration

Ensure that the Website domain registration with Destra is paid.

Ensure that Destra is informed of any changes to the contact persons for the site (operational and financial) and that the Destra password is changed with every Executive Committee handover.

Website

Co-ordinate editing, updating and managing of www.stomaltherapy.com web site.

Investigate changes as required (in liaison with Executive Committee) to the Website that will align it with any future direction the Executive Committee wants to take.

(J) ***Executive Elections*** (See Regulation 10 of Constitution)

Each member of the Rotating Executive of the AASTN retires from office after two years service. State representatives must be reminded prior to call for nominations those nominees for specific executive positions must be AASTN full members preferably with some experience from within state branch.

8. The Journal of Stomal Therapy Australia

The journal is published quarterly - March, June, September, and December.

All content must be with the Editor six weeks prior to the due date of publication - i.e.:

- January 15th for the March issue.
- April 15th for the June issue.
- July 15th for the September issue.
- October 15th for the December issue.

The Editor assembles and proofreads all reports and articles and forwards to the Publisher within seven days of the issue deadline. These articles and reports, including photographs are posted to the Publisher. All articles must be in an electronic format and accompanied by a printed copy. Photographs, tables or figures must be in J-png format or an original slide or photograph which will be scanned by Cambridge Media. The correct positioning of slides or photographs is to be identified in the printed copy of the article sent to the Editor. Slides and photographs must be identified as to which side is uppermost. Slides, photographs or other material as requested will be sent back to the author by the Editor following publication of the article.

The Publisher will return the typeset journal to the Editor within three to four weeks.
The Editor will proofread the journal and e-mail/post/fax any alterations or amendments to the Publisher.
This becomes the final copy that is published.

(A) ***Preparation of Articles***

Authors to submit articles or reports in an electronic format with a printed copy as discussed above. Photographs and illustrations are to be sent separately. Photographs, tables or figures must be in J-peg format or an original slide or photograph which the Publisher will scan. Photographs must NOT be embedded in any other type of document, they must be discrete items. The correct positioning of slides or photographs is to be identified in the printed copy of the article sent to the Editor. Slides and photographs must be identified as to which side is uppermost. Guidelines for authors are published in each issue of the journal. When editing copy, the intent of the content is not altered unless discussed with the author. Spelling, punctuation and grammar are amended as necessary.

(B) ***Guidelines for Authors***

The author and Editor must be aware of laws and rules affecting Copyright. The author is responsible for obtaining permission to reproduce material obtained from another source. References are to be cited in the text as superscript numerals with page numbers when verbatim quotes are used and end of text references are listed in numerical sequence as quoted in text and in American Psychological Association (APA) format. A reference cited more than once in the text is designated by the same superscript numeral.

(C) ***Journal Format***

Front Cover

Red colour.

International Standard Serial Number ISSN 1030-5823.

Date of issue, volume and number.

Title Badge of AASTN Inc. "The Journal of Stomal Therapy Australia" **which cannot be changed.**

Page 1

AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16072891322

Copyright.

Contents.

AASTN Code of Ethics.

Page 2

Executive Committee: List of the names and contact details as specified by each committee member.

State and Country Representatives: List of the names and contact details as specified by each State or Country Representative.

World Council of Enterostomal Therapy Representative (WCET): Name and contact details as specified by WCET Representative.

Chairperson of the Education and Professional Development Subcommittee: Name and contact details as specified by the Chairperson.

Public Officer: Contact details as specified by the Public Officer.

Names of editorial board members.

Information box about Publisher: Cambridge Publishing.

Website address: www.stomalthrapy.com

Page 3

President's message.

Subsequent Pages

Editorial.

Letters to the Editor.

Articles and papers.

State and country representative reports.

World Council of Enterostomal Therapists' representative's report.

Education and Professional Development Subcommittee report is published twice yearly or more frequently if a need should arise.

Noticeboard. Advertisement about future conferences or events.

Guidelines for authors. Deadlines for submission of articles.

Reading list-if available. Incorporates wound, ostomy and continence, up to five articles from each category.

Continuing education articles and resources

The Code of Ethics for the Australian Association of Stomal Therapy Nurses.

Visions, Values and Purpose Statement

(D) *Format of the Journal of Stomal Therapy Australia (JSTA)*

The format of the journal is the responsibility of the Editor in consultation with the Publisher and the Executive when controversial issues arise. The following suggestions are a guide only:

Special Content for Specific Journal Issues

March issue

Advertisement for Smith and Nephew Scholarship.

Notification of Stomal Therapy Week.

Advertisement for AASTN overseas travel grant. (Alternate years – odd number years)

Elinor Kyte Research Grant Application (also in June and September Journal)

June issue

Annual AASTN conference report with photographs. Alternate years when conference held biannually.

Readvertise AASTN overseas travel grant. (Alternate years – odd number years)

Annual reports from:

1. President
2. Treasurer
3. Editor
4. WCET representative
5. Chairperson of the Education and Professional Development Sub-committee.

The current or outgoing holders of office write the annual reports. The reports are an overview of the previous year's activity and achievements. Together with reports from state and country (New Zealand) representative, they constitute the Annual Conference report.

September issue

Notification of the next AASTN conference and Annual General Meeting (AGM).

Advertisement for the AASTN research grant.

Report on Stomal Therapy week activities.

Notification to members that business or proposed motions for inclusion in the agenda for the AGM must be forward to the Secretary by October 15th in the year preceding the AGM. This early notification is to allow circulation to AASTN members of business and motions, in the December issue. This is communicated to members on the notice board.

December issue

Proposed AGM Agenda

Notification of the date, venue and time of the Annual General Meeting.

Notification of the date, venue and time of the AASTN conference.

Colorectal Surgical Society of Australia and New Zealand Scholarship

(E) *Inserts into Journal*

At the Executive committees discretion Minutes of the meetings of the Executive Committee are forwarded to the Publisher for photocopying and inclusion as inserts in the journals, as at 2004 the Executive elected to distribute the minutes via the State Representatives.

The Publisher will forward an account for photocopying and postage to the Treasurer.

Material intended for inclusion as an insert **must not be faxed**. The Publisher is unable to photocopy faxed material.

Other advertising material eg Conference information can also be included as inserts. This is paid for by the advertiser.

(F) *Advertising*

The Publisher manages all aspects of the advertising, which goes towards the cost of printing and distribution of the journal.

The Executive is responsible for soliciting extra advertising to cover increasing costs.

The front cover is free of advertising.

(G) *Layout of Journal*

The layout of each issue of the journal is the responsibility of the Publisher, in consultation with the Editor.

The name of the journal i.e. "The Journal of Stomal Therapy Australia" **cannot be changed**.

This information regarding format, content and layout is a guide and may be altered at the discretion of the Editor.

All journal content (except advertising) must be sighted by the Editor before publication.

Send to the Publisher hard copies of anything to be included in journal that is open to misinterpretation.

Include disc references at bottom of hard copy for those articles that are on disc.

It is not necessary to send details of Executive and State Representatives to Publisher at each deadline date.

(H) *Distribution of Journal*

The Publisher is registered with Australia Post.

The journal is a registered publication, which reduces the cost of mailing.

The Publisher is responsible for mailing the journal to recipients on the mailing list

Updated list of financial members (i.e. Full, Associate and Commercial) is supplied to the Publisher by the Membership Coordinator prior to publication.

Life and Honorary Members receive the journal free and the names are maintained on mailing list. A free copy is sent to the Editor of *Ostomy Australia*. The Executive may also distribute free copies following discussion and at their discretion.

'Subscription only' copies are normally subscriptions to libraries and the addresses are included in the mailing list submitted prior to each publication to the Publishers. The Publisher supplies the Secretary and Treasurer with list of any subscribers who contact the publisher direct. Otherwise the Secretary or Secretariat will notify these subscribers annually prior to renewal of subscriptions.

(I) *Legal Deposit*

The Publisher forwards a copy of the journal to the:

National Library of Australia

Legal Deposit Unit, Canberra

The International Standard Serial Number **ISSN 1030-5823** is registered with the National Library of Australia.

(J) *Sourcing Articles for Publication*

It is necessary to approach conference presenters for permission to publish a paper.

It is important to maintain a multidisciplinary approach to articles for publication. Try and obtain articles from a broad range of health professionals.

(K) *Publisher: Cambridge Publishing*

17 Northwood St West Leederville WA 6007

Telephone: (08) 9382 3911

Email: mail@cambridgemedias.com.au

Fax: (08) 9382 3187

Website: www.cambridgemedias.com.au

(L) *Reciprocal Arrangements with Other Journals*

The AASTN subscribes annually to the WOCN and the WCET, in return for permission to reprint articles in the JSTA.

The editors of either journal must be contacted in writing for formal permission to reprint an article.

9. AASTN Website

History

With the 21st century looming it became obvious the AASTN required a website. The then AASTN National Executive Committee, chaired by Carmen George (1998-2000) in South Australia, arranged for a webpage to be set up linked to another provider in 1999.

The 2000-2002 AASTN Executive Committee, led by Brenda Sando in Queensland, embarked on setting up an interactive website where AASTN members and web browsers could visit.

On the 16th March, 2001 the domain name of www.stomalththerapy.com was registered with Oz Hosting. The interactive Website was constructed and became operational in February 2002. The AASTN acknowledges the effort of the Queensland team, particularly Jacqui Burch, the first website coordinator, who committed many hours into developing www.stomalththerapy.com.

Oz Hosting will require payment of the domain registration fee from the National Executive.

2001 Oz Hosting package purchased included:

- 100mb Telstra link
- Active server pages
- 10 free e-mail aliases/forwarders
- 1G of data transfer per month
- 5 free POP e-mail boxes
- Free web trends reporting
- Free e-mail auto responders
- Tape backups

On the 14th August 2001 a contract was signed between Cambridge Media and the Executive Committee regarding the construction of AASTN website. Cambridge Media's Information Technology Consultant Stephen Dodge constructed the Website.

On the 12th February 2006 a new AASTN Website was launched by Jenny Brabender (in liaison with the National Executive). The new website, still www.stomalththerapy.com boasts current technology with Cambridge Media no longer involved. The members lounge and forum were temporarily ceased due to minimal usage. All website changes, updates and input are managed by the Website Coordinator in consultation with the National Executive Committee Website Liaison Officer (position created in October 2006).

In October 2006 the AASTN Education and Professional Development Subcommittee designated a committee member to become the official Subcommittee Liaison with the Executive Committee Website Liaison Officer to ensure all documents are updated on the website in a timely fashion and are correct.

All queries regarding the website should be directed to jenny.brabender@hotmail.com with a copy email sent to the AASTN secretary.

The Website, including all images, content, logo's and files are owned by the AASTN and as such the AASTN has the right to modify, change and control all aspects of the Website.

10. AASTN Conference

- Is held annually until 2007 in which it will become biennial due next in 2009 in Western Australia (AASTN AGM 2005), usually within 60 days of March 1st to accommodate constitutional requirements of the AGM
- Is organised by the relevant State branch according to the rotation Tasmania, South Australia, Queensland, New South Wales, Western Australia, Victoria
- The State branch organising the conference should access the Conference Guidelines available on the website, from their state representative or from the National Executive Secretary
- Conference planning should begin 24 months prior to the Conference date
- A \$5000 seeding grant is available 12 to 18 months prior to the conference, to the State branch organising the conference, from the National Executive upon written request to the National Executive Treasurer
- The \$5000 seeding grant plus 15% of conference profit is to be reimbursed to the National Executive, by the State branch conducting the conference, once the conference finances have been finalised.
- The State conducting the conference will organise and fund the AASTN Executive requirements of AASTN exhibitors booth, venue for AGM and other meeting rooms during the conference as requested by the Executive (not including the post conference Executive handover meeting)
- The State conducting the next Conference is responsible for the transport of the AASTN Banner from the concluding Conference venue to the prospective venue.

