

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES**

Date: Thursday, January 21, 2016

Time: 9:00 am – 4:00 PM PST

Place: Newport Beach, CA

Attendees: President, Margaret Barton-Burke; President-Elect, Susan Schneider; Secretary, Marlon Garzo Saria; Treasurer, Kay Harse; Directors-at-Large, Donald Bailey, Anne Ireland, Susie Newton, Joni Watson Colleen O’Leary, Jean Rosiak; Chief Executive Officer, Brenda Nevidjon

Absent: none

Guests: Michele McCorkle, ONS Executive Director; M. Galioto, Director of Education; A. Stone, Director of Health Policy (via phone)

Recorder(s): Marlon Garzo Saria, Secretary and Jennifer DiVito, Senior Executive Assistant

I. Call to Order

M. Barton-Burke called the meeting to order at 9:00 AM PST

II. Welcome and Catch Up

M. Barton-Burke welcomed the Board members and guests to the January meeting.

III. Assignment of To-Do List and Timekeeper

D. Bailey has been assigned to capture the to-do list and K. Harse will be the timekeeper.

IV. Approval of Agenda including consent agenda and timeframes

D. Bailey moved to approve the agenda including the consent agenda and timeframes as submitted. The motion was adopted.

V. Conflict of Interest

None noted. M. Barton-Burke reminded the Board members to review COI forms.

VI. E-mail Vote – The November conference call minutes as well as the December conference call minutes were approved via email vote on November, 2015.

CONSENT AGENDA

VII. Reports

1. Regional Chapter Officer program schedule – B. Theil

ACTION AGENDA

VIII. Position Annual Review

ONS position statements are reviewed annually by stakeholders and prepared for the Board review during the January Board meeting. The following positions were reviewed by the ONS Board of Directors.

1. Access to Quality Cancer Care
2. Oncology Nursing: The Application of Cancer Genetics and Genomics throughout the Oncology Care Continuum
3. The Role of the Advanced Practice Nurse in Oncology Care
4. Oncology Certification for Nurses
5. Palliative Care for People with Cancer
6. Potential Adverse Health Consequences of Exposure to Electronic Cigarettes and Electronic Nicotine Delivery Systems

7. Education of the Nurse who Administers and Cares for the Individual Receiving Chemotherapy and Biotherapy
8. Ensuring Healthcare Worker Safety when Handling Hazardous Drugs
9. Lifelong Learning for Professional Oncology Nurses
10. Oncology Nurse Navigation Role and Qualifications
11. Joint position with AOSW and NASW on the Role of Oncology Nursing and Oncology Social Work in Patient Navigation
12. Cancer Pain Management
13. The Impact of Nursing Workforce Issues on Quality Cancer Care

C. O’Leary moved to approve all of the ONS positions with the exception of the four (4) listed below. The motion was adopted. Those that were not approved will be brought back to be reviewed during the March Board meeting.

14. Education of the Nurse Who Administers and Cares for the Individual Receiving Chemotherapy and Biotherapy- send back to board for review
15. Lifelong learning for professional oncology nurses- include statement about responsibility of employers to support lifelong learning, need to review and compare statements from ANA and other organizations
16. Oncology Nurse Navigation Role and Qualifications- wait to hear until role delineation study
17. Oncology Nursing Society, the Association of Oncology Social Work, and the National Association of Social Workers Joint Position on the Role of Oncology Nursing and Oncology Social Work in Patient Navigation- not reviewed by the 2 other organizations since 2010- bring back to board, possibly retire and integrate into the ONN position

The following endorsed positions were also reviewed by the ONS Board of Directors.

18. Rehabilitation of People with Cancer
19. Role of the Nurse when Hastened Death is requested

20. ISNCC Tobacco Positions statement

S. Schneider moved to endorse the ISNCC Tobacco position statement, Rehabilitation of People with Cancer will be tabled, and the Role of the Nurse when Hastened Death is requested will be compared with the ANA position on the subject. The motion was approved.

IX. HOPA Endorsement

The Hematology/Oncology Pharmacy Association (HOPA) submitted a request to ONS to endorse the HOPA Investigational Drug Service Best Practice Standards. The standards address the pharmacist's role in investigational studies across the life cycle of a protocol, the investigational drug service's roles and responsibilities, and special circumstances related to medication therapy access while on protocol. The intent is that these standards will be used in conjunction with all other applicable state and federal guidelines. HOPA reviews their guidelines and practice standards a minimum of every 3 years. This document will be due for review in 2017. ONS staff reviewed the standards and provided feedback to HOPA to identify opportunities to enhance the document related to collaborative work between investigational drug service staff, especially the pharmacist, and clinical trials nurses. Staff also provided suggestions to clarify language based on experience with the ASCO/ONS safety standards. **S. Schneider moved to endorse the HOPA Investigational Drug Service Best Practice Standards. The motion was adopted.** ONS will send a statement to HOPA referencing the hope to see the ONS comments in the 2017 version and encourage collaboration with nurses.

