Stoma / Wound / Continence

THE AUSTRALIAN ASSOCIATION OF STOMAL THERAPY NURSES INCORPORATED (AASTN Inc.)

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
Updated: 2007
Updated: 2010
Updated: 2012
Updated: 2015
Updated: 2016
Updated: 2017
Updated: 2018
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PART 1 – HISTORY

SHORT HISTORY OF THE AASTN INC.
Written by Keryln Carville RN, STN (Cred)

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, M.J. Kroeber, D. Murphy

Surgeons Present:
Prof E.S.R. 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 Bunty 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 Kroeger, 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 were held at the Royal Children’s Hospital Melbourne on 24th March 1972.

Prof E.S.R. 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. Kroeker (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 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 Affiliate or Associate 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, 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 of 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 made 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 that Stomal Therapists were a professional nursing body.

1st May, 1986 a letter from E.S.R. 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 PROGRAMS

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 programs. 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
Constitution amended 8th May, 2017

Policy Manual was commenced 1971

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 was 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 E.S.R. Hughes, (Sir Edward 1977, now deceased) - Victoria
1981 Mr Neville Davis, MD (Syd), HON DS (Qld). FRCS (Eng.), FRACS, FACS - NSW
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.

Keryln Carville
February, 2000 (Updated 2004)

AASTN OVERSEAS TRAVEL GRANT

The AASTN Overseas Travel Grant was established to assist an active AASTN member to participate in overseas research, conferences or other projects. Initially the grant was for $1000 annually, but from 1999, was increased to $2000 each second year on the odd year (subject to financial climate).

ELINOR KYTE RESEARCH GRANT (Sponsored by ConvaTec)

An annual grant of $5 000 to fund a research proposal into aspects of Stoma Management / Care that improves the quality of life of people with stomas (not product specific) was offered for many years, with only a small number of grants being awarded. The grant was withdrawn in 2015.
PART 2 – EXECUTIVE HANDBOOK AND POLICY MANUAL

1. CODE OF ETHICS

1. The Stomal Therapy Nurse must at all times maintain the highest professional standards of nursing care and professional conduct by the use of sound judgement and practice which meets the Standards developed by the Association.

2. The Stomal Therapy Nurse will provide needed services to persons irrespective of race, colour, creed, gender, sexual orientation, age and political or social status.

3. The Stomal Therapy Nurse must respect the rights of individual people, their dignity, needs, culture, life-directing values and customs.

4. The Stomal Therapy Nurse will maintain the individual’s right to privacy by maintaining confidentiality and respecting the privileged nature of client information provided. The right to privacy extends to the protection of the physical, emotional and social rights of clients from unwarranted intrusion.

5. The Stomal Therapy Nurse will not participate in unethical practice and must at all times maintain the highest standard of ethical practice in nurse-client, nurse-colleague, nurse-organisation and nurse-society relationships.

6. The Stomal Therapy Nurse must maintain competency by keeping informed of new trends, practice-related products and current knowledge of relevant research, and be able to apply the results to promote change and innovation in practice.

7. The Stomal Therapy Nurse will participate actively in professional, inter-professional and community endeavours to support meeting the highest professional standards.

8. The Stomal Therapy Nurse must maintain impartiality in regard to products and material resources.

9. No Full Member shall be in the employ of a company or self employed in the manufacture or sale of products, prostheses or pharmaceuticals due to the possible perception of a conflict of interest.

10. The Stomal Therapy Nurse maintains practice under the assumption that society has a responsibility to respect and protect the environment and its resources.
2. AASTN MISSION, VISION, VALUES AND PURPOSE

**Mission:** Enduring recognition for excellence and innovation in stomal therapy practice at a national and international level. Our four values are quality, respect, commitment and innovation.

**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 March 2017)

(a) to represent Stomal Therapy Nurses as a professional body;

(b) to promote, develop and maintain optimum professional standards in relation to Stomal Therapy Nursing;

(c) to promote Stomal Therapy nursing practice to assist in the care of persons requiring stoma, wound or continence management;

(d) to promote public knowledge and awareness of Stomal Therapy Nursing and the role of the AASTN and its Members;

(e) to promote and support independent or collaborative education and research programmes related to Stomal Therapy Nursing; and

(f) to promote professional communication through publications, meetings and educational forums.
4. CONSTITUTION
Original Constitution accepted 27th March 1971, amended a number of times, but repealed and replaced March 2017.
Each Full Member to receive a copy of the current 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

The Executive Committee shall ensure that a person is appointed as Public Officer. The Public Officer must be over 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 above.

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

6. MEMBERSHIP
For full information on membership see Regulation 12 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 Coordinator and / or Secretary.

Names of un-financial members to be kept by Membership Coordinator and names added to data-base once applicable fee paid. Register of members is to be sent to State Representatives quarterly by the Membership Coordinator.

(B)  **Full Members**
A Full Member must be a Stomal Therapy Nurse who:

(a)  is registered to practice nursing in Australia

(b)  is resident in Australia

(c)  has completed a stomal therapy nursing education program within or outside of Australia whose content satisfies the AASTN criteria for stomal therapy nursing education. Any Stomal Therapy Nurse who has qualifications from outside of Australia must provide the following documentation:

- Registered to practice nursing in Australia (certified copy)
- Post registration certificate of Stomal Therapy Nursing, including a copy of course transcript if available
- Statement of service or reference from most recent employer in country of origin
- Statement of service or a reference from current Australian employer
- Current curriculum vitae with supportive evidence related to stoma, wound and continence education.

**Pathway**
1. Complete Full Membership Application form ([www.stomaltherapy.com](http://www.stomaltherapy.com)).
2. Send application form with supporting documentation to the AASTN Inc. Membership Officer for evaluation by the National Executive.
3. Applicant will be notified in writing of the outcome.
4. If supporting evidence does not demonstrate the required standard of education as per AASTN Inc. Stomal Therapy Nursing Education Program guidelines, the AASTN Inc. National Executive will recommend the applicant undertake further education as appropriate, or undertake the AASTN Inc. credentialing process.
5. The applicant will be welcomed as an Associate Member until the evidence has been recognised.

(C)  **Associate / Student Members / STNEP**
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 hold office in the Association or 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 a Life Member:
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

**Life Members:**
- Mrs. Meryl Barrett VIC Accepted 1985
- Miss Elinor Kyte VIC Accepted 1985
- Mrs. Mary Jo Kroeber WA Accepted 1988
- Mrs Lena Stillman (deceased) QLD Accepted 1993
- Mrs Heather Hill NSW Accepted 1996
- Sr. Mary Kelly (deceased) 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
- Mrs Julia Thompson NSW Accepted 2007
- Miss Susan Dunne NSW Accepted 2010
- Ms Lorrie Gray WA Accepted 2012
- Mrs Brenda Sando QLD Accepted 2012
- Mrs Merle Boreé (deceased) SA Accepted 2013
- Mrs Elizabeth English SA Accepted 2015
- Dr Keryln Carville WA Accepted 2015
- Ms Patricia Walls QLD Accepted 2015
- Ms Rosalind Probert QLD Accepted 2017
- Ms Elaine Lambie QLD Accepted 2017
- Miss Lesley Everingham NSW Accepted 2017

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  
- 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:

- Prof. Sir E S R Hughes (deceased 1998)  VIC  Accepted 1977  
- Dr Fred Leditschke (resigned 1999)  QLD  Accepted 1990  
- Mr David Failes (deceased 2014)  NSW  Accepted 1989

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

(G) 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. Certificates, once signed, are to be framed prior to presentation to the Life Member.

H) Application Forms for Membership (Part 5)

See Constitution for membership criteria

All membership applicants, including Full, Associate / Student 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 a recognised Stomal Therapy Nursing Education Program.
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.

(I) Badges

Issued to:
- Full Members as per (B)
- Associate Members who have passed a recognised program in Stomal Therapy Nursing.