11. Annual General Meeting

(Refer to Constitution Regulation 12).

(A) *General*

The AGM is to be held on 1st of March or within **60** days of this date.

All members must be notified of the date, time and place of the AGM at least **28** days prior to the AGM.

Minutes of previous AGM, proposed agenda and proxy vote forms to be mailed to the membership.

Reminder notices for "Special Business" are sent out at least eight (8) weeks (56 days) prior to the AGM.

Special Business must be received at the office of the AASTN forty two (**42**) days prior to the AGM.

The AGM is conducted as per pertinent regulations in the Constitution using normal meeting procedure.

The Executive prepares for the AGM at their normal meetings and discusses all points at the meeting prior to AGM.

Overheads or Power Point displays of standard procedures are helpful.

(B) *Standing Orders for Special Business*

MEMBERS: Observers, non-financial members, associate members and commercial members to please sit at the back.

VOTING: Personal votes taken first then the proxy votes

PROXY VOTES: To be displayed on the board.

MOTION: Proposer to speak

Secunder to speak

Discussion for and against until 1 bell.

Proposer to exercise right of reply until 2 bells

TIME LIMIT: 10 minutes per topic

1 bell at 9 minutes

2 bells at 10 minutes

SPEAKERS:

Each speaker must speak only once to each motion.

Raise your hand to speak. When called upon - go to microphone, give your name, State/Territory and speak clearly.

All comments must go through the chair.

Mover and seconder of a motion cannot move an amendment to that motion.

(C) *Role of the Returning Officer*

The AASTN Executive committee must appoint a Returning Officer (R.O.) annually (June). The R.O. will be responsible for coordinating mail outs in conjunction with the Membership Co-ordinator to Full and Life members of AASTN for any voting, including executive nominations and items for special business. The R.O. is not required to be a member of AASTN but is preferably attending the AGM to facilitate the election process. If R.O. is not attending the AGM, a proxy must be elected by the Executive Committee to fulfil their role at AGM. The R.O. can not be a nominated candidate in that year, or the immediate family of one. Refer to Regulation 10. of AASTN Constitution for details.

Responsibilities:**At least 75 days prior to AGM:**

- Call for nominations for executive committee as per Executive model #2 in AASTN Handbook (confirm with current executive that the vacating members positions are correct according to the model)
- Use “Nomination Notification form” to send out to Full & Life members with covering letter (see copy in handbook). Return date and address must be clearly written. Nominations must be returned at least 45 days prior to AGM.
- On return of forms, check candidates are clearly written and full names and addresses of candidate and nominating member are present.
- Liaise with the Membership Coordinator to check Full membership status of nominated candidate. Must have email address for nominee. The nomination may include a statement supporting the nomination (not exceeding 200 words).
- Nominees to be notified we have received nomination for the said position and to give instructions on handover meeting date, venue and time.
- Updated handbook and disc to be sent to nominees prior to AGM with instructions they commence reading their specific roles to provide ample opportunity to ask questions regarding any issues/concerns at the handover meeting.

If more than one nominee for a position:

- If more than one person has been nominated for an executive position the AASTN Full & Life members must vote.
- The R.O. must prepare a ballot paper and send to each member entitled to vote, at least ONE MONTH prior to the date fixed by the R.O. for the close of voting. The R.O. must also send any supportive documents sent in with the nomination papers to the voters and send in order in which the names appear on the ballot paper. Defamatory or abusive statements must not be included.

- Votes are to be returned no later than 14 days prior to the AGM. Votes are counted and the result is reported at the AGM. Refer to regulation 10.8- 10.15 of AASTN Constitution for details.

If nominations are equal to or less than positions vacant:

- If nominations are equal to or less than the positions vacant, the R.O. must notify the Full & Life members of the nominations and that further nominations will be called for from the floor at the AGM. NB: send nominations received out with AGM agenda.
- If no further nominations are received, the R.O. or nominated person appointed at the meeting must declare the existing candidates to have been elected.
- If more nominations than positions are called at the AGM a ballot must be conducted by the R.O. in accordance with the constitution.
- The decision of the R.O. is final and cannot be challenged.

12. State Branches of the AASTN

(See Regulation 6.3 of Constitution)

(A) *State Executive*

Only Full and Life Members can be elected to branch committees.

Terms of office are determined by the branch at their AGM except for the State Representative who must be elected biennially at the branch AGM.

All meetings must be minuted.

A copy of the minutes **must** be sent to the executive committee within 3 months of each meeting. Each state branch to fund two (2) Education and Professional Development Subcommittee representatives to attend the meeting in March conducted on the day before the annual national conference or AGM on those years a conference is not held.

See part 4 for Minutes template and Duty Statements for committee members.

(B) *State Representative*

An active member of the Association for 2 years or more.

Have a good working knowledge of the Association's Ethics and Goals.

Be available and accessible to members for queries and help.

Be able to attend State branch meetings as much as possible.

Be prepared to act as liaison between the Executive and the State Branch.

Write a branch report for the Journal every 3 months, have information and or comments ready and e-mail before deadline, to the Editor.

As far as possible attend Conferences, the AGM and the Conference State Representatives' Meetings with the Executive, or arrange a proxy to fill this role.

Write and present the State Branch report at the AGM annually.

Assist State Chairperson and / or secretary with relevant correspondence.

The State Representative must be a Full Member and needs to have a good knowledge of the Constitution of the Association, be involved in the State Branch as an active member of the group, implementing the standards and goals of the Association as far as possible.

The representative should be accessible by e-mail as well as ordinary means. State members or interested parties need to be able to communicate with them easily and in a timely manner. All correspondence from the Executive is sent through the State Representative and directed on from them to the State Branch meeting and then to members as required.

There should be a regular agenda item at the state business meetings for the representative to present any correspondence or matters of business requested by the Executive.

State Branch reports should be e-mailed to the Editor of the journal quarterly, to meet the deadline as per the dates inside the front page of the Journal of Stomal Therapy.

Reports should be 500-1000 words, consisting of specific branch news, good ideas, information about events (planned or held) or concerns.

Report for the AGM should be an outline of the State Branch activities during the preceding year. It should include names of the state Executive members and the position they hold. (Some branches have preferred to table their State President's report as presented at their own annual general meeting.) Quite often this report will just be tabled but there is an expectation that each State Representative will be present at the AGM and to give the report verbally, if the time permits. The report should be kept concise because of time constraints at the AGM and is usually less than 500 words.

The State representative is to attend the breakfast meeting with the President of the Executive as well as the AGM at the National Conference. Each State is responsible for paying the travelling and accommodation expenses, and the registration costs, for their representative.

The representative should be willing to take on other roles within the state branch, to fill in for the Secretary or the President or to chair meetings, if those elected to the positions are unable to be present.

13. SPAP Panel

The Stoma Product Appliance Panel (SPAP) consists of member representation from: The Commonwealth Health Department, The Australian Council of Stoma Associations (ACSA), Ostomy Company delegate as nominated by MIAA, and Australian Association of Stomal Therapy Nurses (AASTN). The panel meets twice yearly in Canberra.

The aims of this panel are directed by the Terms of Reference.

The AASTN have three (3) members on the SPAP:

One (1) National Executive member

Two (2) Full members

Membership is a two (2) year commitment with the option to extend for a further one (1) year.

The National Executive member will be chosen from within the Executive.

Nominations for full members to be involved in the SPAP will be sought by the National Executive within the last six (6) months of a member's term. The National Executive will choose the successful member from the selection criteria. See Part 4.

14. Education and Professional Development Subcommittee (Name changed from Education Sub-Committee in 2002)

(A) *Mission*

The mission of the Education and Professional Development Subcommittee is to:

- Promote a high professional standard of nursing management and care through education within the AASTN Inc. membership
- To provide current relevant educational information.
- Take a leadership role in developing strategies to enhance the exchange of ideas and discussion of issues pertinent to Stomal Therapy Nurses.

(B) *Philosophy*

The Education and Professional Development Subcommittee recognises the need for expertise in the field of Stomal Therapy Nursing, therefore, the Subcommittee believes educational programmes should be available to prepare Registered Nurses to effectively assume the role of Stomal Therapy Nurse. The Education and Professional Development Subcommittee recognises that all Stomal Therapy Nurses have a responsibility to share their knowledge and skills with all members of the health care team.

The Education and Professional Development Subcommittee encourages Stomal Therapy Nurses to pursue personal and professional growth, to foster knowledge by communication and to participate in research programs to refine clinical competencies of the specialty, thus to improve the quality of care.

(C) *Objectives*

Objectives of the Education and Professional Development Subcommittee are to:

- Identify and address the ongoing educational needs of the AASTN Inc membership.
- Review the curriculum of Australian Stomal Therapy Education Programmes and make recommendations for course accreditation by the AASTN Inc Executive.
- Act in an advisory capacity to the coordinators of the Stomal Therapy Nursing Education Programmes.
- Provide representation at meetings of the National Nursing Organisations and other appropriate professional nursing bodies.
- Review the document the “Standards of Stomal Therapy Nursing Practice” every two (2) years.
- Promote credentialing of AASTN Inc members.

(D) **Membership**

The Education and Professional Development Subcommittee will normally consist of at least one (1) and not more than two (2) representatives (preferably with educational qualifications) from each state / territory of Australia, together with the AASTN Inc. President (ex-officio). All Subcommittee members shall have been members of the AASTN Inc. for a minimum of two years prior to appointment. Ideally one term of service for each Subcommittee member shall be a minimum of two (2) years and re-appointment may include further terms.

Education and Professional Development Subcommittee members shall be elected by the state AASTN Inc. branches. Their names, address and qualifications are to be submitted to the Education and Professional Development Subcommittee Chairperson within one (1) calendar month of the State branch AASTN Inc. AGM.

Election of the Education and Professional Development Subcommittee Chairperson is to occur each two (2) years from within the Subcommittee membership. The Chairperson will remain in office for two (2) years and may be re-elected by the Subcommittee following this time for a further two (2) years.

The Chairperson position may be viewed as "Stateless" - meaning it can be considered an extra position above the number of positions held by State members.

Any further re-election of the Chairperson of this Subcommittee may occur following consultation with the National Executive and all current Education and Professional Development Subcommittee members.

The Education and Professional Development Subcommittee may co-opt additional persons for special projects.

(E) **Meetings**

The Education and Professional Development Subcommittee shall meet for at least one (1) full day twice yearly: one (1) to precede the AASTN Inc. National AGM, and the other in September / October. The Chairperson of this committee must confirm the dates three (3) months in advance.

The Education and Professional Development Subcommittee may meet in open or closed sessions.

The quorum for the Education and Professional Development Subcommittee shall be three (3) members or 30% of members who are entitled to vote on the appointed committee.

(F) **Responsibility**

The Education and Professional Development Subcommittee shall have collective responsibility for activities.

The Education and Professional Development Subcommittee may provide one (1) educational workshop at the AASTN Inc Conference. This workshop shall occur in liaison with the conference convenors and Chairperson.

The Subcommittee shall be accountable to the National Executive for expenditure.