X. Update Health Policy Items

1. Preview of 2016 Health Policy Agenda for 2016, 114th Congress, 2nd session

M. McCorkle discussed the process used to develop the health policy agenda with the assistance of Hart Health strategies

J. Watson moved to approve the Health Policy agenda for 2016, 114th Congress, 2nd session. The motion was adopted.

2. Coalition review

- i. Coalition for Patient's Rights (CPR) - S. Schneider moved to continue membership with CPR for 2016 and re-evaluate continued participation for 2017 during the May Board meeting. The motion was adopted.
- ii. Health Professions and Nursing Education Coalition (HPNEC) - J. Rosiak moved to continue HPNEC membership in 2017. Motion carries.
- iii. Nursing Community – S. Schneider moved to continue membership with the Nursing Community in 2017. The motion was adopted.
- iv. One Voice Against Cancer (OVAC) – S. Schneider moved to continue membership with OVAC in 2017. The motion was adopted.
- v. Partnership for Effective Tobacco Control – A. Ireland moved to continue membership in the Partnership for Effective Tobacco Control through 2017. The motion was adopted.
- vi. Pain Care Forum – S. Newton moved to continue membership in the Pain Care Forum through 2017. The motion was adopted.
- vii. Patients Quality of Life Coalition – J. Watson moved to continue membership in the Patients Quality of Life Coalition through 2017. The motion was adopted.

3. Concept for ONS Center for Advocacy and Health Policy

The ONS Center for Advocacy and Health Policy would provide a framework to support ONS strategic goals related to advocacy and health policy. The Center would be an ONS brand that creates and identity and logical grouping for health policy and advocacy activities. The Board consensus is to move forward with the concept of an ONS Center for Advocacy and Health Policy and to bring the topic back on a future agenda for further discussion.

XI. 2016 Partnership Timeline

M. McCorkle reviewed the current partnership review timeline with the ONS Board of Directors. This recurring agenda item will be moved from the March meeting to the July meeting to better coincide with budgeting. Board members support the recommendation.

XII. Request from NCSBN to Support the Nurse Licensure Compact

NCSBN is undertaking a national campaign in 2016 to get the updated version of the Nurse Licensure Compact passed in many states across the country. C. Bailey moved to approve the request from NCSBN to endorse the Nurse Licensure Compact. The motion was adopted.

XIII. Congress 2016 Preview

J. Krause provided an update on the progress for the 2016 Congress in San Antonio. Early bird registration will close on March 7th. As of January 8th, SmithBucklin has reached 81% of anticipated sales. A VIP reception will be held on Saturday evening, followed by a full attendee reception from 5:30-7pm.

XIV. Treasurer's Report

K. Harse provided a financial update through November 2015. Additional information on the performance of the chemo/bio certificate course along with year-end numbers will be provided on the February conference call.

XV. Meeting adjourned at 3:00 PM PST

XVI. Executive Session: CEO 360 evaluation and 2016 goals

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES**

Date: Friday, January 22, 2016

Time: 9:00 am – 1:00 PM PST

Place: Newport Beach, CA

Attendees: President, Margaret Barton-Burke; President-Elect, Susan Schneider; Secretary, Marlon Garzo Saria; Treasurer, Kay Harse; Directors-at-Large, Donald Bailey, Anne Ireland, Susie Newton, Joni Watson Colleen O'Leary, Jean Rosiak; Chief Executive Officer, Brenda Nevidjon

Absent: none

Guests: M. McCorkle, ONS Executive Director, D. Bowers and C. Goodyear-Bruch (AACN)
S. Terwindt, Senior Advisor, International Affairs; B. Theil, Director of Membership and Component Relations (via phone)

Recorder(s): Marlon Garzo Saria, Secretary and Jennifer DiVito, Senior Executive Assistant

XVII. M. Barton-Burke called the meeting to order at 9:01 AM PST.

K. Harse has been assigned to capture the to-do list and A. Ireland will be the timekeeper.

XVIII. Membership and Component Relations

1. B. Theil reported on the 40,000 member challenge. As of last report, membership numbers have reached 39,178 which reflected a 4% net growth. There were 2,519 new student members. The early career membership category will be examined further during the March Board meeting.

2. Member Satisfaction Survey

The ONS Board reviewed the 2015 member satisfaction survey results. Areas of focus include the feedback from the following questions: would you recommend joining ONS to a colleague, discussing issues with ONS with nurse colleagues, and how likely are you to renew your membership. The Board provided recommendations including a subset analysis of data for early career professionals stratified by age, consideration of installment payment of membership fees and payroll deduction for healthcare systems

3. Proposed revision to ONS Chapter Meetings Policy

S Newton moved to approve Section 7, Part 2a. of the ONS Chapter Policy Manual, to read: A minimum of four (4) meetings of the chapter membership shall be held each year. This minimum number of meetings must be open to all chapter members in good standing, regardless of member type, employment status, or other demographic characteristic. Motion carries. A generative discussion will be held in July with the Chapters on the topic of meeting inclusiveness.