Source of Supply
Perfection Badges, 19 Skinner Avenue, Punchbowl, NSW 2196
Ph:  (02) 9584 9144  Fax:  (02) 9584 9315  Web:  www.perfectionbadges.com.au

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

7. NATIONAL EXECUTIVE

(A) Rotation of Executive Members

See Model. (Part 3)

The Executive reserves the right, as per Regulation 7.1 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

Handover to occur at AGM on assuming office.
Call a meeting of the new Executive.
Take receipt of all relevant documentation from outgoing President.
Keep a record of all emails and letters.

Details of the new Executive to be sent to:
1. AASTN Website Coordinator for updating of website.
2. AASTN Journal Editor for updating in the Journal of Stomal Therapy Australia
3. Australian Council of Stoma Assoc. Inc.
4. Australian Securities & Investments Commission (with submission of AGM minutes and financial report). Is this the same as the Incorporation body?
5. Stoma Appliance Scheme Director stoma@health.gov.au

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 (refer to Renton’s book on meetings as necessary).
- 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 at journal@australianstoma.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 30 minute presentation updating this Council about AASTN activities.
- Assist in determining AASTN representation on Panel (Two AASTN Full Members are to be on this panel). Panel members to change as per criteria outlined in Part 4.
- Remain objective and be open to constructive criticism.
- Coordinate the biennial updating of the AASTN Executive Handbook and Policy manual.
- Distribute updated AASTN Executive Handbook and Policy Manual to all State Presidents biennially via post or email prior to the AGM (preferred)
- Distribute a copy of the updated Handbook and Policy Manual to all AASTN Executive members following the AGM and elections.
- 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 biannual Education and Professional Development Sub Committee meetings.
- Together with all committee members develop a strategic plan for the term in office.

June to September
- Nominate and minute a Returning Officer in June each year to act for the Association in all respects of nominations and voting for executive positions. Refer to the role of the Returning Officer and the AASTN Constitution for more details.
- Coordinate (in conjunction with the AASTN Secretary) notification to Branch Presidents in September
each year of pending vacant positions to be filled from within their states at the following AGM.
(Official notification will be given at a later date by the Returning Officer in conjunction with the
Membership Coordinator in accordance with the AASTN Constitution.)

- If a state branch does not nominate for a required position the AASTN President must discuss this
with the Branch President as soon as possible.

(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 Australian College of Nursing, Australian Nursing & Midwifery
Federation, Australian Medical Association, and World Council of Enterostomal Therapists and Wounds
Australia.
- Incoming Secretary to prepare an agenda for the first Executive meeting to follow through those pertinent
items from the AGM.
- Contact President with any business applicable from AGM.

General
- Know the Constitution thoroughly. NB: Especially those areas dealing with Executive powers and
AGM.
- Know meeting procedure (refer to Renton’s book on meetings).
- 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.
- Minutes to be informative and of high standard to represent accurately the business of the AASTN
- Executive minutes to be made available to all members via the Members Lounge on AASTN website in a
timely fashion (approved by President first).
- 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 forward AGM minutes 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 membership forms to all coordinators of recognised AASTN STNEPs.
- Liaise with CSSANZ secretariat regarding CSSANZ scholarship. (secretariat@cssanz.org).

May / June
- Add election of Returning Officer for AGM to the May Agenda (refer to the role of the Returning Officer for more details).

August
- At the executive meeting confirm membership numbers for Norma Gill payment to WCET

September / October
- Update renewal form in conjunction with Membership Coordinator,
- Liaise with AASTN President regarding communication with State Presidents on pending vacant AASTN Executive positions to be filled at the following AGM.

October / November
- Receive and minute applications for the Overseas Travel Grant by October 31st in the odd years.
- Ensure applicants are discussed and outcome decided at the next AASTN Executive meeting.
- All applicants to be notified of outcome at the earliest opportunity (correspondence to be minuted at the next meeting). Liaise with AASTN Treasurer regarding awarding the $2000.00 grant.
- Coordinate with Membership Coordinator for update of new members.

Before Handover
- At the completion of 2 year term, send a copy of all minutes and correspondence on USB (also to include a copy of updated handbook and current Constitution) to the AASTN Archives Coordinator with instruction to add to the AASTN records.(Archives is via the SA State President)
- Send a copy of Policy Manual to nominated executive members

(E) Role of the Membership Coordinator
- Send financial state membership mailing lists to all State Presidents quarterly via email or post.
- 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 the end dates for following year. Deadline: Feb 15th, May 15th, Aug 15th and Nov 15th
- Advise Executive of resignations.
- Facilitate mail-outs via post or email to membership from time to time as requested by the Executive Committee. Any requests for group emails initiated from outside of the AASTN Executive must have permission from the AASTN Executive prior to sending. Any state and / or personal related business may incur a fee (at the discretion of the AASTN Executive).

New Members
- Check details of the nominating Stomal Therapy Nurse.
- Check details of Stomal Therapy Nursing certificate (copy to be provided by applicant). Send all applications for Full Membership by overseas-trained Stomal Therapy Nurses to the AASTN Executive Secretary for approval 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 Committee Chairperson by February end for approval.
April    Delete from database any 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
The Treasurer is responsible for managing the finances of the AASTN and other duties as outlined below over a two year period between AGMs. It is expected that they be available for advice after the handover to the incoming Treasurer. Reference to the Constitution is required.

Tax is not payable for the AASTN as it is a Not for Profit Organisation.

General duties
- Keep financial records up to date. Maintain supporting documentation to substantiate all transactions (i.e. invoices, receipts, cheque butts, receipt books, electronic file.)
- 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, email and present monthly statement of accounts at Executive meetings.
- Prepare a projected budget annually, in December.
- Books to be audited at end of AASTN financial year (close books in December). Engage a registered accountant as auditor, approved by the Executive, and provide necessary documentation.
- Liaise with Membership Coordinator regarding processing of memberships. Membership Coordinator is a paid position. Access PayPal and deposit at bank as required. This may need to be attended weekly at peak renewal times.
- Liaise with Chairperson of Education & Professional Development Sub Committee as required, and keep a separate record of expenditure.
- Forward a copy of public liability insurance to the Public Officer and the President after payment. Hold a copy for the AASTN.
- If going on leave, nominate either the President or other signatory to do banking, cheque writing etc. Arrange for same. Send cheque book by registered post.

Regular payments due:

Yearly Payments:
- NSW Dept of Fair Trading (due post AGM)
- Australian Securities and Investment Commission (ASIC) (due post AGM)
- Website hosting Account (due April [Jumba])
- Public Liability insurance (Local Community Insurance Services) (due August)
- Google (liaise with website coordinator) (due December)
- Survey Monkey (liaise with Lorrie Gray) (due January)
- Auditor (due January)
- AASTN Executive and Education & Professional Development Sub Committee meeting costs as determined by Executive.
- Determine with the Executive whether the following are to be paid for the year:
  a. WCET subscription (due January)
b. Donation to Norma Gill Foundation (as per Executive approval and AGM 2014 resolution that an annual per capita donation of $2 be made)
c. Subscription to Mosby Year Book Inc for *Journal of Enterostomal Therapy* (due September)

**Quarterly payments:**
- Cambridge Media (print *The Journal of Stomal Therapy Australia*)

**Monthly payments:**
- Website maintenance (A break in the clouds – Phil Morton)
- Membership Coordinator (Robyn Simcock)

**Due 2016:**
- Melbourne IT Ltd (Liaise with Phil Morton)

**Accounts held:**
Postal addresses for each of these accounts to be changed in handover period in person at bank.
- 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).
- Merchant (credit card) facility is also held.