(G) **Reports**

The Education and Professional Development Subcommittee Chairperson shall present a yearly report at the AASTN Inc. AGM and a half yearly report in the Journal of Stomal Therapy Australia.

Subject to the AASTN Inc. Constitution and any directives of the Executive of the AASTN Inc. the Education and Professional Development Subcommittee shall regulate its own affairs.

(H) *Role of the Chairperson*

Demonstrate a clear understanding of the mission statement, philosophy, objectives and terms of reference of the AASTN Inc. Education and Professional Development Subcommittee
Demonstrate an understanding of the Constitution of the AASTN Inc.
Preside at all meetings of the Education and Professional Development Subcommittee
Liaise with the National AASTN Inc. Executive
Act as a spokesperson for the Education and Professional Development Subcommittee
Prepare and circulate the business agenda to the Subcommittee members prior to each meeting.
Delegate minute taking to a Subcommittee member.
Ensure the minutes are distributed to Subcommittee members and the AASTN Inc. Executive.
Set and review objectives annually in consultation with Subcommittee members.
Delegate duties, tasks and time frames relevant to achieving objectives in consultation with Subcommittee members.
Chairperson to liaise with the AASTN Inc. Treasurer regarding projected costs for new projects that will incur additional expenditure.
Maintain and facilitate the Continuing Professional Development (CPD), Credentialling and Recredentialling process.
Prepare reports for the AASTN Inc. AGM and Journal of Stomal Therapy Australia.
Arrange for relevant communications and documents pertaining to the Education and Professional Development Subcommittee to be included on the AASTN Inc. website.
Maintain a resource and archive file pertaining to the Education and Professional Development Subcommittee.
Plan and provide for succession and handover to the new Chairperson.
To attend Executive committee meetings as requested by the Executive, including the Post conference handover meeting.

(I) *Role of the Committee Members*

Be familiar with the constitution of the AASTN Inc. and mission statement, philosophy, terms of reference and objectives of the Education and Professional Development Subcommittee.
Liaise with the local state branch on educational matters and policies.
Undertake tasks and projects as directed by the Chairperson and co-opt assistance and expertise as required from branch members.
Participate regularly in Subcommittee meetings and proceedings.
Maintain a resource file and handover to a successor at the end of their term.

(J) *Financial Support*

The Education and Professional Development Subcommittee shall require financial support from the AASTN Inc. Executive to enable the objectives of the Subcommittee to be met.
Funding for the Education and Professional Development Subcommittee activities are discussed at each AGM.
The amount will be determined by the Executive and may vary from year to year.
The Executive Treasurer will facilitate reimbursement on receipt of invoices from members of this Subcommittee for costs incurred from the mid-year meeting.

The Chairperson of this Subcommittee will also have airfare and accommodation reimbursed for the pre AGM meeting.

State Branches are to fund attendance at the meeting before each AGM. (Normally the day before the conference).

15. Education Programs

To be admitted as a Full Member of the Australian Association of Stomal Therapy Nurses Inc. a recognised course in Stomal Therapy Nursing must have been completed with demonstrable evidence of graduation available. Stomal Therapy courses need to be accredited by the Education and Professional Development Subcommittee of the AASTN Inc. in conjunction with the National Executive prior to any graduate being admitted to the AASTN.

(A) *Stomal Therapy Courses*

Courses should be developed and implemented in close consultation with practising Stomal Therapy Nurses who are affiliated with the AASTN

At Graduate Certificate level or above

Able to articulate with higher degrees

Open to Registered Nurses only.

16. Approved Stomal Therapy Courses

(A) *Current List*

The following Institutions conduct courses that have been accredited by the Executive Committee.

VICTORIA

Mayfield Education Centre
Contact person - Elizabeth Abernethy
2-10 Camberwell Road
Hawthorn WA 3123
Phone: (03) 9882 7644
Course held annually

SOUTH AUSTRALIA

The Royal Adelaide Hospital
Contact Person - Elizabeth English
North Terrace
ADELAIDE SA 5000
Course usually held annually

WESTERN AUSTRALIA

AASTN (WA Branch)
PO Box 8380
Stirling Street
PERTH WA 6849
Course held biennially

NEW SOUTH WALES

The College of Nursing
Contact – Dr Lorraine Ferguson
Executive Director, Education Services
College of Nursing
Locked Bag 3030
BURWOOD NSW 1805
Course conducted annually by Distance Education

(B) ***Course Content***

Any change in curriculum to be approved by the Executive Committee and the Education and Professional Development Subcommittee.

The Education and Professional Development Subcommittee will review course content of each course every two (2) years regardless of change in curriculum

Guidelines for standard requirements drawn up by the Executive Committee 1980 and approved at the AGM 1981. Same updated regularly by the Subcommittee.

17. AASTN Property

(A) ***Filemaker Pro (This remains AASTN property but is at present unused)***

Membership database program
Purchased June 1998 cost: \$299.00
"Claris File Maker Pro 4"

(B) ***AASTN Banner***
Travels to state holding conference

(C) ***Renton's - Meeting Procedure Manual.***
Travels with President.

18. AASTN Archives

(A) ***Introduction***

The archives of the AASTN are important to provide historical records and information about the management of the Association.

It is vital that this information is easily accessed and not liable for damage/loss during storage.

(B) ***Master CD***

In 2000 the Executive has selected vital information for compilation on a Master CD to allow computer access and retrieval of information across Australia at any time. This CD will be copied and distributed to each state. The information contained on the CD is as follows:

History of the Establishment of the AASTN

Proposed Australian Association of Stomal Therapists – Agenda and Minutes (27th March 1971)

First Executive Committee Meeting (29th April 1971)

Affiliation with AMA (4th November 1971)

Constitution of AASTN
1971, 1976, 1986, May 1994

Incorporation of AASTN
Policy Manual (including updates) 1992, 1994 , 1996, 2000

Annual General Meetings of the AASTN
Minutes and Agendas and Special Business
Inaugural Agenda and Minutes 1971. 1972, 1980-1990, Minutes 1992, Agenda 1993, 1994, 1995, 1997, 1998, 1999

AASTN Executive Minutes
Dec 1992 – Feb 1993, Jan 1997 – Dec 1999

Journal of Stomal Therapy Australia - Contents' pages
Newsletter 1986 Summer
Volume 7 No 4,
Volume 8 No 1,
Volume 9 No 1, Volume 9 No 3,
Volume 11 No 2 – Volume 12 No 3,
Volume 13 No 1,
Volume 14 No 2 – Volume 19 No 4,
Treasurer's Reports – AGM

Conference Programs and Proceedings Indexes
1978 Proceedings, 1980 Proceedings, 1981 Proceedings, 1982 Proceedings,
1992 Proceedings, 1994 Proceedings, 1996 Proceedings – no index,
1997 Programme and Proceedings – no index, 1998 Programme and Proceedings, 1999 Programme
Awards and Scholarships

State Representative Meetings with AASTN Executive at Annual Conference
1993 Minutes, 1999 Agenda and Minutes

Manufacturer's Representative Meetings with AASTN Executive – at Annual Conference
1993 Minutes, 1994 Agenda

Review of Stoma Appliance Scheme – Consultant's Report.
Coopers and Lybrand (May 1996)
Correspondence relating to Stoma Appliance Scheme

(C) *Storage of Hard Copy of AASTN Records*

The storage of the hard copy of all AASTN records is to be reviewed. In 2006 (October) the National Executive agreed to hire a room at a storage facility in Adelaide to be co-ordinated and managed by Julie Hoyle, archiving officer. All material is to be stored at this site with Julie Hoyle keeping a detailed list of contents. A spare key is to be kept with the President of the SA branch of AASTN Inc. in case Julie is unavailable.

It is planned that the original membership forms, of all AASTN members, will also be scanned for recording on CD. This will prevent the need for transfer of these documents for utilisation by the Executive Secretary.

At present the AASTN Archives are located with:

Julie Hoyle
18 Bideford Ave
Clarence Gardens SA 5309
Ph: 08 82933915
Fax: 08 82933914
Email: djhoyle@bigpond.net.au

When the scanning and recording are completed it will be proposed that the AASTN store the following in secure storage premises, with a member acting as Archivist: Julie Hoyle – address as above

History of the Establishment of the AASTN

Proposed Australian Association of Stomal Therapists

Agenda and Minutes (27th March 1971)

First Executive Committee Meeting (29th April 1971)

Affiliation with AMA (4th November 1971)

Constitution of AASTN, 1971, 1976, 1986, May 1994

Incorporation of AASTN

Policy Manual (including updates), 1992, 1994, 1996, 2000

Annual General Meetings of the AASTN – Minutes and Agendas and Special Business

Inaugural Agenda and Minutes 1971. 1972, 1980-1990, Minutes 1992, Agenda 1993, 1994, 1995, 1997, 1998, 1999

Treasurer's Reports – AGM

AASTN Executive Minutes

Dec 1992 – Feb 1993, Jan 1997 – December 1999

State Branch Minutes – 5 years only

AASTN Correspondence

keep 5 years and discard if not vital for management of Association

AASTN Education Subcommittee Minutes

Journal of Stomal Therapy Australia Library

(Editor to send AASTN copies to storage at end of editorial term)

WOCN Journal Library

Conference Programmes and Proceedings Indexes

Awards and Scholarships

State Representative Meetings with AASTN Executive – at Annual Conference

1993 Minutes, 1999 Agenda and Minutes,

Manufacturer's Representative Meetings with AASTN Executive

at Annual Conference 1993 Minutes, 1994 Agenda

Review of Stoma Appliance Scheme – Consultant's Report.

Coopers and Lybrand (May 1996)

Correspondence relating to Stoma Appliance Scheme

Membership Applications & Copies of Stomal Therapy Nursing Certificates prior 2002

Membership Applications and Copies of Stomal Therapy Nursing Certificates 2002 & 2003

Membership Renewals 2002 & 2003

(D) *Archiving/Storage*

Further documents can be added if not available on computer disc, but from 2000 all AASTN documents should be available on disc and can therefore be easily and effectively stored with the Executive.

Only the incoming relevant correspondence would need to be scanned at the end of each Executive term, or at a regular interval, and sent to the Archivist.

(E) **CD 2002**

Recorded activities of the National Executive's term in office for 2000–2002 has been recorded on compact disc in word format. This CD is distributed to the incoming President and state representatives.

(F) **CD 2002 - 2004**

Recorded activities of the National Executive's term in office for 2002–2004 has been recorded on compact disc in word and excel format. Executive Minutes, Constitution 2003, Membership listings, Preceptor Listings, Handbook and Policy Guidelines, Conference Guidelines, Travel Grant Allocations 2003, Smith & Nephew Education Scholarship Winners 2002 & 2003, Elinor Kyte Research Grant 2003 & 2004. This CD is distributed to the incoming Executive committee and state representatives.

(G) **CD 2004 -2005**

Recorded activities of the National Executive's term in office for 2004–2005 has been recorded on compact disc in word and excel format. Executive Minutes, Constitution 2003, Membership listings, Preceptor Listings, Handbook and Policy Guidelines, Smith & Nephew Education Scholarship Winners 2004, Elinor Kyte Research Grant 2005. This CD is distributed to the incoming Executive committee and state representatives.

(H) **CD 2005 - 2006**

Updated Handbook & Policy Guidelines Manual, constitution, updated AASTN conference guidelines from 2005 and updated preceptorship, membership and credentialing forms. Distributed to incoming and current executive members and state representatives.