XIX. International Initiatives

S. Terwindt provided an update on the international initiatives underway for ONS. J. Watson moved to endorse the ONS International Strategy plan for 2016-2018. The motion was adopted.

XX. Generative discussion on developing front line nurses and AACN's experience

The Board members had a dialogue with representatives from AACN, D. Bowers and C. Goodyear-Bruch, to discuss best practices for leadership development using the AACN Clinical Scene Investigator (CSI) Academy as an exemplar. The CSI academy is a 16-month, hospital-based nursing innovation and leadership training program designed to empower bedside nurses as clinician leaders and change agents whose initiatives improve both patient and fiscal outcomes.

XXI. The meeting was adjourned by President, Margaret Barton-Burke at 12:58 pm EST.

**ONCOLOGY NURSING SOCIETY
BOARD OF DIRECTORS
APPROVED MINUTES**

Date: Saturday, January 23, 2016

Time: 9:00 am – 3:00 PM PST

Place: Newport Beach, CA

Attendees: President, Margaret Barton-Burke; President-Elect, Susan Schneider; Secretary, Marlon Garzo Saria; Treasurer, Kay Harse; Directors-at-Large, Donald Bailey, Anne Ireland, Susie Newton, Joni Watson Colleen O’Leary, Jean Rosiak; Chief Executive Officer, Brenda Nevidjon

Absent: none

Guests: none

Recorder(s): Marlon Garzo Saria, Secretary and Jennifer DiVito, Senior Executive Assistant

XXII. M. Barton-Burke called the meeting to order at 9:00 AM PST. J. Watson has been assigned to capture the to-do list and A. Ireland will be the timekeeper.

XXIII. Generative Discussion: Core Platforms

The ONS Board held a generative discussion on the core platforms for the organization. An exercise was done to identify topics the Board felt were essential to the organization. Based on the exercise, B. Nevidjon will do additional vetting and bring this topic back for additional discussion during the March Board meeting.

Topics generated include: survivorship, navigation, genomics, genetics, oral agents, staffing (models of care), scope of practice, chemo/bio training, safe handling, oncology clinical trials, advocacy, health policy, certification, supportive care, navigation, survivorship, quality measures, leadership development, care planning, chapter member engagement, evidence based practice dissemination, patient support and finance, APRN role, scholarships, role development, workforce support/staff, collaboration with organizations, symptom management, PEP, ambulatory care models, genetics in practice, connections/networking, oral adherence, precision medicine, international influence, care transitions, clinical guidelines, patient education, staffing and salary, publishing/publications, caregiving, research, standards development, grants, special interests

XXIV. Leadership Development

The ONS Board discussed the topics to include in the Social Media training to be conducted in March. The use of Facebook, twitter, and Instagram will be reviewed. The organization will follow up with AACN to perhaps partner with an organization to give nurses the option of attending a leadership program.

XXV. Affiliate Corporation Updates

1. ONCC

S. Newton- discussed best practice recommendation, i.e., board development on first night of board meeting; considering retired status for certification, extension for ILNA for 2016 renewals through March 31st, open board position left open by the lack of a board liaison- recommendation to be replaced by a public member; certification reward program- reduced fee for bulk certification fees. ONCC will be celebrating its 30th year anniversary at Congress with a leadership reception on Friday evening

B. Nevidjon discussed a letter sent by a member to the ONS board regarding frustrations with the transition from Pearson Vue to new vendor

2. Nominating Committee

J. Rosiak- No new information

3. SIGs

D. Bailey shared the twitter chat and conference call in December

4. ONS Foundation

S. Schneider reported that there has been a 27% increase in funds used for Congress and scholarships through fundraising. The ONS Foundation Board has been charged with raising \$45,000 in donations.

XXVI. Nurses on Boards Coalition- Representative

During the December conference call, the ONS Board approved joining the Nurses on Board Coalition. By joining the coalition, a representative and alternate must be put forth for approval. S. Newton moved to submit L. Benson and J. Martin for consideration as representatives. The motion was adopted. J. Watson moved to approve M. McCorkle as the alternate. The motion was adopted.

XXVII. Lunch and Strategic Planning

M. McCorkle presented the 2016 ONS Strategic Implementation plan to the ONS Board of Directors. Reporting on the Strategic Plan will be pulled out from the consent agenda and reported on under the action agenda during all face to face meetings. The goal for the staff is to achieve an 80% completion benchmark of items identified in the strategic plan. Board consensus is to move forward with the implementation plan as outlined.

XXVIII. CEO Update

B. Nevidjon provided an update on the activities of the CEO. Highlights include the announcement from L. Evans that she will retire from ONS effective January 28th, current voting % for the election is at 7%, development of a standard template for online courses, positive response rates from vendors for the career fair at Congress, and possible collaboration opportunities with ASCO survivorship conference in 2017.

XXIX. Update from UAE Cancer Congress

S. Newton shared the acknowledgement received by ONS at the Opening Session of the UAE Cancer Congress.

XXX. Adjournment

The meeting was adjourned by President, M. Barton Burke at 2:55 PM PST.