**Handover and Signatory Changes prior to AGM**
The process of transfer takes 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 with the:

- **a)** incoming President and another executive committee member or
- **b)** incoming Treasurer

- All three signatures of the President, Treasurer and designated third committee member are required. The bank will require a copy of the AGM minutes to confirm the signatory positions, and completed Commonwealth Bank “Application and Authority for Business Accounts” form to be presented in person by each signatory.
- Any two of the three signatories need to sign all cheques.
- Outgoing signatories may need to continue until the process is completed.
- Pass on Commonwealth Netbank details, (confidential password and membership number) to incoming Treasurer.
- Ensure all “Accounts payable” receive notification of incoming Treasurer.
- Membership Coordinator to have access to account PIN number for access to BSB transfer information.

**Outgoing Treasurer:**
- Present a report to the AGM
- Give handover of current and outstanding business to incoming Treasurer.
- **Forward a copy of the annual Treasurer’s and Auditor’s report to the Public Officer within 14 days of the AGM.**
- **Ensure Form 12 for Dept of Fair Trading is completed at the AGM.** Form can be downloaded from [www.fairtrading.nsw.gov.au](http://www.fairtrading.nsw.gov.au)
- Hand over banking & accounting equipment required for immediate use at conference if appropriate. (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 of the AGM.
- At the completion of the two (2) year term as Treasurer, retain the previous year’s records to hand on to incoming Treasurer, and forward the previous two (2) years’ records to:
  - **a)** AASTN Archives Coordinator
  - **b)** C/o current President of the South Australian Branch AASTN.
  - **c)** (Contact details available from the SA State Representative.)
  - **e)** or as appropriate so that it can be stored without opening.
(G) **Role of the Editor**
- 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.
- Continue to investigate ways of improving the journal.
- Archive all editions of *JSTA* (send annually to the AASTN President SA Branch).
- Handover to incoming Editor.
- Take receipt of all relevant documentation from outgoing Editor.
- Source articles. Liaise closely with State Representatives, AASTN Executive and Education and Professional Development Committee regarding possible article sources.
- Distribute articles to members of editorial board for review and comment.
- As of 2012 *JSTA* is available on EBSCOhost Research Data Bases

(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.

(I) **Role of the AASTN Website Coordinator**
This position may be ex-officio to the AASTN Executive and may be held by a non- Stomal Therapy Nurse (who would then have no voting rights). All duties will be under the direction of the Executive.
Role includes:
- Participating in AASTN Executive Committee meetings as able.
- Submitting a brief report prior to each AASTN Executive committee meeting.
- Submitting a full report annually for the AGM.
- Liaising with the AASTN Journal Editor, Membership Coordinator and Website Liaison from the Education and Professional Development Committee regularly to ensure accurate and up-to-date information is advertised. This includes accurate contact details for all national and state committee members listed.
- Checking the website regularly for out-of-date information.
  All updates / editing to be sent to the AASTN Website Coordinator who will liaise with the AASTN Executive and Phil Morton from *A Break in The Clouds* (AASTN Website Master) regarding uploading or removal of documents in a coordinated fashion (e.g. once monthly).

Any changes to official documents on the website, other than membership forms must be discussed with the AASTN Education and Professional Development Committee Chairperson.

(J) **Executive Elections** (See Regulation 20 of Constitution)
Each member of the Rotating Executive of the AASTN retires from office after two years’ service. State Presidents will be notified by the AASTN Executive well in advance to remind them of which positions must be filled for the following year. In accordance with the AASTN Constitution, all members of the Association will be given notice of pending vacant positions and provided with the opportunity to nominate themselves or another. Members are advised that nominees must be Full Members of the AASTN and
preferably have some experience with state branch business or that of another Association.

8. THE JOURNAL OF STOMAL THERAPY AUSTRALIA (JSTA)
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 proof reads all reports and articles and forwards to the Publisher within seven days of the issue deadline.
The Editor will proof read the journal and e-mail any alterations or amendments to the Publisher.
The Publisher will return the typeset journal to the Editor within three to four weeks.
This becomes the final copy that is published.

(A) Preparation of Articles
Authors to submit articles or reports as an electronic submission using the Publisher’s website:
   www.cambridgemeedia.com.au. The article is uploaded as a word document with all tables, figures and
   photographs to be included as separate files. Guidelines for authors are published in each issue of the
   journal. When editing, 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. The referencing format is based
on the Vancouver style. References are to be cited in the text as superscript numerals, with page numbers
when verbatim quotes are used, and end-of-text references listed in numerical sequence as quoted in text and
in 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.
     Include details for Website Coordinator, SPAP Liaison, CPD and Credentialing Officer and Membership
     Coordinator.
   • State Presidents: List of the names and contact details as specified by each State or Country
     Representative.
   • World Council of Enterostomal Therapists (WCET) Representative: Name and contact details as
     specified by WCET Representative.
• Chairperson of the Education and Professional Development Sub Committee: Name and contact details as specified by the Chairperson.

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

• Editorial Board members

• Information box about publisher: Cambridge Media

• Website address: www.stomaltherapy.com

Page 3

• President’s message

Subsequent Pages

• Editorial

• Letters to the Editor

• Articles and papers

• State Presidents’ Communique

• World Council of Enterostomal Therapists’ representative's report

• Education and Professional Development Committee 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. Incorporate wound, ostomy and continence, up to five articles from each category

• Continuing professional development articles and resources

• Visions, Values and Purpose Statement

• Mission Statement

D) Journal Content

The format and content of the journal are 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

• 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 journals).

• Advertisement of Colorectal Surgical Society of Australia and New Zealand (CSSANZ) Scholarship Application due May 15th.

• Notification of credentialing application deadline June 30th (repeat in June journal).

June issue

• AASTN conference report with photographs. Alternate years now conference held biennially. Advertise 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 Committee
  6. Website Coordinator

• 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)
representatives, 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 (repeat in December journal).
- Notification to members that business or proposed motions for inclusion in the agenda for the AGM must be forwarded 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.
- Report on Stomal Therapy Week activities.

**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 in the pre conference year.
- Advertisement of CSSANZ Scholarship due May 15th.
- Advertisement for AASTN Research Grant due April 30th.
- Reminder that membership renewal is now due.

(E) **Inserts into Journal**
- 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.
- It is not necessary to send details of Executive and State President 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 a free journal and their names are maintained on the 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 from libraries, and the addresses are included in the mailing list submitted prior to each publication. The Publisher supplies the Secretary and Treasurer with a 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 JSTA to National Library of Australia, Legal Deposit Unit, Canberra. The International Standard Serial Number **ISSN 1030-5823** is registered with the National Library.

(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 Media
Address: 10 Walters Drive Osborne Park WA 6017
Telephone: +61 8 6314 5222 Email: mail@cambridgemedia.com.au
Fax: +61 8 6312 5299 Website: www.cambridgemedia.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.stomaltherapy.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.stomaltherapy.com

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.stomaltherapy.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 National Executive Committee Website Liaison Officer (position created 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.
In 2007 the AASTN appointed Phil Morton from *A Break in the Clouds* as the official website Master and editor. The AASTN Website Coordinator liaises with Phil regarding uploading and changes of documents and all domain issues.

All queries regarding the website should be directed to the AASTN Website Coordinator (details in the AASTN Journal of Stomal Therapy Australia).
The Website, including all images, content, logos 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.

In 2010 the webhosting continues to be supplied by Aussie HQ (may be listed as Jumba).
The domain name hosting and registration continues with Melbourne IT.