(I) **CD 2006 – 2007**

Updated Handbook & Policy Guidelines Manual, AASTN Conference Guidelines (2006), Preceptorship, and membership forms.

19. Reimbursement of Running Costs

(A) ***Executive Attendance at AGM***

The President, Secretary, Treasurer and Editor of the Executive Committee or their nominees and the Chairperson of the Education and Professional Development Subcommittee will have their air fares (based on 30 day advanced booking or package, whichever is the cheaper), the early bird conference registration fee and accommodation to the value of \$100 maximum per night, unless limited accommodation increases costs paid to attend the Annual General Meeting and conference where applicable. The Executive Treasurer will investigate best priced accommodation near AGM venue and bulk book for those who prefer not to book themselves. Members are encouraged to share accommodation to keep costs to a minimum.

The Vice President and remaining committee members are to have early bird registration and accommodation costs paid to attend the AGM as the financial status of the organisation allows. Treasurer to confirm who will be attending the conference for day or full delegate status and pay a group earlybird registration fee. Members to send their forms into the conference organiser stating the National Executive will pay for registration.

(B) *Other Costs of AASTN*

The Executive to receive reimbursement of other costs deemed necessary to promote the aims and objectives of the AASTN.

(C) *Cost of Programmed Meetings at Annual Conference*

State representatives' breakfast meeting and the meeting with MIAA (if any) held during the AASTN Conference to be financed by AASTN.

Post conference Executive handover meeting costs to be paid by the Executive. Appropriate venue to be sourced by Treasurer in conjunction with hosting state.

Other meetings as deemed necessary to promote the aims and objectives of the AASTN requiring either a venue or refreshments for which payment is required.

20. Protocol for Grievances

According to the New Collins Concise English Dictionary, 1984 a "grievance" is defined as:

A real or imaginary wrong, causing resentment and regarded as grounds for complaint; a feeling of resentment or injustice at having been unfairly treated.

In the event of any member, associate member or commercial member of this organisation having a complaint or a misunderstanding about unsatisfactory outcomes arising out of interpersonal or business matters that could interfere with the smooth running of the AASTN the following protocol is recommended.

ACTION TO RESOLVE THE GRIEVANCE SHOULD BE TAKEN PROMPTLY

A person/persons with a grievance should endeavour to resolve the problem by good communication between the parties.

The State Representative may be contacted verbally or in writing to act as a mediator. (If the grievance is related to the State Branch Executive, written details of the grievance should be sent to the National Executive).

If not resolved, complaints are to be sent in writing to state branch to deal with the matter. Interview with persons involved individually then together.

If either person with grievance is not satisfied with decision of the state branch the written complaint is to be forwarded to the National Executive.

If the matter is not resolved then a private meeting is to be arranged between the persons with a grievance and the National Executive.

If a grievance is not resolved then it is to be dealt with at a National AGM, either as a proposed motion or as other business.

(A) *Mediator / Complainant*

Receive complaint sympathetically and seriously.

Ensure that you are clear as to:

what the complaint is

what has occurred.

a broad outline of the grievance

who/what might be responsible, then a step-by-step account

what steps, if any, have been taken to attempt a resolution.

Identify the problem.

What is the anticipated &/or desired outcome.

Ask the complainant what action they want.

Do not discuss with others who are not involved.

Assure complainant you will make a full investigation, promptly & confidentially.

Interview both parties.

Remain impartial, do not apportion blame, and take an educated approach.

If necessary, interview other persons, keep their involvement to the minimum - only to establish facts.

Keep in contact with the complainant to see they have not been victimised by having made the complaint.

It is important for persons acting as mediator/mediators to refrain from discussing details with other persons; Confidentiality is essential with all investigations.

A grievance is never fully resolved until the source of the grievance is thoroughly dealt with.

All parties involved with the grievance procedure should be advised of the outcome.

21. Financial Assistance

Executive members are not excluded from applying for grants whilst in office (amended 2004)

(A) AASTN Overseas Travel Grant

\$2000.00 (two thousand dollars) to be set aside each second year on the odd year (subject to financial climate) for overseas travel assistance. See Financial Assistance for Overseas Travel criteria (AGM 1993).

Overseas travel applications and criteria to be reviewed second yearly at the AGM.

Objective: To assist an active AASTN member to participate in overseas research, conferences or other projects.

Value: \$2000 (subject to financial climate) every second year starting from 1999. (Prior to this motion being accepted at the 1999 AGM the grant was for \$1000 Annually.)

The amount is to be reviewed annually at AGM

Selection Criteria and Guidelines

Applicants must currently be registered in the state where they are working and utilising their Stomal Therapy expertise.

Applicants must be full AASTN members and active within their state or national bodies. A letter of endorsement from the state branch must accompany the application form.

A letter of recommendation from the Director of Nursing or departmental head supporting the applicant must be forwarded. This letter should indicate the applicant's commitment to the development of excellence in the field of Stomal Therapy Nursing. Inclusion of the applicant's job description would be desirable.

A guarantee by the applicant to continue nursing practice for at least six (6) months after their return is required. (A medical certificate must be supplied to the AASTN Executive if the applicant is unable to fulfil this contract due to illness).

Within three (3) months of their return, the applicant is to submit a report for publication to the AASTN Executive, and acknowledge the support of the AASTN.

The project must be commenced within two (2) years.

Receipt of a grant automatically excludes members from re-applying for five (5) years.

A completed, official application form (available from the AASTN Executive Secretary) together with a current curriculum vitae and other supportive documentation must be submitted to the AASTN Executive Secretary by October 31 of alternate years (odd years) commencing 1999.

A decision will be available within six (6) weeks.

22. AASTN Research Grant

1. *Focus of the Grant*

The value of the scholarship is \$3000.

Open to Stomal Therapy Nurses who have "Full Membership" of the Australian Association of Stomal Therapy Nurses.

For research studies that involve humans, ethics approval must have been granted by an accredited Human Research Ethics Committee (HREC) prior to application for the research grant.

The AASTN is unable to grant ethics approval for research studies. Please refer to "National Statement on Ethical Conduct in Research Involving Humans".

Proposed work must be research based and relevant to the field of Stomal Therapy Nursing in Australia.

Preference will be shown for research that can be conducted and analysed within one year.

Research findings will be presented at the Annual Conference of the AASTN and published in the Journal of Stomal Therapy Australia. (The investigator will retain copyright).

2. *Process*

The Grant will be advertised in the Journal of Stomal Therapy Australia.

The closing date for applications will be April 30th annually

Application form will be made available three (3) months prior to the closing date.

The submissions must be original, unpublished work related to any aspect of Stomal Therapy Nursing.

Application will be in the form of a research proposal.

A representative body will meet to assess the proposals.

The AASTN Executive will notify the successful applicant in writing, and her/his name will be published in the Journal of Stomal Therapy Australia.

A progress report from the applicant will be expected after six (6) months.

The AASTN will be acknowledged in publications and abstracts.

3. *Assessment of Applications*

The application will be judged by the following criteria:

Need for proposed study

Originality of proposed study

Possible impact of the study on commonly held professional beliefs / practices

Background body of knowledge available for proposed area of study.

4. *Role of Executive Committee*

To rank each application using a score chart to highlight:

Feasibility

The importance of the research question

Specificity of the design

Realistic timetable for the study given

Contribution to current knowledge/ practice

Applicant's demonstrated knowledge of the subject area.

To notify applicants of success or otherwise of their application within six (6) weeks of closing date.

23. Smith and Nephew Education Scholarship

Administered by Australian Association of Stomal Therapy Nurses (AASTN) Executive.

Objective: Awarded annually to financially assist a Registered Nurse who is currently undertaking or has applied to undertake a recognised AASTN Stomal Therapy Nursing Education Programme.

Value: \$1000.00 Annually

SELECTION CRITERIA AND GUIDELINES

The applicant to submit to the AASTN Secretary:

- a completed application form (available from Handbook or Executive Secretary)
- proof that he / she has been accepted, is undertaking, or has completed a recognised AASTN Stomal Therapy Nurse Education Programme within the period of January to December in the year of application.
- a current curriculum vitae
- written verification from their employer that the candidate is able to utilise their newly acquired Stomal Therapy Nursing skills on completion of the course.
- Must be an Associate member of the AASTN (updated 2005)

All applications to be forwarded to AASTN Secretary by June 30th each year.

A decision will be made in six (6) weeks from close of application.

Incomplete applications will not be considered.

The Executive Secretary will inform Smith and Nephew of the successful candidate.

Smith and Nephew will arrange presentation of the scholarship.

24. Criteria for Stomal Therapy Nursing Preceptorship

(Adopted March 2002)

Essential:

1. Qualified Stomal Therapy Nurse
2. Full member of the Australian Association of Stomal Therapy Nurses Inc.
3. Two years current experience as a full time or equivalent part time qualified practising Stomal Therapy Nurse
 - a. a dedicated role – full time
 - b. a dedicated role - part time
 - c. accumulated previous full time practice and current part time practice to maintain clinical competence
4. Able to provide/ facilitate a range of activities and experience in the following core functions:-
 - Ostomy Management
 - Wound Management
 - Continence Management
 - Education / Research
 - Leadership / Management

5. Completed a recent Preceptorship Workshop or equivalent qualification.
6. Proven commitment to own Professional Development by demonstrating 100 points CPD per year (Adopted by National Executive 2005)
7. Commitment of health care agency to provide / facilitate clinical placement.

Desirable:

1. Working toward achieving Credential status with the Australian Association of Stomal Therapy Nurses Inc.
2. Consent to display name, worksite address, worksite phone number & worksite email address on the AASTN website. Yes No
3. Please attach your current portfolio for the previous year.

(Amended Feb2006)

25. The Elinor Kyte Research Grant

Sponsored by ConvaTec ® For a research project related to Stomal Therapy Practice.
Administered by the Australian Association of Stomal Therapy Nurses Inc.

Value of the Grant

An annual grant of five thousand dollars (\$5000) to fund a research proposal into aspects of Stoma Management/Care that improves the quality of life of people with stomas (not product specific)
This grant will be awarded annually to one project as nominated by the selection committee
ConvaTec will provide ancillary supports (if required):

- Professional liaisons
- Secretarial support directly related to the research (via ConvaTec Marketing Department Staff)
- Literature research
- Assistance with presentation preparation (via ConvaTec)
- Registration at the following years AASTN conference to present findings of completed research

Judging Panel

- Three AASTN Executive Members
- Ostomy Product Manager ConvaTec
- Member of Education Sub Committee
- Guest member (if required) e.g. epidemiologist

Guidelines

- Research relating to enhancing the lives of people with stomas as demonstrated by one of the following:
 - Professional issues that further the quality of people with stomas,
 - Education program development for professional staff i.e. Nurses or Doctors that further the care of people with stomas,
 - Research that focuses on improving quality of life aspects of a person with a stoma
 - Impact on the rehabilitation process of the client or development of Stomal Therapy practice

Eligibility Criteria

- The applicant must be a practicing full member of the AASTN
- The grant is **NOT** to be used as part of current university study or any other research
- The grant is **NOT** to be used with any other grant
- Prior approval from employer if utilising data collected from workplace or ethics approval may be required (Ethics committee letter attached to application)

Requirements

- Research is to be completed within twelve (12) months
- Beneficiary to present outline of proposal at the national conference Annual General Meeting
- Beneficiary to present completed paper at the following national conference
- Completed research to be submitted to AASTN and/or WCET Journals for publication
- Applications should be submitted to the AASTN Secretary by December 31st of each year for consideration for the following year's funding.