10. AASTN CONFERENCE
- Was held annually until 2007 when it became biennial.
- Is organised by the relevant State branch, according to the rotation, Tasmania, South Australia, Queensland, New South Wales, Western Australia, Victoria. From time to time NZ will be included in this rotation.
- The State branch organising the conference should access the Conference Guidelines available on the website, from their state president or from the National Executive Secretary.
- Conference planning should begin 36 months prior to the Conference date.
- A $10000.00 seeding grant (funds permitting) is available to the State branch organising the conference from the National Executive 18 to 24 months prior to the conference, upon written request to the National Executive Treasurer.
- The $10000.00 seeding grant (funds permitting) 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 exhibitor’s booth (this may be shared with WCET), venue for AGM and other meeting rooms during the conference as requested by the Executive (not including the post conference Executive handover meeting).
- Updating of the Conference Guidelines to be conducted by the outgoing conference organising committee in conjunction with the AASTN Executive and forwarded on to the next organising committee as soon as practicable.
- 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 22).

(A) General
The AGM is to be held on 1st of March or within 60 days of this date to accommodate constitutional requirements.
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 forwarded 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.
Audio Visual 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.
- Seconder 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 & 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 Coordinator 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 the 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 indicated. 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 10 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.
- All meetings must be minuted.
- A copy of the minutes **must** be sent to the Executive Committee secretary within 3 months of each meeting.

(B) **State President**
- 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 by email as well as ordinary means. Members or interested parties need to be able to communicate easily and in a timely manner.
- Be able to attend State branch meetings as much as possible.
- Be prepared to act as liaison between the Executive and the State Branch. All correspondence from the Executive is sent through the State President and directed onto Branch meetings and members as required.
- There should be regular agenda item at the state business meeting for the President to present any correspondence or matters of business requested by the executive.
- Assist State secretary with relevant correspondence.
- Write a branch report for the Journal every 3 months: have information and / or comments ready, and email to the Editor before the deadline as per the dates inside the front page of the *Journal of Stomal Therapy Australia*.
- Reports should be 500-1000 words consisting of specific branch news, good ideas, information about events (planned or held) or concerns. Photos are encouraged.
- As far as possible attend Conferences, the AGM and the State presidents’ Meetings with the Executive at the conference, or arrange a proxy to fill this role.
- Write and present the State Branch report at the AGM annually.
- Report for the AGM (which will be for the June Journal) 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 AGM.) 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 time permits. The report should be kept concise because of time constraints at the AGM and is usually less than 500 words.

13. **DEPARTMENT OF HEALTH - STOMA PRODUCT ASSESSMENT PANEL (SPAP)**

The Stoma Product Assessment Panel (SPAP) is an independent technical advice panel appointed by the Department to review applications from suppliers requesting inclusion of a stoma-related product on the SAS Schedule.

SPAP currently comprises eight members including an independent chair; clinical and economic experts; a consumer representative; a non-voting representative from the Australian Council of Stoma Associations (ACSA); and an Industry representative.

The primary role of individual voting Panel members is to apply their skills and experience to consider applications from suppliers for the listing of new products on the SAS and to make recommendations to the Department in regard to those applications.
All SPAP members will consider policy issues in relation to the SAS as requested by, and in consultation with, the Department and make recommendations as required.

The Terms of Reference for the Stoma Product Assessment Panel are:
1. Provide advice to the Department on definitions, criteria, and processes for the inclusion of products on the SAS;
2. Review and assess products considering effectiveness (in terms of health outcomes generated for participants), quality, ease of use, safety, cost and cost effectiveness and provide a recommendation to the Department for consideration;
3. Ensure that high quality stoma and stoma-related products are contained in the SAS, and periodically review products and associated pricing as required;
4. Where requested, provide advice to the Department on appropriate structuring of the SAS Schedule, and where appropriate recommend strategies or principles in relation to schedule management; and
5. Consider policy issues in relation to the SAS as directed by the Department.

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

A Stomal Therapy Nurse who wishes to be nominated for appointment to the panel will require expertise in one or more of the following areas:

- Clinical knowledge of stoma related products
- An ability to review economic data, analyse and evaluate health gains
- An ability to review and interpret clinical evidence
- An ability to contribute to policy discussions concerning the SAS program framework.

The successful applicant must be committed to:

- Attend meetings in Canberra or nominated city when the panel meet three times per year

14. EDUCATION AND PROFESSIONAL DEVELOPMENT SUBCOMMITTEE

(A) Mission
The mission of the Education and Professional Development Subcommittee (E&PDS) is to:

- Promote evidence based best practice of nursing through education within the AASTN Inc. membership.
- 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 E&PDS recognises the need for expertise in the field of Stomal Therapy Nursing, therefore, the Sub Committee believes educational programs should be available to prepare Registered General Nurses to effectively assume the role of Stomal Therapy Nurse. The E&PDS recognises that all Stomal Therapy Nurses have a responsibility to share their knowledge and skills with all members of the health care team.
- The E&PDS encourages Stomal Therapy Nurses to pursue personal and professional growth, to foster knowledge by communication and to participate in research programs to meet best practice and refine clinical competencies of the specialty, thus to improve the quality of care.

(C) Objectives

Objectives of the E&PDS are to:

- Identify and address the ongoing educational needs of the AASTN Inc. membership.
• Review the curriculum of Australian Stomal Therapy Nursing Education Programs and make recommendations for program recognition by the AASTN Inc. Executive.
• Act in an advisory capacity to the Coordinators of Stomal Therapy Nursing Education Programs.
• Be represented at meetings of the Coalition of National Nursing & Midwifery Organisations (CoNNMO) and other appropriate professional nursing bodies.
• Review the document “Standards of Stomal Therapy Nursing Practice” every three years
• Promote Continual Professional Development (CPD) of AASTN Inc. members.

(D) Membership
• The E&PDs will normally consist of at least one (1) and not more than two (2) representatives (preferably with educational qualifications or experience) from each state / territory of Australia, together with the AASTN Inc. President (ex-officio).
• A proxy can be nominated by a committee member that cannot attend a meeting. The Chairperson must be notified of the proxy attending.
• All subcommittee members will normally have been Full members of the AASTN Inc. for a minimum of two (2) years prior to appointment.
• Ideally one (1) term of service for each E&PD member shall be a minimum of two (2) years and re-appointment may include further terms.
• E&PD members shall be elected by the state at their AASTN Inc. AGM. Their name/s and full contact details will be submitted by the State branch secretary to the E&PD Chairperson within one (1) calendar month.
• The E&PD Chairperson should be elected from amongst current Subcommittee members each two (2) years. The Chairperson will remain in office for two (2) years and may be re-elected by the Subcommittee for a further two (2) years. Any further re-election of the Chairperson of this Subcommittee may occur following consultation with the National Executive and all current E&PD members.
• 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.
• The E&PD may co-opt additional persons for special projects.
• Financial support for membership participation in the E&PD shall be sought from the AASTN Inc. Executive.
• All reasonable costs to attend the meeting including all travel, individual room accommodation, food and refreshments (excluding alcohol) will be incurred by the AASTN national executive committee.
• Disputes or appeals associated with costs incurred relating to travel and accommodation will be reviewed by the AASTN national executive committee.

(E) Meetings
• The E&PD shall meet for at least one full day yearly: to precede the AASTN Inc. AGM / National Conference. The dates must be confirmed three (3) months in advance.
• The E&PD may meet in open meetings to encourage interested, potential new members or in closed sessions.
• The quorum for the E&PD shall be fifty percent (50%) of the appointed committee.

(F) Responsibility
• The E&PD shall have collective responsibility for its activities.
• The E&PD shall provide one (1) educational workshop at the AASTN Inc. Conference. This workshop shall be planned in liaison with the conference conveners and advertised and included in the Conference Program.
• The E&PD shall require financial support from the AASTN Inc. Executive to enable the objectives of the Sub Committee to be met. The Subcommittee shall be accountable to the National Executive for expenditure.
• The Executive Treasurer will facilitate reimbursement on receipt of invoices from members of the Subcommittee for costs incurred from the Face to face meeting/workshop.
• All members must use the “AASTN Expense Reimbursement Claim Form” when applying for reimbursement from the Executive Treasurer. This form is available for download from the AASTN website under “Publications / online forms” or by contacting the AASTN Treasurer.
• Pre Conference meeting:
  o The Chairperson of this Committee will have airfare, accommodation and where necessary registration reimbursed for the pre-conference meeting.
  o Committee members of this Subcommittee will have airfare (price approved by the AASTN Inc. Executive) and one night’s accommodation to the value of $150 approved and paid for by the AASTN Inc. Executive
• Subject to the AASTN Inc. Constitution and any directives of the Executive of the AASTN Inc. the E&PDS shall self-regulate.

(G) Reports
• The E&PDS Chairperson shall present a yearly report at the AASTN Inc. AGM and a half yearly report in the Journal of Stomal Therapy Australia.
• A twice yearly report shall be prepared for the AASTN E & E&PDS representative of the CoNNMO in April for May, and September for October of each year.

(H) Role of the Chairperson
• Demonstrate a clear understanding of the mission statement, philosophy, objectives and terms of reference of the AASTN Inc. E&PDS.
• Demonstrate an understanding of the Constitution of the AASTN Inc.
• Preside at all meetings of the E&PDS.
• Set goals and objectives in consultation with the E&PDS members.
• Delegate duties and tasks relevant to goals and objectives in consultation with E&PDS members.
• Prepare reports for the AASTN Inc. Annual General Meeting, Journal of Stomal Therapy Australia and the CoNNMO meetings.
• Liaise with the National AASTN Inc. Executive.
• Arrange for relevant communications and documents pertaining to E&PDS to be retained as a record.
• Act as a spokesperson for the E&PDS.
• Prepare agendas for business meetings.
• Circulate the business agenda to Sub committee members prior to the meeting.
• Delegate the job of minute taking to a Sub committee member.
• Ensure the minutes are distributed to the committee members and the AASTN Inc. Executive with an agenda for the next meeting within 30 days. An updated agenda will be distributed 30 days prior to the next meeting with relevant attachments and a final agenda one week prior.
• Liaise with the Treasurer within one month post meetings to ensure committee function remains within budget.
• Maintain resources and archive files pertaining to the E&PDS and handover to the new Chairperson at the completion of term. Archiving of hard copy and electronic documents is to be arranged with the AASTN Archiving Coordinator by contacting the President of the SA Branch of the AASTN.

(I) Role of the Committee Members
• Each member is to be familiar with the constitution of the AASTN Inc. and the aims and objectives of the E&PDS.
• Actively promote E&PDS issues at state level.
• Represent and feedback pertinent state issues to the E&PDS.
• Undertake tasks and projects as directed by the Chairperson of the E&PDS. May co-opt assistance from additional persons for special projects.
• Progress committee activities in a timely manner.
- Participate regularly in E&PDS proceedings.
- Maintain a resource file and handover to a successor at the end of the term.
- Support the nomination process at State branch level for E&PDS representation.

(J) **Delegated Secretary**
- Record meeting minutes.
- Tasks as determined by Chairperson.
  - Send response letter with assessors’ evaluation / comments and the recredentialing process electronic link to participants within 7 days.
  - Archive submitted journals until completion of each cycle.
  - Update spreadsheet.
  - Generate certificates for presentation at AGM. Email remainders. Share the above with E&PDS Chairperson as a QA process, resource and backup.
  - Collate all results and report to E&PDS and publish in *JSTA*.

(K) **E&PDS Liaison with Website Coordinator**
Criteria:
- Nominated from within the AASTN Inc. E&PDS.
- At least 1 year’s experience on the committee.

Responsibilities:
- Ensure educational data and documents are forwarded from the E&PDS to the Executive’s Website Liaison person for timely inclusion on www.stomaltherapy.com.
- Regularly review the website to ensure data is accurate and comprehensive.

15. **STOMAL THERAPY NURSING EDUCATION PROGRAMS (STNEPs)**
To be admitted as a Full Member of the Australian Association of Stomal Therapy Nurses Inc. a recognised program in Stomal Therapy Nursing must have been completed with demonstrable evidence of graduation available. Stomal Therapy Nursing Education Programs need to be recognised by the Education and Professional Development Committee of the AASTN Inc. in conjunction with the National Executive prior to any graduate being admitted to the AASTN.

- Programs should be developed and implemented in close consultation with practicing 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 NURSING EDUCATION PROGRAMS**

(A) **Current List**
The following Institutions conduct programs that have been recognised by the Executive Committee

**National**
Graduate Certificate in Stomal Therapy Nursing
Australian College of Nursing
Level 6 No.9 Wentworth Street Parramatta NSW 2150
PO Box 650, Parramatta NSW 2124
[www.acn.edu.au](http://www.acn.edu.au)
Program runs annually - all online with a clinical placement component in student's local area
Cost AUD $12 170 (2017)
Contact: Student services
T: 02 9745 7500
Freecall: 1800 265 534
Email: studentservices@acn.edu.au

Western Australia
Curtin University, WA and Singapore Campus offers a:
- Graduate Certificate Advanced Clinical Nursing (Wound, Ostomy, Continence Practice)
- Graduate Diploma Advanced Clinical Nursing (Wound, Ostomy, Continence Practice)
Course information:
Cost: AUD $8 950 (2016)
Contact: Professor Keryln Carville RN, PhD, STN (Cred)
k.carville@curtin.edu.au
+61 (0)402792324

(B) Program Content
Any change in curriculum to be approved by the Executive Committee and the E & PDSC.
The E & PDSC will review program content of each program every three (3) years or as agreed by the
E & PDSC and tertiary institution regardless of change in curriculum.
Guidelines for standard requirements were drawn up by the Executive Committee 1980 and approved at the
AGM 1981. Same updated regularly by the Committee.

(C) Memorandum of Understanding between WCET and AASTN
On April 9th 2014 The World Council of Enterostomal Therapists and Australian Association of Stomal
Therapy Nursing Education Programs (STNEPs). The MOU acknowledges any STNEP recognised by AASTN will
receive automatic recognition by the WCET.
Commitment by both Associations includes:
- AASTN will send to the WCET Education Committee Chairperson a list of all AASTN recognized
programs with all the details required for listing on the WCET website each January.
- All AASTN recognised ETNEPS will be eligible to use the WCET logo to display and promote on
literature associated with their ETNEP.
And WCET complies with the following:
- WCET will list all AASTN recognised programs on its list of ETNEPs/REPSs worldwide.
- All graduates from AASTN/WCET recognised programs will be eligible for a WCET certificate stating
the name and date of the ETNEP they have graduated from.
17. AASTN PROPERTY

(A) AASTN Banner
Travels to state holding conference.
Each state is encouraged to have its own banner

(B) Renton’s Meeting Procedure Manual
Travels with President.

18. AASTN ARCHIVES

All relevant documents of the AASTN requiring archiving are to be forwarded to the SA Branch President.

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 E & PDSC 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 approximately $150 per night, as the financial status of the organisation allows. The executive committee have the right to refuse to reimburse travel and / or accommodation costs that are deemed unreasonable or excessive.

The incoming president, secretary, treasurer and editor of the executive committee will have their accommodation costs paid to attend the AGM and receive handover to the value of approximately $150 per night, as the financial status of the organisation allows and at the discretion of the President of the AASTN.

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 and at the discretion of the President of the AASTN. Treasurer is to confirm who will be attending the conference for day or full delegate status and reimburse following submission of required forms. Members are to contact the treasurer if they have financial difficulty in paying up front.

(B) Other Costs of AASTN
The Executive to receive reimbursement of other costs deemed necessary to promote the aims and objectives of the AASTN.
All members must use the “AASTN reimbursement claim form” when applying for reimbursement. This form is available for download from the AASTN website under “Publications / online forms” or by contacting the AASTN Treasurer.