Notification of Grant Approval

- The judging panel will review applications. If required, outside expert will be sought in assisting with the final decision.
- The successful applicant will be notified in writing by January of the following year with a formal presentation occurring at the following AASTN Annual General Meeting.

Dispersal of the Grant

- ConvaTec will present a cheque to the Executive Treasurer annually, for dispersal as directed by the AASTN Executive
- The AASTN National Executive will require three (3) monthly written progress reports of the project.
- Funds will be released in increments, which will be related to progress of research; the incremental disbursement will not exceed \$2,500.
- ConvaTec will provide registration of the beneficiary to national conference in year the paper is presented providing the material is presented within two years of its completion .
- The decision of the judging panel will be final.

26. Colorectal Surgical Society of Australia and New Zealand (CSSANZ) Scholarship for Stomal Therapy Nursing

Purpose

To foster and further develop the relationship between the Australian Association of Stomal Therapy Nurses Inc. (AASTN Inc.) and CSSA. The CSSA will present a scholarship for a **novice** stomal therapy nurse to attend their annual Spring meeting. This is an annual award and will be presented at the AASTN Inc. Annual General Meeting.

Award value

This scholarship will cover registration to the annual CSSA Spring Meeting, economy class airfare, and \$500 toward accommodation.

Eligibility Criteria

- Applicants must be a full member of the AASTN Inc.
- Must be currently registered in the state where they are working and utilising their Stomal Therapy Nursing skills.
- Must have completed an AASTN Inc. recognised Stomal Therapy Nursing Education Program within the previous 3 years.
- Ability to attend the Spring meeting within or outside Australia.

Process

Submit an article suitable for publication in the Journal of Stomal Therapy Australia (JSTA).

The article may be in the form of, but not limited to:

- A clinical case study
- Research project
- Book review not previously published in JSTA
- Educational poster or teaching tool
- Professional issue pertinent to either specialty

The article, (preferably accompanied with a copy on disc) plus a completed official application form with a copy of current nursing registration, to reach the National Executive secretary by 15th May annually. Contact details for secretary can be found in current JSTA journal. Application form available from the AASTN Inc. Executive Secretary and AASTN Inc. website www.stomaltherapy.com

All applications will be reviewed by the judging panel and a decision will be available within six (6) weeks. The judging panel will consist of:

- The Editor, JSTA (or delegate)
- Committee member of the AASTN Inc. Education and Professional Development Subcommittee.
- Nominated member of the CSSA

Late applications will not be considered. The scholarship award is not transferable.

Selection Criteria

The judges' decision will be final and based on the following criteria:

- Presentation
- Originality
- Appropriateness to stomal therapy nursing and colorectal surgery
- Demonstrated integration of theory and practice
- Suitability for publication following the JSTA *Guidelines for authors* found in current JSTA.

27. Credentialling Process – Stomal Therapy Nurses

- Complete the approved application form (see Part 4) and provide a copy of your current practicing certificate, along with a reference or statement of support from your supervisor that reflects professional standing in your current role while currently demonstrating Stomal Therapy knowledge and skills.
- The Chairperson of the Education and Professional Development Committee must receive applications by 30th June in the year of application. (address in Journal of Stomal Therapy Australia)
- Reference material will then be forwarded to you. Journal articles and current texts are the main source of recommended information and are readily available.

- Complete a Professional Development Portfolio, to achieve 100 points for your first year of the process from January to December and then 300 points for the ongoing three (3) year cycles.
- Submit the completed portfolio by mid January of the following year, with copies of supporting documents eg. academic certification, awards etc.
- Undertake the National AASTN Inc. examination in September – of that year. The examination will comprise multiple choice and short answer questions. The Ostomy and Wound components will attract the majority of allocated marks and Continence and Professional Issues the remainder. As this is a process to endorse best practice, an 80 % pass rate is required
- You will be allocated a number, which will appear on the examination paper to provide confidentiality and anonymity during the marking process.
- A stamped, self-addressed envelope will be included with the examination package for the return of the completed paper by your nominated supervisor to the Chairperson.
- Processing of papers is undertaken in October, with feedback to participants in November. Certificates will be presented at the Conference AGM or posted out to applicants.

Continuing Professional Development (from 2000)

Stomal Therapy Nurses may choose to use the form developed by the Education and Professional Development Subcommittee to record their Continuing Professional Development activities as a “stand alone” record (see appendix). One hundred (100) points are the annual target. The record can remain confidential, or be submitted to the Chairperson Education and Professional Development Subcommittee for recognition. This recognition can later be used for Credentiaing purposes if desired (see attached forms).

Recredentialling (from 2003)

Once Credentialed, ongoing practice, education and experience is expected, and each three (3) years, the Stomal Therapy Nurse will be eligible for Recredentialling. This is a voluntary, self-evaluation process, encouraging reflection on one’s practice.

The Chairperson of Education and Professional Development Subcommittee will contact eligible nurses in June to begin the Recredentialling process. This entails:

- referral to the *Advanced Nurse Competencies for Stomal Therapy Nurses, Recredentialling Evaluation Tool* (supplied by Chairperson, Education and Professional Development Subcommittee)
- the writing of a reflective journal indicating an episode of practice (or more than one if preferred)
- analysis of the journal entry to identify the behaviours that demonstrate the elements within a specific competency. Cross-referencing these behaviours against the *Evaluation Tool* enables the Stomal Therapy Nurse to identify that most (>80%) of the competencies have been demonstrated to meet the AASTN Inc. Standards
- submission of the journal and Evaluation Tool to the Chairperson, Education and Professional Development Subcommittee for anonymous verification by 30th September.
- submission of the annual Continuing Professional Development portfolio by January 30th as usual.

Private notification of the outcome will occur by the end of October, and the certificate awarded at the following AASTN Inc. conference.

Part 3

NATIONAL EXECUTIVE MODEL

ROTATING NATIONAL EXECUTIVE

This model results in a turnover of alternate positions annually with members holding each position for 2 years. It aims to ensure a continuing working body with current knowledge of executive management and offers support to incoming committee members. In 2004 it is proposed that half of the WA executive maintain their positions to promote this transition in a smooth and streamlined manner.

The Website Co-Coordinator's position may be ex-officio, meaning they may not be a STN and will therefore not hold an executive position and if not a member will not have voting rights. Their role will include updating and maintaining all aspects associated with the website.

YEAR	PRES.	V.PRES	SEC	TREAS	EDITOR	COMM 1	COMM 2	COMM 3	Website Co-Coordinator
2004	WA	SA	WA	VIC	WA	NSW	QLD	ACT/TAS/NT	
2005	NSW		ACT/TAS/NT		NSW	WA			
2006		QLD		SA			VIC	SA	
2007	VIC		NSW		ACT/TAS/NT	WA			
2008		WA		QLD			SA	NSW	
2009	SA		VIC		QLD	ACT/TAS/NT			
2010		NSW		ACT/TAS/NT			WA	VIC	
2011	QLD		WA		SA	NSW			
2012		VIC		NSW			ACT/TAS/NT	QLD	
2013	ACT/TAS/NT		SA		VIC	SA			
2014		ACT/TAS/NT		WA			NSW	SA	
2015	WA		QLD		WA	VIC			

Part 4

Information for State Branches

Duty Statements for State Branch Committee Members

Job Description

Eligibility; is a registered financial member of the AASTN.

Accountable to; the state branch members.

Responsible for;

1. Maintaining the highest ethical and professional standards at all times.
2. Understanding the constitution of the AASTN.
3. Setting objectives for the AASTN for the coming year.
4. Achieving the objectives with the help of committee members and/or the membership
5. Knowing the role of the office bearers and the committee.
6. Establishing interpersonal communication with other members of the Allied Health Professional bodies on behalf of the membership.
7. Actively taking part in the committee and working under its direction.

President - Duties;

1. To conduct all meetings of the branch unless absent or incapacitated.
2. To liaise with the secretary in compiling the agenda for meetings.
3. To serve the casting vote on committee decisions.
4. To ensure that all business of the committee is completed and carried out in a timely manner.
5. To table a written report at quarterly meetings.
6. To consult with the committee in requesting members to undertake duties relevant to the objectives.
7. To attend all functions pertaining to the branch, or delegate another member to represent the branch.
8. To act as spokesperson for the branch members on policy or other matters after consultation with the committee.

Vice President - Duties;

1. To undertake the role of President as necessary.
2. To assist the President as necessary in conducting presidential duties.

Treasurer - Duties;

1. To collect and bank all incoming monies.
2. To issue receipts for all monies received.
3. To obtain and record bank statements for current accounts.
4. To be one of three signatories for signing cheques.
5. Documentation and reconciliation of all receipts and payments.
6. To present a detailed report at each quarterly meeting including all payments and receipts, together with the total sum of the branch finances.
7. To present an annual report at the first quarterly meeting following the end of the financial year.
8. To prepare a written budget projection for the handover meeting after election to the committee.
9. To engage an auditor with membership approval.
10. To present all account books, financial statements and receipts to the auditor annually.
11. To forward a copy of the annual audit report to the State Representative for forwarding to the National Executive.
12. A statement of financial affairs, ie: Income and Expenditure Statement to be formatted from January 1st to December 31st of each year. Report to be sent to Executive Treasurer by or at the National AGM.

Secretary - Duties;

1. To record all minutes of meetings.
2. To distribute copies of minutes to all members.
3. To compile an agenda for all meetings in consultation with the President.
4. To attend to all relevant correspondence as required and as directed by the committee.
5. To distribute financial assistance forms and election forms at appropriate times.
6. Is responsible for all secretarial equipment, maintenance, and insurance.
7. To maintain an up to date mailing list.
8. To forward a copy of the branch minutes to the State Representative for forwarding to the National Executive.
9. To notify the National executive of any special business for the AGM no later than 42 days before the meeting (see Regulation 12.5 &12.6 of the Constitution).

State Representative - Duties;

1. To be the liaison person between the National Executive, other state committees, and the international delegate, WCET, and the state members and committee.
2. To submit a written report for tabling at branch quarterly meetings.
3. To submit a written report for the AASTN AGM.
4. To ensure all relevant information is disseminated to all members on the mailing list.
5. To forward a copy of the branch minutes to the National Executive within three months of the meeting.
6. To forward a copy of the annual audit report to the National Executive within one month of being received.
7. To ensure the state secretary receives a copy of the updated financial state membership list received from the National Executive quarterly.
8. To attend the State Representatives breakfast during conference (or arrange a proxy)

(AASTN Executive Committee November 2004)

Presentation of State Branch Minutes

The minutes should be presented under the banner of the organisation AASTN Inc. or Australian Association of Stomal Therapy Nurses Inc. With the ABN noted and with notice as to which State branch the minutes pertain. Eg:

AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC. ABN 16072891322

((State)) State Branch Minutes

The Date and venue of the meeting should be displayed at the beginning of the minute record. The order of business should be consistent at each meeting with the following headings utilised, they may be numbered or not as the Secretary decides

1. Time opened

The time the meeting commenced should be noted

2. Present

Those members present should be recorded

3. Apologies

Members not present who have sent an apology should be noted

4. Confirmation of the previous minutes

The previous meeting minutes should be read and confirmed as true by two members present at that meeting

5. Business arising out of the minutes

Any business outstanding from the previous meeting should be addressed

6. Correspondence

Any correspondence relevant to the meeting should be read to the meeting

7. Business arising out of the correspondence

Any business arising from new or continuing correspondence should be discussed and addressed

8. Treasurers report

The treasurer should present an accurate account of the state of the branch finances. Including monies in investment accounts as well as any working accounts the branch holds.