(C) Cost of Programmed Meetings at Conference
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 and which require either a venue or refreshments for which payment is required to be paid by the Executive.
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 full, associate 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 President 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 the 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 still not resolved, then it is to be dealt with at a National AGM, either as a proposed motion or as other business.

Mediator / Complainant

- Receive complaint sympathetically and seriously.
- Ensure that you are clear as to:
  a) what the complaint is.
  b) what has occurred.
  c) a broad outline of the grievance.
  d) who / what might be responsible, then a step-by-step account.
  e) what steps, if any, have been taken to attempt a resolution?
- Identify the problem.
- What is the anticipated and / 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

**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.

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

**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 website or 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**

**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 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 Conference of the AASTN and published in the *Journal of Stomal Therapy Australia*. (The investigator will retain copyright).

**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 is available on the AASTN website.
• 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.

**Assessment of Applications**
Each 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.

**Role of Executive Committee**
• To rank each application using a score chart to highlight:
  o Feasibility.
  o The importance of the research question.
  o Specificity of the design.
  o Realistic timetable for the study given.
  o Contribution to current knowledge / practice.
  o 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. PRECEPTORSHIP CRITERIA FOR STOMAL THERAPY NURSING  
(Adopted March 2002, Amended Feb 2013, October 2014)

Essential:
1. Qualified Stomal Therapy Nurse
2. Full member of the Australian Association of Stomal Therapy Nurses Inc.
3. Two (2) years’ current experience in one or more of the speciality areas of ostomy, wound or continence as a qualified practicing Stomal Therapy Nurse
4. Able to provide directly a range of activities and experiences in the core function of
   Ostomy management
   Wound management
   Continence management
   Note: All core functions may or may not include: Education / Research
       Leadership / Management
   (It may be necessary that you facilitate secondment to other appropriately qualified clinicians (secondary preceptors) within your health care agency)
5. Commitment of health care agency to provide / facilitate clinical placement and have a signed contract with the Education Provider in place

Desirable:
1. Have completed a Preceptorship Workshop or equivalent qualification
2. Consent to display name, worksite address, email address and phone number on AASTN Website and in documentation provided to students undertaking a recognised AASTN Stomal Therapy Nursing Education Program

   Yes [ ] No [ ] (Please tick)

I ___________________________________________________________ comply with the above criteria.

Signature________________________________________ Date _______________

Preceptorship has an ongoing status unless you notify the AASTN Executive that you no longer wish to maintain this status.
PART 3 - ROTATING NATIONAL EXECUTIVE MODEL (from 2017)

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 was proposed that half of the WA Executive maintain their positions to promote a smooth transition.

The Website Coordinator’s position may be ex-officio, meaning they might 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.

<table>
<thead>
<tr>
<th>YEAR</th>
<th>PRESIDENT</th>
<th>VICE PRES</th>
<th>SECRETARY</th>
<th>TREASURER</th>
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PART 4 - INFORMATION FOR STATE BRANCHES

Duty Statements for State Branch Committee Members

**Job Description**

Eligibility: is a full 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 branch 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 (See Item 12 Above)

1. Conduct all meetings of the branch unless absent or incapacitated.
2. Liaise with the Secretary in compiling the agenda for meetings.
3. Serve as the casting vote on committee decisions.
4. Ensure that all business of the committee is completed and carried out in a timely manner.
5. Table a written report at quarterly meetings.
6. Consult with the committee in requesting members to undertake duties relevant to the objectives.
7. Attend all functions pertaining to the branch, or delegate another member to represent the branch.
8. Act as spokesperson for the branch members on policy or other matters after consultation with the committee.

**Vice President** – Duties

1. Undertake the role of President as necessary.
2. Assist the President as necessary in conducting presidential duties.

**Treasurer** - Duties

1. Collect and bank all incoming monies.
2. Issue receipts for all monies received.
3. Obtain and record bank statements for current accounts.
4. Be one of three signatories for signing cheques.
5. Document and reconcile all receipts and payments.
6. Present a detailed report at each quarterly meeting including all payments and receipts, together with the total sum of the branch finances.
7. Present an annual report at the first quarterly meeting following the end of the financial year.
8. Prepare a written budget projection for the handover meeting after election to the committee.
9. Engage an auditor with membership approval.
10. Present all account books, financial statements and receipts to the auditor annually.
11. Forward a copy of the annual audit report to the State Representative for forwarding to the National Executive.
12. A statement of financial affairs i.e. 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. Record all minutes of meetings.
2. Distribute copies of minutes to all members.
3. Compile an agenda for all meetings in consultation with the President.
4. Attend to all relevant correspondence as required and as directed by the committee.
5. Distribute financial assistance forms and election forms at appropriate times.
6. Ensure State branch representatives receive appropriate funding to national meetings (e.g. E & PDSC and State President).
7. Be responsible for all secretarial equipment, maintenance and insurance.
8. Maintain an up-to-date mailing list.
9. Forward a copy of the branch minutes to the State representative for forwarding to the National Executive.
10. 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).
Proforma for 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)) 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, utilising the following headings: 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. Treasurer’s 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
LBC Information Services: Pymont NSW
(Adopted by AASTN Executive Committee Nov 2004)
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 _____________ 201_ and at any adjournment thereof.

Signed: ______________________________________________________________________

This _____ day of ___________________ 201__.

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 or Life member issuing the proxy vote on the nominated form.
18.3 The appointed trustee of the proxy vote must be a Full or Life 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.

Return Proxy Form to: AASTN Returning Officer
_____________________________________________________________________________
_____________________________________________________________________________

Date to be returned by: ________________________________

ADD IN DATE FOR RETURN AND RETURNING OFFICER ADDRESS PRIOR TO PRINTING
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 has two (2) members on the SPAP decided by the National Executive

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

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” forms 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).

(National Executive, Dec 2004)
IRRIGATION KIT AUTHORISATION FORM

I ……………………………………………………………………………………………………………………………
(Stomal Therapy Nurse’s [STN] Name)

Give ………………………………………………………………………………………………………………………
(Patient’s 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 me for education and training on irrigation or use of conseal plug before attempting to use these items
- I have consulted with the relevant surgeon who agrees that irrigation is appropriate for this patient.

STN's Signature ………………………………………………………

Patient’s Signature …………………………………………… Date …………………

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

OSTOMY ASSOCIATION

Patient’s name: …………………………………………………………………………………………………

Patient’s membership number: ……………………………………………………………………………

Signature of distribution person: ……………………………………………

Date: ……………………………………………………………………………

(National Executive, Dec 2004)

Adapted by AASTN Executive with kind permission of AASTN SA Branch December 2003
TIEMAN TIP CATHETERS AUTHORISATION FORM

Product Information:
The Tieman tip catheter is a urinary drainage catheter with an angled 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 e.g. poor catheterisation technique, or to see if the Tieman tip catheter can solve the patient’s catheterisation problems.

Criteria
- Patient must have a urinary stoma / urinary pouch requiring catheterisation.
- Patient must have tried the usual nelaton catheters and be 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 catheter

I …………………………………………………………....................................................……… give
(Stomal Therapy Nurse [STN] / Health care professional )

Patient’s name ………………………………………………………………………….…………….

Authority to order the Tieman tip catheters from their Ostomy Association.

- The above mentioned patient has received education from, or has agreed to return to me for a review within six months of initial consultation
- I have consulted with the relevant surgeon, who agrees that Tieman tip catheters are appropriate for this patient.

STN / Health care professional’s signature: ……………………………………………………..

Patient’s signature: …………………………………………………………………………..

Date ……………………………

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

OSTOMY ASSOCIATION

Patient’s name: …………………………………………………………………………..

Patient’s membership number: ……………………………………………………..

Signature of distribution person: ……………………………………………………..

Date: …………………………… (National Executive, Dec 2004)
EXECUTIVE NOMINATION REQUEST NOTIFICATION

(Date)
(Member Name)
(Address)
(Suburb) (State) (Post code)

Dear (Salutation)

Re: 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, and 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 that 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

(National Executive, Dec 2006)
EXAMPLE OF NOMINATION FORM (print on letterhead)

AASTN (YEAR) NATIONAL EXECUTIVE NOMINATION FORM

AGM Date:

Preamble: All FULL and LIFE members are eligible to nominate themselves or another FULL or LIFE 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: ______________________________________________________________________

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<th>State</th>
<th>Status</th>
<th>Nominee – Name / Address</th>
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<tr>
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<td>_________________________</td>
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<tr>
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Member’s Name: ____________________________ Signature: ____________________________

Member’s Address: ________________________________________________________________

(National Executive, Feb 2006)
EXAMPLE OF SPECIAL BUSINESS SUBMISSION FORM (print on letterhead)

AASTN (YEAR) ANNUAL GENERAL MEETING

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

Preamble: All FULL and Life 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 on ((Date)) 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: Member’s Name: ________________________
Seconded by: Member’s Name: ________________________

(National Executive, Feb 2006)
**AASTN Membership Renewal / Invoice**  
Membership year: 1st January to 31st December

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<td>Email (H)</td>
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<td>Email (W)</td>
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**EMPLOYMENT DETAILS** *(Please complete)*  
Place of Employment  
Address  
Suburb / State / Postcode  
State P/C  
Employment position

I would like to apply for preceptorship in ((year)).  
- No  
- Yes *(Must be registered for CPD to be eligible)*  

I agree to the release of mailing and / or workplace contact details only to AASTN State branches for AASTN work purposes.

**SIGNATURE**  
**DATED**

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<th>Renewal Fees</th>
<th>Send To: AASTN Membership Coordinator</th>
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<td>o Full Member $100</td>
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| o Badge $6 | PO Box 153  
| o Full Member (Retired) $ 60 | FLOREAT WA 6014  
| o Associate Member $ 65 |  
| o Commercial Member $ 70 |  
| o Please tick if you require a receipt. | |

**PAYMENT OPTIONS**

EFT Banking:  
*A/c Name: AASTN  
Bank: CBA Fortitude Valley QLD  
BSB: 064-002  
A/c#: 1013 0412*  
*(Please ensure surname & MID (below) is included in your payment description)*

Debit/Credit card: Online via PayPal @ [www.stomaltherapy.com](http://www.stomaltherapy.com)

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Updated June 2019  
54
FULL Membership Application Form / Invoice

PLEASE PRINT

Renewal due by 31st December each year

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<tr>
<td>Surname</td>
<td>Suburb</td>
</tr>
<tr>
<td>First Name</td>
<td>State / PC</td>
</tr>
</tbody>
</table>

Mr / Mrs / Miss / Ms / Dr

CONTACT DETAILS

<table>
<thead>
<tr>
<th>EMPLOYMENT DETAILS</th>
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<tbody>
<tr>
<td>Telephone H</td>
</tr>
<tr>
<td>Telephone W</td>
</tr>
<tr>
<td>Mobile</td>
</tr>
<tr>
<td>Email (H)</td>
</tr>
<tr>
<td>Email (W)</td>
</tr>
</tbody>
</table>

Please indicate preferred email contact

GENERAL NURSING TRAINING

STOMAL THERAPY NURSING EDUCATION PROGRAM

Please include a copy of your program certificate

Training Facility

Hospital / Agency

State / Country

Year | Registration # | Date Completed

NOMINATING STN (must be a Full member of AASTN)

NOMINATING STN

Name

Signature

I agree to the release of mailing and / or workplace contact details only to AASTN State branches for AASTN work purposes.

APPLICANT'S SIGNATURE

(GST not included)

<table>
<thead>
<tr>
<th>Membership Fee</th>
<th>Return To: AASTN</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Full Member</td>
<td>M/ship Coordinator</td>
</tr>
<tr>
<td>$100</td>
<td>Robyn Simcock</td>
</tr>
<tr>
<td>□ Full Member (Retired)</td>
<td>PO Box 153</td>
</tr>
<tr>
<td>$ 40</td>
<td>FLOREAT WA 6014</td>
</tr>
<tr>
<td>□ Badge</td>
<td></td>
</tr>
<tr>
<td>$ 6</td>
<td></td>
</tr>
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</table>

PAYMENT OPTIONS

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)

Debit/Credit card: Online via PayPal @ www.stomaltherapy.com

<table>
<thead>
<tr>
<th>Office Use</th>
<th>MID ____</th>
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<td>Rec # _________ Amt$ _______</td>
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<td>Access <em><strong>/</strong></em>_</td>
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</table>


Updated June 2019
ASSOCIATE Membership Application Form / Invoice

Renewal due by 31st December each year

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSTAL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
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</tr>
<tr>
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<tr>
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<tr>
<th>CONTACT DETAILS</th>
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<tbody>
<tr>
<td>Telephone H</td>
<td>Place of Employ</td>
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<tr>
<td>Telephone W</td>
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<tr>
<td>Mobile</td>
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<td>Suburb</td>
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<tr>
<td>Email (W)</td>
<td>State / PC / Country</td>
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</table>

Please indicate preferred email contact: Position at work

<table>
<thead>
<tr>
<th>GENERAL NURSING EDUCATION</th>
<th>ALLIED HEALTH PROFESSIONAL</th>
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</thead>
<tbody>
<tr>
<td>Training Facility</td>
<td>Position</td>
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<tr>
<td>Year</td>
<td>Registration Number</td>
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<td></td>
<td>Company</td>
</tr>
</tbody>
</table>

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 (GST not included)

- Associate Member $65
- Associate (Student) Member $45

Return To: AASTN
M/ship Coordinator
Robyn Simcock
PO Box 153
FLOREAT WA 6014

PAYMENT OPTIONS

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)

Debit/Credit card: Online via PayPal @ www.stomaltherapy.com
### COMMERCIAL Membership Application Form / Invoice

Renewal due by 31st December each year

<table>
<thead>
<tr>
<th>NAME</th>
<th>POSTAL ADDRESS</th>
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<tbody>
<tr>
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<tr>
<td>Mr / Mrs / Miss / Ms / Dr</td>
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</table>

<table>
<thead>
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<th>EMPLOYMENT DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Telephone H</td>
<td>Place of Employ</td>
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<tr>
<td>Telephone W</td>
<td>Address</td>
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<tr>
<td>Mobile</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td>Please indicate preferred email</td>
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<td>(H)</td>
<td>Suburb</td>
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<tr>
<td>(W)</td>
<td>State / Postcode</td>
</tr>
<tr>
<td></td>
<td>Country</td>
</tr>
</tbody>
</table>

**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**

<table>
<thead>
<tr>
<th>Membership Fee</th>
<th>(GST not included)</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Commercial Member</td>
<td>$70</td>
</tr>
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</table>

**PAYMENT OPTIONS**

**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)

**Debit/Credit card:** Online via PayPal @ [www.stomaltherapy.com](http://www.stomaltherapy.com)

**Return To:** AASTN  
M/ship Coordinator  
Robyn Simcock  
PO Box 153  
FLOREAT WA 6014
AASTN MEMBERSHIP NOTES

FULL MEMBERSHIP APPLICATION REQUIREMENTS
a. Completion of Full membership application form (available from www.stomaltherapy.com, your State President or the Membership Coordinator – rmsimcock@bigpond.com).
b. Full membership application form signed by a nominating STN, a Full AASTN member
c. Provide a copy of the potential member’s Stomal Therapy Nursing Education Certificate
d. If an overseas-educated STN, additional documentation is to be provided:
   • Registered to practice nursing in Australia (certified copy)
   • Stomal Therapy Nursing Education Program transcript if available
   • Statement of service or reference from most recent employer in country of origin
   • Statement of service or a reference from current Australian employer
   • Current curriculum vitae with supportive evidence related to stoma, wound and continence education

ASSOCIATE MEMBERSHIP APPLICATION REQUIREMENTS
Completion of Associate membership application form (available from www.stomaltherapy.com, your State President or the Membership Coordinator – rmsimcock@bigpond.com).