9. Accounts for payment

Any accounts requiring payment should be approved by the committee and minuted as such (this is a requirement for the auditors)

10. Reports

Any reports from subcommittees or members delegated specific roles that require feedback to the committee should be addressed here.

11. General business

Any matter not already dealt with can be raised

12. Date of next meeting

13. Close of meeting

Reference

RENTON, N.E. (2000). *Guide for meetings and organisations volume 2: Guide for meetings* (7th Ed.). Pymont, N.S.W.: LBC Information Services.

(AASTN Executive Committee November 2004)



ABN 16 072 891 322

Preceptorship Criteria for Stomal Therapy Nursing

Essential:

1. Qualified Stomal Therapy Nurse
2. Full member of the Australian Association of Stomal Therapy Nurses Inc.
3. Two years current experience as a full time or equivalent part time qualified practising Stomal Therapy Nurse
 - a. a dedicated role – full time
 - b. a dedicated role - part time
 - c. accumulated previous full time practice and current part time practice to maintain clinical competence
4. Able to provide/ facilitate a range of activities and experience in the following core functions:-
 - Ostomy Management
 - Wound Management
 - Continence Management
 - Education / Research
 - Leadership / Management
5. Completed a recent Preceptorship Workshop or equivalent qualification.
6. Proven commitment to own Professional Development by demonstrating 100 points CPD per year.
7. Commitment of health care agency to provide / facilitate clinical placement.

Desirable:

1. Working toward achieving Credential status with the Australian Association of Stomal Therapy Nurses Inc.
2. Permission to display name, worksite address and worksite phone number on AASTN Website.

Yes No
3. Please attach your current portfolio for the previous year.

I comply with the above criteria: Name: _____

Signature _____

Date _____

Ref: _____

Address: _____

Suburb: _____ State: _____ Pcode: _____



PROXY VOTE FORM

I _____ of _____

being a **Full** or **Life** member of the Australian Association of Stomal Therapy Nurses Inc. hereby
appoint _____ of _____

or failing him/her _____ of _____

as my proxy at the **Annual General Meeting** of the Association to be held on the
_____ day of _____ **200**__ and at any adjournment thereof.

Signed : _____

This _____ day of _____ 200__.

Constitution Notes:

- 18.1 A member may vote at a meeting of the Association in person or by proxy.
- 18.2 A proxy vote must be completed by the Full member issuing the proxy vote on the nominated form.
- 18.3 The appointed trustee of the proxy vote must be a Full member of the Association.
- 18.4 The proxy voting form shall be deposited at the headquarters of the Association or at such place as is specified within the notice and not less than forty eight hours before the commencement time of the meeting. Failure to comply invalidates the proxy vote.

ADD IN DATE FOR RETURN AND RETURNING OFFICER ADDRESS PRIOR TO PRINTING



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16 072 891 322

Invoice / Registration Form

"Add Title"

Add Comments:

Course Name	
Venue	
Date	
Time	
Cost	\$ _____ (GST not included in cost)

N.B. The AASTN is not required to be registered for GST with the Australian Taxation Office.

Name		
Address		
Contact #'s	Work	Mob
Email		
Place of Work		

Return To: (Add name & address details)

Payment Details Cheque Money Order Cash
 Cheques/money orders to be made payable to **"AASTN"**

Amount: \$ _____

<i>Office Use</i>	
Rec'd	____/____/____
Rec #	_____ Amt\$ _____
Chq/MO Details:	



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16 072 891 322

CRITERIA FOR STOMA PRODUCT APPLIANCE PANEL (SPAP) MEMBERSHIP

The Stoma Product Appliance Panel (SPAP) consists of member representation from:

1. The Commonwealth Health Department
2. The Australian Council of Stoma Associations (ACSA)
3. Ostomy Company Delegate as nominated by MIAA
4. Australian Association of Stomal Therapy Nurses (AASTN)

The aims of this panel are directed by the Terms of Reference.

The AASTN have three (3) members on the SPAP:

One (1) National Executive member

Two (2) Full members

Membership is a two (2) year commitment with the option to extend for a further one (1) year.

The National Executive member will be chosen from within the Executive.

Nominations for full members to be involved in the SPAP will be sought by the National Executive within the last six (6) months of a members term. The National Executive will choose the successful member from the selection criteria.

Criteria:

1. Full member of the AASTN for a minimum of two (2) years.
2. Currently practicing in a part time or full time role as a Stomal Therapy Nurse.
3. Proven commitment to and involvement in State Branch activities.
4. Ability to commit to the SPAP for two (2) years.
5. Willingness to sign an undertaking of Confidentiality and non-disclosure and Conflict of Interest form as required by the health Department.
6. Ability and willingness to provide feedback and reports to the AASTN National Executive and membership as required.
7. Ability to attend two (2) meetings in Canberra per annum. (These meetings are of 1-2 day duration and associated travel expenditure is covered by the Health Department).

(added by National Executive December 2004)



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.
ABN 16 072 891 322

Irrigation Kit Authorisation Form

I

(Stomal Therapy Nurses Name (STN))

give.....
(Patient Name)

Authority to collect an initial irrigation set/ conseal plugs (circle relevant item) from their association.

The above mentioned patient has received education from or has agreed to return to the above mentioned stomal therapy nurse for education and training on irrigation or use of conseal plug before attempting to use these items.

The stomal therapy nurse has consulted with the relevant surgeon who agrees irrigation is appropriate for this patient.

STN'S Signature

Patient's Signature

Date

Note: The above must be ordered within two months of application issue date

OSTOMY ASSOCIATION

Patient's Name

Patient's membership number

Signature of distribution person

Date

(added by National Executive December 2004)



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16 072 891 322

Tieman Tip Catheters Authorisation Form

Product Information:

The Tieman Tip catheter is a urinary drainage catheter with an angle tip made from non cytotoxic medical grade vinyl. The catheter has a round tip with two lateral holes.

Restrictions on use:

If a patient fits the criteria below they must be assessed by a stomal therapy nurse or healthcare professional in order that other underlying problems can be ruled out. Eg. Poor catheterisation technique and to see if the Tieman Tip catheter can solve the patients catheterisation problems.

Criteria

- Patient must have a urinary stoma/ urinary pouch requiring catheterisation
- Patient must have tried the usual nelaton catheters and was unable to use them in a timely or satisfactory manner due to;
 1. inability to insert the nelaton catheter into the stoma /pouch
 2. painful insertion of nelaton catheters

Authorisation Form

I give

(Stomal Therapy Nurses(STN))/ Health care professional name (STN))

Patient name

Authority to order the Tieman Tip catheters from their ostomy association.

The above mentioned patient has received education from and has agreed to return to the above mentioned stomal therapy nurse/ healthcare professional for a review within six months of initial consultation.

The stomal therapy nurse has consulted with the relevant surgeon who agrees that the Tieman Tip catheters are appropriate for this patient.

STN/ Health care professional's signature

Patients signature

Date

Note: The above must be ordered within two months of application issue date

OSTOMY ASSOCIATION

Patients name

Patient membership number

Signature of distribution person Date(added by National Executive December 2004)

((Date))

(Member Name))

((Address))

((Suburb)) ((State)) ((Pcode))

Dear ((Salutation))

AASTN ((Year)) Executive Committee Nominations

As the ((Year)) AGM draws near the outgoing Executive Committee members ask you to give consideration to the election of incoming executive office bearers. Please find enclosed the required nomination papers.

The process involves nominating a candidate (either yourself or another **FULL** member of the AASTN) into one of the positions available. The nominated member must be a member in the State specific to the position available. Enclosed are nomination papers for completion which require forwarding to the returning officer by last mail ((Return Date)). ***The nominee's name and address must be clearly written on the nomination form.*** Please confirm with the nominee he/she will accept the nomination if successfully elected. Further information can be found in the enclosed fliers. (Enc.)

AASTN Item(s) of Special Business/Proposed Motions

Notice of Special Business or Proposed Motions for consideration at the ((Year)) AGM must be completed and forwarded to the returning officer by last mail ((Return Date)). Further information can be found in Regulation 12 of the Constitution (Enc.)

We look forward to your participation in the forthcoming ((Year)) election.

Kind regards

((Name))|

AASTN President

(added to handbook in December 2006)

Example of nomination form (print on letterhead)

AASTN ((Year)) National Executive Nomination Form

AGM Date:

Preamble: All *FULL* members are eligible to nominate themselves or another *FULL* member to a position(s) which is/are becoming vacant. Nomination forms are to be returned to the National Executive Returning Officer at the address below:

Address: AASTN RETURNING OFFICER – <<Name>>
<<Address>>
<<Suburb>> <<State>> <<Pcode>>

Return Date:

Position ((Year))	State Eg:	Status Eg:	Nominee - Name/Address
President	NSW	Incumbent	n/a
Vice President	QLD	Up for Nomination	_____ _____
Secretary	NT	Incumbent	n/a
Treasurer	SA	Up for Nomination	_____ _____
Editor	NSW	Incumbent	n/a
Committee 1	WA	Incumbent	n/a
Committee 2	VIC	Up for Nomination	_____ _____
Committee 3	SA	Up for Nomination	_____ _____

Member's Name: _____ **Signature:** _____

Member's Address: _____

(added to handbook in February 2006)

Example of special business request form (print on letterhead)

AASTN ((Year)) Annual General Meeting

"Item(s) of Special Business/Proposed Motions"

Preamble: All *FULL* members are invited to submit any Item(s) of Special Business or Proposed Motion(s) to be presented at the Annual General Meeting to be held
Special Business/Proposed Motion forms are to be returned to the National Executive Returning Officer at the address below:

Address: AASTN RETURNING OFFICER – <<Name>>
<<Address>>
<<Suburb>> <<State>> <<Pcode>>

Return Date:

Item(s) of Special Business:

Member's Name: _____ **Signature:** _____

Address: _____

Proposed Motion(s):

Proposed by: _____ **Seconded by:** _____

Member's Name: _____ **Member's Name:** _____

(Added to handbook in February 2006)

Part 5

APPLICATION AND REGISTRATION FORMS



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16 072 891 322

<First Name> < Last Name>
 <Address 1>
 <Suburb> <State> Postcode>
 <Country>

AASTN Membership Renewal / Invoice
 Membership year 1 January to 31 December

NAME	Please insert/update details here		
ADDRESS			
CONTACT DETAILS			
Telephone (Home)			
Telephone (Work)			
Mobile			
Email (H)			
Email (W)			
EMPLOYMENT DETAILS (Please complete)			
Place of Employment			
Address			
Suburb / State / Postcode	State	P/C	
Position held at work			
I would like to apply for preceptorship in ((year)).			
<input type="checkbox"/> Yes (Must be registered for CPD to be eligible) Complete & return enclosed Criteria form. <input type="checkbox"/> No			
I agree to the release of mailing and/or workplace contact details <u>only</u> to AASTN State branches for AASTN work purposes.			
SIGNATURE	DATED		

Renewal Fees **Send To:** AASTN Membership Coordinator
Robyn Simcock
PO Box 153
FLOREAT WA 6014

<input type="checkbox"/> Full Member	\$65	<input type="checkbox"/> Badge	\$6 (Optional)
<input type="checkbox"/> Full Member (Retired)	\$40	<input type="checkbox"/> Late fee	\$20
<input type="checkbox"/> Associate Member	\$50	<i>(after 30th April)</i>	
<input type="checkbox"/> Commercial Member	\$55		

(Your inclusion of a stamped, self addressed envelope for receipt mailing would be appreciated.)

Direct Banking: A/c Name: AASTN Bank: CBA Fortitude Valley BSB: 064-002 A/c#: 1013 0412

(Please ensure MID# (below right) and surname are included in payment description)

Membership Payment Cheque Money Order Credit Card
Credit Card Type Bankcard Mastercard Visa
Credit Card Number
 _____ - _____ - _____ - _____

Cardholder's Name _____

Signature _____ **Expiry Date** ____/____/____

Office Use	((MID)) _____
Rec'd	____/____/____
Rec #	_____ Amt\$ _____
Access	____/____



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16 072 891 322

FULL Membership Application Form / Invoice

Renewal due by 31st December each year

PLEASE PRINT

NAME		Mr / Mrs / Miss / Ms / Dr	POSTAL ADDRESS	
Surname				
First Name			Suburb	
Salutation			State/ PC / Country	
CONTACT DETAILS			EMPLOYMENT DETAILS	
Telephone H			Place of Employ	
Telephone w				
Mobile			Address	
Email		<i>Please use correct case</i>	Suburb	
(H)			State/PC/Country	
(W)			Position at work	
GENERAL NURSING TRAINING			STOMAL THERAPY EDUCATION COURSE <i>Please include a copy of your course certificate</i>	
Training Facility			Hospital/Agency	
			State / Country	
Year	Registration #		Date Completed	
NOMINATING STN NURSE Name			SIGNATURE	
I agree to the release of mailing and/or workplace contact details <u>only</u> to AASTN State branches for AASTN work purposes.				
APPLICANT'S SIGNATURE				DATED

Membership Fee Full Member \$65 **Send To:** AASTN Membership Coordinator
 Full Member (Retired) \$40 PO Box 153
 Badge (Optional) \$ 6 FLOREAT WA 6014

(Your inclusion of a stamped, self addressed envelope for receipt mailing purposes would be appreciated.)

EFT Banking: A/c Name: AASTN Bank: CBA Fortitude Valley QLD BSB: 064-002 A/c#: 1013 0412

(Please ensure surname is included in your payment description)

Membership Payment Cheque Money Order Credit Card
Credit Card Type Bankcard Mastercard Visa
Credit Card Number
 _____ - _____ - _____ - _____
Cardholder's Name _____
Signature _____ **Expiry Date** ____/____

Office	MID _____
Rec'd _____/____/____	
Rec # _____	Amt\$ _____
Access _____/____	



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16 072 891 322

ASSOCIATE Membership Application Form / Invoice

PLEASE PRINT

Renewal due by 31st December each year

NAME	Mr / Mrs / Miss / Ms / Dr	POSTAL ADDRESS	
Surname			
First Name		Suburb	
Salutation		State / PC/Country	
CONTACT DETAILS		EMPLOYMENT DETAILS	
Telephone h		Place of Employ	
Telephone w		Address	
Mobile			
Email	<i>Please use correct case</i>	Suburb	
(H)		State/PC/Country	
(W)		Position at work	
GENERAL NURSING TRAINING		ALLIED HEALTH PROFESSIONAL	
Training Facility		Position	
Year	Registration Number	STOMAL THERAPY NURSE	
		RETIRED Date ___/___/____	
I agree to the release of mailing and/or workplace contact details <u>only</u> to AASTN State branches for AASTN work purposes.			
APPLICANT'S SIGNATURE			DATED

Membership Fee
 Associate Member \$50
 (Your inclusion of a stamped, self addressed envelope for receipt mailing purposes would be appreciated.)

Send To: AASTN Membership Coordinator
 Robyn Simcock
 PO Box 153
 FLOREAT WA 6014

Direct Banking: A/c Name: AASTN Bank: CBA Fortitude Valley BSB: 064-002 A/c#: 1013 0412

(Please ensure MID# (below right) and surname are included in payment description)

Membership Payment Cheque Money Order Credit Card
Credit Card Type Bankcard Mastercard Visa
Credit Card Number
 _____ - _____ - _____ - _____

Cardholder's Name _____

Signature _____ **Expiry Date** ___/___/___

Office	MID _____
Rec'd	___/___/___
Rec #	_____
Access	___/___
	Amt\$ _____



AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INC.

ABN 16 072 891 322

COMMERCIAL *Membership Application Form / Invoice*

Renewal due by 31st December each year

PLEASE PRINT

NAME	Mr / Mrs / Miss / Ms / Dr	POSTAL ADDRESS			
Surname		ADDRESS			
First Name		Suburb			
Salutation		State / C/Country			
CONTACT DETAILS			EMPLOYMENT DETAILS		
Telephone (H)		Place of Employ			
Telephone (W)		Address			
Mobile					
Email	<i>Please use correct case</i>	Suburb			
(H)		State / Postcode			
(W)		Country			
POSITION HELD AT WORK					
I agree to the release of mailing and/or workplace contact details only to AASTN State branches for AASTN work purposes.					
APPLICANT'S SIGNATURE				DATED	

Membership Fee

Commercial Member \$55

Send To: AASTN Membership Coordinator

Robyn Simcock

PO Box 153

FLOREAT WA 6014

(Your inclusion of a stamped, self addressed envelope for receipt mailing purposes would be appreciated.)

Direct Banking: A/c Name: AASTN Bank: CBA Fortitude Valley BSB: 064-002 A/c#: 1013 0412

(Please ensure MID# (below right) and surname are included in payment description)

Membership Payment Cheque Money Order Credit Card

Credit Card Type Bankcard Mastercard Visa

Credit Card Number

_____ - _____ - _____ - _____

Cardholder's Name _____

Signature _____ **Expiry Date** ____/____/____

<i>Office</i>	MID _____
Rec'd _____/____/____	
Rec # _____	Amt\$ _____
Access _____/____	

AASTN Membership Notes

FULL MEMBERSHIP APPLICATION REQUIREMENTS

- a. Provide a copy of the member's Stomal Therapy Nursing Certificate.
- b. Completion of Full membership application form (available from www.stomalthrapy.com , your State Representative or the Membership Coordinator – rmsimcock@bigpond.com).
- c. Full membership application form signed by a nominating STN who is a **Full** member of AASTN.

ASSOCIATE MEMBERSHIP APPLICATION REQUIREMENTS

- a. Completion of Associate membership application form (available from www.stomalthrapy.com , your State Representative or the Membership Coordinator – rmsimcock@bigpond.com).

COMMERCIAL MEMBERSHIP APPLICATION REQUIREMENTS

- a. Completion of Commercial membership application form (available from www.stomalthrapy.com , your State Representative or the Membership Coordinator – rmsimcock@bigpond.com).

GUIDELINES FOR FINANCIAL ASSISTANCE WITH AASTN FULL MEMBERSHIP FEE

The AASTN is able to provide discretionary financial assistance to those seeking Full membership, or Full membership renewal to the AASTN, who can demonstrate financial hardship, unemployment, or participation in self-funded and relevant nursing studies.

The member must make application in writing addressed to the Executive Committee

c/- Memb. Co-ord.with a full explanation of their circumstances and preferred option of payment.

The AASTN Executive will consider the following 3 options upon written application:

4. **Part-payment of full membership fee**
5. **Payment of full membership fee through a process of instalments (eg. quarterly payments)**
6. **Full membership fee waived**

The AASTN Executive Committee's decision, regarding financial assistance to approved applicants and the payment option considered reasonable, will be notified by mail.

AASTN Membership Co-ordinator
PO Box 153 Floreat WA 6014

Email: rmsimcock@bigpond.com

PRECEPTORSHIP (FULL MEMBERS ONLY)

1. Once registered and endorsed by the AASTN Inc. as a preceptor it is the responsibility of the preceptor to update their information annually on the membership form. A member must advise the National Executive in writing should they wish to relinquish their status during that current year and have their name removed from the preceptorship list.

MEMBERSHIP UPGRADE REQUIREMENTS (ASSOCIATE MEMBERS ONLY)

- 1 To upgrade from Associate membership to Full Membership:
 - d. Provide a copy of the member's Stomal Therapy Nursing Certificate.
 - e. Completion of Full membership application form (available from www.stomalthrapy.com , your State Representative or the Membership Coordinator).
 - f. Full membership application form signed by a nominating STN who is a **Full** member of AASTN.
 - g. Fee difference between membership type.

CREDIT CARD TRANSACTIONS (ALL MEMBERS)

Incorrect credit card details incur a fee to the AASTN from their bankers. The AASTN will seek to recover this cost from the member by invoice if incorrect details are given.



Australian Association of Stomal Therapy Nurses Inc.
ABN 16072891322

THE SMITH AND NEPHEW EDUCATION SCHOLARSHIP

Apply by: 31st July

The Smith and Nephew Education Scholarship Application Form

MR/MRS/MISS/MS/DR

SURNAME: _____ FIRST NAMES: _____

HOME ADDRESS: _____ STATE: _____

COUNTRY: _____ POST CODE: _____ PHONE: () _____

FAX: () _____ E-MAIL: _____

Use correct upper and lower case for e-mail

STOMAL THERAPY QUALIFICATION

NAME OF COURSE: _____

DATE COMPLETED/TO BE COMPLETED: _____

DETAILS OF EDUCATION PROGRAMME:

NAME: _____

LOCATION: _____

Name of person and contact details to verify enrolment (if appropriate) _____

Please supply a duplicate or photocopy of evidence of current Nursing Registration and Stomal Therapy Nursing Certificate if course already completed.

CURRICULUM VITAE: Please include with your application a comprehensive C.V.

OTHER INFORMATION RELEVANT TO YOUR APPLICATION

How do you perceive your Stomal Therapy nursing knowledge will be utilised?

FINANCIAL ASSISTANCE:

Have you applied for financial assistance from any other source? Yes / No
If yes, please state the source and the amount granted.

Did you/will you attend the course on: unpaid leave / annual leave / paid study leave

DECLARATION

I declare that to the best of my knowledge the information that I have supplied is correct and complete.

Signature of Applicant _____ **Date:** _____

PLEASE RETURN THIS APPLICATION WITH SUPPORTING DOCUMENTATION REQUESTED WITHIN THE GUIDELINES, BY 31ST JULY, TO THE SECRETARY OF THE EXECUTIVE COMMITTEE OF THE AASTN.

OFFICE USE ONLY

Application Form	Yes / No
Employment Verification	Yes / No
Curriculum Vitae	Yes / No
Member AASTN	Yes / No
Date Application Received	____/____/____

(updated 2005)



AASTN RESEARCH GRANT

AASTN Research Grant Application Form

Apply by April 30th Annually

PRINCIPAL RESEARCHER:

Name:.....

Address:.....

.....

Phone:.....Fax:.....

E-Mail:.....

ASSOCIATE RESEARCHER

Name:.....

Address:.....

.....

Phone:.....Fax:.....

E-Mail:.....

PLEASE PRESENT THE FOLLOWING QUESTIONNAIRE WITH ANSWERS IN TYPE FORM:

1. Succinct statement of the research question.
2. Why is this important to the provision of quality Stomal Therapy nursing care?
3. Identify the population that will benefit most from your research.
4. Summarise work done by other researchers in this area and demonstrate an understanding of the related literature (1000 words maximum)
5. How do you propose to conduct the study?
 - (a) Project's objectives
 - (b) Overall design
 - (c) Description of the study sample and how it will be gathered
 - (d) Description of information to be collected
 - (e) Detail the facilities and major equipment needed for the research
 - (f) Description of data collection instrument(s)
 - (g) Outline the procedures necessary for the data collection
 - (h) Describe how the data will be analysed
 - (i) What factors may bias or contaminate your study, how might these be controlled?
 - (j) How would you address unforeseen events and problems?
6.
 - (a) What ethical issues may be raised by your proposed study? How would you deal with these ethical issues?
 - (b) Have you sought ethics approval from any recognised body?
7. Outline the projected timetable for the completion of your study.
8. Provide details of the expected budget, include the reasons needed to justify each direct and indirect cost.
9. Summarise previous research experience. What personal abilities can you demonstrate which may help you complete the study?
10.
 - (a) What contacts have you made with an acknowledged "experts" in your research?
 - (b) Have these people agreed to be consulted during the process of your research?
11.
 - (a) Do you have the support of your employer and colleagues to enable you to undertake the research?
 - (b) How many hours per week would you be able to commit to this work?
 - (c) Is this a reasonable amount of time given the scope of your proposal?
12. Have your requested funds from any other agencies? If so, please provide details.

PLEASE ADD FURTHER DOCUMENTATION IN SUPPORT OF YOUR PROPOSAL



Australian Association of Stomal Therapy Nurses Inc.
ABN 16072891322

FINANCIAL ASSISTANCE FOR OVERSEAS TRAVEL

Apply by: 31st October odd years

Financial Assistance for Overseas Travel Application Form

MR/MRS/MISS/MS/DR

SURNAME: _____ FIRST NAMES: _____

HOME ADDRESS: _____ STATE: _____

COUNTRY: _____ POST CODE: _____ PHONE: () _____

FAX: () _____ E-MAIL: _____

Use correct upper and lower case for e-mail

CURRICULUM VITAE (please include with your application a comprehensive C.V.)

DETAILS OF PROJECT

AIMS: _____

OBJECTIVES: _____

DESCRIPTION OF PROJECT: _____

PROPOSED ITINERARY: _____

ANTICIPATED COSTS (itemised): _____

DISSEMINATION OF INFORMATION OF PROJECT: _____

FINANCIAL ASSISTANCE

Have you applied for financial assistance for travel from another source? If yes, please state source and amount of assistance expected / granted.

DECLARATION

I declare that to the best of my knowledge the formation supplied herein is correct and complete

Signature of Applicant _____ **Date:** _____

Please return this application with supporting documentation as requested within the guidelines by 31st October (odd years) to the secretary of the executive committee of the AASTN.

Office use only		
Full financial member	Yes / No Completed application form	Yes / No
Curriculum vitae	Yes / No Letters of endorsement attached	Yes / No
Has grant been given before	Yes / No If yes, date granted.....date application received.....	

Australian Association of Stomal Therapy Nurses Inc.
ABN 16072891322

**APPLICATION FOR
ELINOR KYTE RESEARCH GRANT**

Apply by: 31st December



Application for Elinor Kyte Research Grant
proudly sponsored by ConvaTec

Name:.....

Address:.....

Telephone:.....Facsimile:.....E-Mail.....

Current Work Institution:.....

Title of research:.....

Please supply the following outline to your proposal under the identified headlines:

1. Background and literature review to define WHY this study would be important (max 200 words)
2. Purpose of the study (max 100 words)
3. Methodology and analysis of the data (max 200 words)
4. Budget outline and plan of timeframe (max 100 words)

Will ethics committee approval be required for your grant? Yes [] No []

If yes and your proposal is successful, you will be required to gain approval prior to funding being issued.

Outline research resources which you will require from ConvaTec

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Signature of Applicant.....



The Elinor Kyte Research Grant

sponsored by ConvaTec

Judging Panel

- AASTN Executive members:
 - President; Secretary; Editor.
- Ostomy Business Unit Manager
- Member of Education and Professional Development Sub Committee
- Guest member of specific expertise if required eg: Epidemiologist

Selection Criteria

Research relating to enhancing the lives of people with Stomas as demonstrated by one of the below:

- Professional issues that further the quality of the life of people with stomas
- Education program development at professional staff (ie Nurses or Doctors) that furthers the care of people with stomas
- Research that focuses on improving quality of life aspects of a person with a stoma
- Impact on the rehabilitation process of the client or

Eligibility criteria:

Notification of Grant approval

- The judging panel will review the application. If required outside expertise will be sought in assisting with the final decision.
- The successful applicant will be notified in writing by February of the following year with a formal presentation occurring at the following AASTN AGM.

Dispersal of the grant

- ConvaTec will present a cheque to the Executive Treasurer annually, for dispersal as directed by AASTN Executive
- The National Executive will require 3 monthly written progress reports of the project
- Funds will be released in increments which will be in line with the progress of the research.
- ConvaTec will provide registration of the beneficiary to AASTN National conference in the year of the paper is presented providing the material is presented within 2 years of its completion.
- The decision of the judging panel will be final

A A S T N Inc.



ABN 16 072 891 322

Application to participate in the Continuing Professional Development process as a Stomal Therapy Nurse.

For administrative/record purposes only.

Please Print:

Name:

Address:

Phone:

(H)

(W)

(Mob)

Preferred Email

Job Description:

Length of time in position:

Work Place:

Address:

Your details will be entered onto the register by the CPD and Credentialing Officer of the Education and Professional Development Committee. You can participate in CPD as a yearly activity **as a stand alone process and or progress** on to undertaking the full Credentialing process if you meet the criteria.

Application to be received by: 30th June. Portfolios to be submitted by the end of December each year. Certificates will be presented at the Annual AASTN Inc conference. CPD and Credentialing Officer Address is located in front of the Journal of Stomal Therapy Australia.



**Australian Association of Stomal Therapy Nurses Inc.
ABN 16072891322**

**APPLICATION FOR CREDENTIALLING PROCESS
STOMAL THERAPY**

Credentialling Process - Stomal Therapy Application Form

Application Form – For administrative purposes only.

Please complete this section and enclose a letter or professional support/reference from your employer and a certified copy of your current practicing certificate. Please forward by 30th June in year of application to:

Chairperson AASTN Inc.

Education and Professional Development sub-committee

Cynthia Smyth

38 Riverview Drive

Calliope QLD 4680 or address as per page 1 of journal

***Any questions or concerns please contact the Chairperson,
Education and Professional Development sub-committee:***

Applicant Details: *Please Print*

Name: _____

Address: _____

Phone: (w) _____ (h) _____ Email: _____

Job Description: _____ Length of time in position: _____

Applicant Signature _____ Date _____

Please nominate the person who will conduct supervision of the examination under accepted academic conditions on the specified date.

Name: _____

Address: _____

Position: _____

Phone: _____ Email: _____

A A S T N

If unsure of any activities related to your Continuing Professional Development Portfolio, check with your Education and Professional Development Subcommittee representative.

I certify that the information contained in this portfolio is a true and accurate record of the professional development activities undertaken by me during the year ending 31st December 200_.

Signature _____

Date ____/____/____



Continuing Professional Development Record of Activities

For the year ended 200_

Name:

Address:

Post Code

Workplace:

Phone:

(W)

(H)

Mobile:

Fax

Email:

Please retain this record for a period of 3 Years

<u>Activity</u>	<u>Point Value</u>	<u>Activity</u>	<u>Point Value</u>
AASTN State Branch Meetings (or the equivalent, i.e. wound, continence, breast care meetings)	2 points per meeting	Committee membership	
AASTN Stomal Therapy approved courses		<ul style="list-style-type: none"> ▪ National Executive President, 20 points <li style="padding-left: 20px;">Secretary, Treasurer, Editor 15 points <li style="padding-left: 20px;">Committee members 5 points ▪ State Executive President, Secretary, Treasurer 15 points <li style="padding-left: 20px;">State Rep 10 points <li style="padding-left: 20px;">Committee members 5 points ▪ Education & PD Subcommittee Chairperson 20 points <li style="padding-left: 20px;">Committee members 10 points ▪ Other professional bodies (e.g.: WCET) Position weightings as above for national/international and state committees 	
<ul style="list-style-type: none"> ▪ Development of and / or writing of 15 - 20 points ▪ Coordination of 10 points ▪ Presentation in 5 points 		Quality Activities	
Other Courses (i.e. wound care, continence, breast care)		<ul style="list-style-type: none"> ▪ Communication/professional Issues (EQUIP) 5 - 10 points ▪ Activities during Stomal Therapy Awareness Week 5 - 10 points ▪ Service promotion activities 5 - 10 points ▪ Product trials and evaluations 5 - 10 points ▪ Customer satisfaction surveys 5 - 10 points ▪ Patient education booklets 5 - 10 points 	
<ul style="list-style-type: none"> ▪ Participation as above As above 		Conferences	
University Courses		<ul style="list-style-type: none"> ▪ Conference attendance (those that relate to work practice) 10 points ▪ Presenting paper at conference 15 points 	
<ul style="list-style-type: none"> ▪ Participation in (as above) As above ▪ Completion of: Graduate certificate 5 points <li style="padding-left: 20px;">Graduate diploma 10 points <li style="padding-left: 20px;">Masters 15 points <li style="padding-left: 20px;">PhD 20 points 		Community Activities	
Short Courses – participation in		<ul style="list-style-type: none"> ▪ Stoma Association activities 5 - 10 points ▪ Marketing and promoting nursing specialty 5 - 10 points 	
<ul style="list-style-type: none"> ▪ Minimum 36 hours 5 points 		Other	
Workshops, study days, professional growth days		<ul style="list-style-type: none"> ▪ Business plan 5 points ▪ Annual report 5 points ▪ Stomal therapy statistics 5 points 	
<ul style="list-style-type: none"> ▪ Participation in (as above) 5 – 10 points 		Meetings with company representatives (to update product knowledge) 2 points (max 10 points PA)	
Ward in-service			
<ul style="list-style-type: none"> ▪ Conducting of in-service (must be separate topics) 4 points (Max 20 points PA) ▪ Attendance at in-service (must be separate topics) 2 points (Max 20 points PA) 			
Perceptorship of students			
<ul style="list-style-type: none"> ▪ Less than 3 students this year 10 points ▪ 3 – 6 students this year 15 points ▪ More than 6 students this year 20 points 			
Research and publishing			
<ul style="list-style-type: none"> ▪ Research / Ethics Committee approval / publishing 10 – 20 points ▪ Responding to continuing professional development article in journal 2 points per article ▪ Journal articles / case studies 2500 words 5 points ▪ Original major work 5000 words 10 points 			

KEY: PA - per annum

**The Colorectal Surgical Society of Australia and
New Zealand
Scholarship Application Form**

Personal Details

Full Name:

Home or work address:

Email address:

Phone work:

Phone Mobile:

Fax:

Stomal Therapy Nursing Qualification

Date Course Completed

Name of Course

Course Director

Please supply a duplicate or photocopy of evidence of current Nursing Registration

Declaration

I declare that to the best of my knowledge the information that I have supplied is correct and complete. I have read and understood the eligibility and selection criteria.

Signature of applicant

Date:

This application form must be submitted to the AASTN Executive Secretary with project (preferably on disc) and copy of nursing registration certificate by May 15th of each year. Executive Secretary address available in front of AASTN Journal of Stomal Therapy Australia.

OFFICE USE ONLY

Application Form	Yes / No
Project	Yes / No
Member AASTN	Yes / No
Novice criteria	Yes / No
Project on disc	Yes / No

Date Application Received ____/____/____