COMMERCIAL MEMBERSHIP APPLICATION REQUIREMENTS
Completion of Commercial membership application form (available from www.stomaltherapy.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 PO Box 153 Floreat WA 6014, with a full explanation of their circumstances and preferred option of payment.
The AASTN Executive will consider the following three (3) options upon written application:
1. Part-payment of full membership fee
2. Payment of full membership fee through a process of instalments (e.g. quarterly payments)
3. 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.

PRECEPTORSHIP (FULL MEMBERS ONLY)
Once registered and endorsed by the AASTN 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)
To upgrade from Associate membership to Full membership:
 a. Provide a copy of the member’s Stomal Therapy Nursing Education Certificate.
b. Complete the Full membership application form and have it signed by a nominating STN who is a Full member of AASTN.
c. Pay the Fee difference between membership types.

CREDIT CARD TRANSACTIONS (ALL MEMBERS)
Incorrect credit card details can incur a fee to the AASTN from their bankers. The AASTN will seek to recover this cost from the credit card holder by invoice if applicable.
Journal Subscription Application Form / Invoice

Renewal due by 31st December each year

Published quarterly: March, June, September, December

Application Details

<table>
<thead>
<tr>
<th>NAME or INSTITUTION</th>
<th>Please insert delivery details here</th>
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</thead>
<tbody>
<tr>
<td>Surname or Institution</td>
<td></td>
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<tr>
<td>First Name or Attention</td>
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<tr>
<td>Address</td>
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<td>Address</td>
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<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Suburb</td>
<td>State</td>
</tr>
</tbody>
</table>

SIGNATURE | DATED

Journal Subscription Fee (GST not included)
- Australia & New Zealand: AUD 90
- Overseas: AUD 110

PAYMENT OPTIONS

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)

Debit/Credit card: Online via PayPal @ www.stomaltherapy.com

SEND TO:
AASTN M/ship Coordinator
Robyn Simcock
PO Box 153
FLOREAT WA 6014
AASTN RESEARCH GRANT APPLICATION FORM

Apply by: April 30th annually

PRINCIPAL RESEARCHER:

Name: ........................................................................................................................................

Address: ....................................................................................................................................

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

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

Email: .......................................................................................................................................

ASSOCIATE RESEARCHER:

Name: ........................................................................................................................................

Address: ....................................................................................................................................

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

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

Email: .......................................................................................................................................
PLEASE PRESENT THE FOLLOWING INFORMATION:

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 of 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 your previous research experience. What personal abilities can you demonstrate which may help you complete the study?

10. (a) What contacts have you made with 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 ANY FURTHER DOCUMENTATION IN SUPPORT OF YOUR PROPOSAL
FINANCIAL ASSISTANCE FOR OVERSEAS TRAVEL APPLICATION FORM

Apply by: 31st October odd years

MR / MRS / MISS / MS / DR
SURNAMES: ___________________________ FIRST NAMES: ___________________________

HOME ADDRESS: ________________________________________________________________ STATE: __________

COUNTRY: __________________________ POST CODE: __________ PHONE: (___) __________

FAX: (___) __________________________ EMAIL: __________________________

(Use correct upper and lower case)

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 information 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.
Preceptorship Criteria and Application
Stomal Therapy Nursing Education Programs

Essential:
1. Qualified Stomal Therapy Nurse
2. Full member of the Australian Association of Stomal Therapy Nurses Inc. (AASTN Inc.)
3. Two (2) years’ current experience in one or more of the speciality areas of ostomy, wound or continence as a qualified practicing Stomal Therapy Nurse
4. Able to provide directly a range of activities and experiences in the core function of Ostomy management
5. Additionally, provide directly or facilitate the provision of
   - Wound management
   - Continence management
   Note: All core functions may or may not include Education / Research Leadership / Management
   It may be necessary that you facilitate secondment to other appropriately qualified clinicians (secondary preceptors) within your health care agency
6. Commitment of health care agency to provide / facilitate clinical placement and have a signed contract with the Education Provider in place

Desirable:
1. Have completed a Preceptorship Workshop or equivalent qualification
2. Consent to display name, worksite address, email address and phone number on AASTN Website and in documentation provided to students undertaking a recognised AASTN Stomal Therapy Nursing Education Program

   Yes ☐ No ☐ (Please tick)

   I ____________________________ comply with the above criteria.

   Signature ____________________________ Date ________________

Preceptorship has an ongoing status unless you notify the AASTN Executive that you no longer wish to maintain this status.
EXPENSE REIMBURSEMENT CLAIM FORM

1. COMPLETE: A full description of the expense(s) to be reimbursed
2. ATTACH: Tax Invoice(s) or Invoice(s) for each expense to the Claim Form
   (*Include receipts from supplier or credit card statement).
3. MAIL: To “AASTN Executive Treasurer” (name and address in Journal of Stomal Therapy Australia)

<table>
<thead>
<tr>
<th>Description of Expense – Tax Invoice / Invoice to be attached</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Each item requires the following for payment to be made:</td>
<td></td>
</tr>
<tr>
<td>a) Which meeting attended, the date and which committee you are representing</td>
<td></td>
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<tr>
<td>b) Receipt/s</td>
<td></td>
</tr>
<tr>
<td>1.</td>
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<td>2.</td>
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<td>3.</td>
<td></td>
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<tr>
<td>4.</td>
<td></td>
</tr>
</tbody>
</table>

Total Amount Claimed $ 

Printed Name: ___________________________ State: ________________
Mailing address: __________________________________________________________________

Declaration: I declare the above expenditure was incurred by me on behalf of AASTN. I also acknowledge reimbursement of expenses claimed may not be made if the necessary supporting documentation is not attached to this form.

Signature: ___________________________ Date: ________________

Office Use Only

Amount Claimed: __________ Amount Not Authorised: __________ Total Amount Authorised: __________
Cheque #: __________ Date: __________ Amount: __________
AASTN Keynote Speaker Grant Application Form

Applications must be received by the Executive Committee 3 months prior to date of conference.

Name: ...........................................................................................................................................

Address: ...........................................................................................................................................

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

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

Email: ..............................................................................

AASTN State Committee:

Conference name: ............................................................................................................................

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

Conference date: ..............................................................................................................................

Keynote Speaker Name: ..................................................................................................................

Keynote Speaker Title: ......................................................................................................................
Please outline the benefit of having this keynote speaker present at your conference.

---------------------------------------------------------------------------------------------------------

Outline expected costs:

Travel $_____
Accommodation $_____
Conference Registration $_____
Speaker fee $_____
TOTAL $_____

Please provide receipts/invoices for airfare and/or accommodation.

Criteria for application for funds:

This grant is designed to assist with the expenses incurred funding a keynote speaker to stomal therapy conferences within Australia. The aim is to encourage the invitation of quality keynote speakers with the view that their contribution will be of benefit to conference attendees and will encourage increased attendance at conferences. A limit of $5000.00 AUD per application will be funded. The following criteria must be met by applicants:

1. Keynote speaker contribution must be substantial to the conference program.
2. Travel expenses will be for economy travel only.
3. All applications will be reviewed and approved by the AASTN Executive Committee.
4. In the event that the speaker cancels all grant monies in full must be refunded to the AASTN Executive.
5. A report on the speakers contribution to be provided to the Executive Committee within three (3) months following the conference.

Developed by AASTN Executive Committee: July 2016 Review due: July 2019

Office use:
Date Application for funds received by AASTN Executive Committee:
Date tabled at AASTN Executive meeting:
Approved: Yes No
Response to applicant processed: