AGENDA OF THE 44th ANNUAL GENERAL MEETING

Date: Saturday 17th September 2022

Time: 11:00 AEST

Meeting Opened:

Present:

Quorum:

Total Financial Full, Accredited, Associate and Honorary Members at date of AGM:

Total Voting Members (Full, Accredited and Honorary):

Quorum 25% of Financial Full, Accredited and Honorary Members):

1. Apologies:

2. Minutes of Previous Meetings

2.1 Minutes of the 43rd Annual General Meeting (AGM) held 25th September 2021

Motion: The Minutes of the 43rd Annual General Meeting, held on 25/09/21, be accepted as true and correct and shall now be marked “endorsed”.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)
Submitted votes

For: Against: Abstained:

Outcome:

3. Business arising from previous AGM

3.1 Updated Association Name and Membership Levels (previously point 3.1 Past Business)

Our Association has successfully updated our name to the “Association of Neurophysiology Scientists of Australia Inc.” to reflect the professional identification of “Neurophysiology Scientist”.

Association of Neurophysiology Scientists of Australia Inc.
(also known as ANSA, formerly ANTA)
ABN: 80 872 615 302
www.ansa.org.au
We have also updated our membership levels to match those offered by other clinical physiologist associations. They are:

- Professional (with or without Accreditation is specific modalities)
- Associate
- Undergraduate

3.2 Competency assessments for other areas? (previously point 3.2 Past Business)

**Previously:** This remains an ongoing work in progress as the Education Committee selects their next projects. Nerve Conduction Study is the most desired modality to focus on next.

The Education Committee has met to discuss the allocation of its current resources, and feels that it would be best to focus on generating a self-sustaining EEG accreditation model which can be used as a template for other types of tests.

3.3 IONM Guidelines (previously point 3.3 Past Business)

It has been suggested that Intra-operative Monitoring (IOM) Guidelines be written to add to ANTA’s current test Guidelines.

**Previously:** An IONM Committee was established in 2020 to author these documents. However, remains an ongoing project.

3.4 Educational Events (previously point 3.4 Past Business)

**Previously:** Learndash has been integrated into the ANSA website. This gives us more scope to provide educational material. We are currently working on foundational content to provide members and would encourage participation of developing material, which would go towards individual continuing professional development.

A learning module *Neurophysiology Recording Electrodes* has been published on our website and is available to all members. This and future modules will count towards continuing professional development (CPD) accrual.

3.5 Availability of Practical Training (previously point 14.1 Other Business)

We have previously recognised demand for neurophysiology training and the demand from employers for trained scientists. Some of the factors impeding progree are:

- Lack of clear pathway to employment. Vocational training is not offered by any institution.
- Lack of support for volunteer placement in public health. This seems to relate to concerns by management about insurance.
  - This has been circumvented somewhat for those pursuing postgraduate study as the university can provide insurance but restricts those with completed degrees.
- Lack of capacity/interest for training to occur in private practice.
In 2021 the ANSA executive reached out to institutions such as universities, the ACCP and ANZAN, employers both public and private and individuals who have raised concerns. However, there does not seem to be a general, permanent fix readily apparent.

Our Education Representative has made the suggestion of keeping a list of those seeking training and potential centres offering training (with no obligation either way), to help facilitate matching as best we can, with the potential to advertise this more widely in our publications.

4. **Correspondence**

4.1 **Correspondence log for the year 2021–2022 is tabled.**

Past correspondence is recorded in NEM minutes and is available to members upon request.

**Motion:** The Correspondence for the year 2021-2022 is accepted.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)

Submitted votes
For: Against: Abstained:

Outcome:

5. **Executive Council Members, OSET and Education Representative Reports**

**Reports for 2021-2022**

National President: Amy Waters
Registrar: Kate Burges
Secretary: Sam Swinburn
Treasurer: Job Robredillo
Education Representative: Jessica McGinty
OSET Representative: Sharon Coward
Website Coordinator: Jennifer Stowell

These reports will be available on the ANSA website.
**Motion:** All Executive Council Reports for the year 2021-2022 are accepted.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)

Submitted votes

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Outcome:

6. **2021-2022 Incoming Executive Council Members**

6.1 **Nominations received for Executive Council**

**Retirements:**

President: Amy Waters (term expired)
Secretary: Sam Swinburn (term expired)
OSET Representative: Sharon Coward (early retirement)

**Renominating:**

Registrar: Kate Burges
Treasurer: Job Robredillo
Education Representative: Jessica McGinty

**New Nominations:**

President: No applicants
Registrar: No applicants
Secretary: Stephanie Gil
Treasurer: No applicants
Education Representative: No applicants
OSET Representative: Jayne Hulbert

6.2 **Nominations received for other roles**

**Retirements:**

Website Coordinator: Jennifer Stowell
ACCP Representative: Joanne Wex

**Renominating:**

ACCP Representative: Fred Tremayne

**New Nominations:**

Website Coordinator: Sam Swinburn
ESAs Representative: Mary Lynch and Fred Tremayne (New Position)

6.3 Acceptance of Nominees

7. Sub Committee Reports

The Education Committee report has been tabled via the Association Website.

Motion: All Sub Committee Reports for the year 2021-2022 are accepted.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)
Submitted votes

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8. New Members to 30/06/2022.

8.1 New Members

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<tr>
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<th>Name</th>
<th>Role</th>
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<tbody>
<tr>
<td>1/08/2021</td>
<td>CLOSE</td>
<td>Isabella</td>
</tr>
<tr>
<td>1/10/2021</td>
<td>SHEPHARD</td>
<td>Jenny</td>
</tr>
<tr>
<td>4/11/2021</td>
<td>VASILIC</td>
<td>Mila</td>
</tr>
<tr>
<td>26/11/2021</td>
<td>VAN DER GROEN</td>
<td>Onno</td>
</tr>
<tr>
<td>20/01/2022</td>
<td>EZEDINMA</td>
<td>Uchenna</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lawrence</td>
</tr>
<tr>
<td>16/02/2022</td>
<td>TAN</td>
<td>William</td>
</tr>
<tr>
<td>20/02/2022</td>
<td>TOMBS</td>
<td>Samantha</td>
</tr>
<tr>
<td>27/02/2022</td>
<td>DUBOWSKY</td>
<td>Lisa</td>
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Motion: The above listed new and returning Members are accepted into the Association.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)
Submitted votes

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9. Association Fees
The Association fees remain at $100 per annum.

10. Auditors Reports

10.1 The accounts for the financial year 2020-2021 have been submitted to the Auditor.

Auditor Reports have been tabled via the ANSA website.

**Motion:** The Auditor's Report for 2020-2021, as tabled, is accepted as true and correct.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)
Submitted votes

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11. General Business

11.1 Executive Goals for 2022-2023

11.2 Special Resolutions and Guidelines Changes

These resolutions were put to members via eVote, with the results displayed below.

Proposed changes included in Appendix 1.

11.2.1 Special Resolution: ANSA Executive Council Term Limits

**Motion:** The proposed changes to points 4.1.4 – 4.1.9 of the ANSA Inc. Constitution relating to term limit and interval between terms are accepted.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)
Submitted votes

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11.2.2 Guidelines Endorsement: Continuing Professional Development

**Motion:** The proposed changes to point 19 of the ANSA Inc. Guidelines detailing the updated CPD and auditing process are accepted.

Motioned: Amy Waters (President)
Seconded: Sam Swinburn (Secretary)
Submitted votes

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Outcome:

14. Other Business

14.1 ANSA Scope of Practice, Competency and Best Practice

Several members have requested ANSA publish position documents relating to the work of Clinical Neurophysiology Scientists, summarised in the following areas:
- Scope of Practice.
- Level of Competence.
- Best Practice Guidelines.

Contemporaneously, the ACCP is looking to develop positions on scope of practice for its member professions and given their resources and existing experience it is thought that collaboration would be more useful than authoring separate documents.

Earlier this year, the ANSA Executive Council authored a document detailing the core competencies expected for a Clinical Neurophysiology Scientist for the ACCP’s new professional accreditation framework. Unfortunately, due to illness this missed the submission deadline. This will be shared with members in draft form.

During discussion and creation of best practice guidelines it has been noted the limited resources both the Executive Council and Education Committee are restricted by. While it is agreed that these documents are necessary, we would require either a dedicated sub-committee to research and author them or motivated individuals to work on single projects.

15. Annual Awards

ANTA Achievement Award: No nominations have been submitted.

Best Scientific Presentation: This will be awarded at the Annual Scientific Conference.

16. ANTA Conference 2023

Meeting Closed:
Appendix 1 – Proposed Changes to the Constitution and Guidelines

Item 1 – Executive Council Term Limits

Point 4.1.4 – 4.1.9 of the Constitution (pg. 36 ANSA Inc. C+G) will be updated as described below:

(Original text in Appendix)

Rationale: Due to lack of new nominees for the Executive Council it is feared positions will be left open when terms expire. We do not wish to routinely extend terms, but make see the value in making transition more flexible.

Changes highlighted.

4.1.4 The term of Office for any position on the Council (except OSET Representative) is for one (1) year beginning and ending four (4) weeks after the close of the National AGM. A Member may renominate to remain on the Executive Council, however their nomination will only be considered if no other suitable nominations are received for that position. A Member may remain on the Executive Council for no more than three (3) consecutive years. In exceptional circumstances the term may be voluntarily prolonged should no suitable nominations be received. In such cases the Membership should be strongly encouraged to relieve the position. Wherever possible terms should be staggered to ensure there are at least two experienced Executive Council members remaining in office for any given changeover.

4.1.5 After an interval of at least one (1) year, a Member may again be elected to the Council.

Subsequent numbering updated: 4.1.5 → 4.1.4, 4.1.6 → 4.1.5, 4.1.7 → 4.1.6, 4.1.8 → 4.1.7, 4.1.9 → 4.1.8

Item 2 – Continued Professional Development

Point 19 of the Guidelines (pg. 36 ANSA Inc. C+G) will be replaced with the text below:

(Original text in Appendix)

Rationale: This outlines the new process for managing CPD and audits so they may be consistently implemented in the future.

19. CONTINUED PROFESSIONAL DEVELOPMENT

ANSA Inc. provides a recommended Continued Professional Development Scheme. A document outlining the implementation and the expected requirements of continued professional development in Neurophysiology will be made available to all members via the ANSA Inc. website along with a downloadable proforma reporting tool:

- Implementing Continued Professional Development for Clinical Neurophysiology Scientists
- ANSA CPD Reporting Tool

19.1 Submission of CPD Report

All Professional Members (with or without accreditation) are required to submit a completed CPD Tool on renewal of membership annually. Submission of the CPD report can be done at the time of renewal online by uploading the members personal report. Where it is not possible the member will need to contact the Registrar to make other arrangements.
Opportunities and reminders about submission will be provided at check-out for manual renewals and sent in automated reminders for those with automatic renewals. While payment for renewal will be accepted without the submission of the CPD Report, lack of reporting may lead to membership reclassification.

19.2 Valid CPD Report Submissions
For the purposes of auditing, CPD reports will be deemed valid in either of the following conditions:

1. A report is submitted within the 12 months preceding membership renewal of the current membership period. This includes at time of payment.
2. A report has been submitted for an upcoming membership renewal that would start after the date the audit commences.

This means that valid CPD periods will change based on an individual Member’s date of renewal. However, for all Members, this provides flexibility in submission time and the security that any CPD report will be current 12 months prior to the most recent or upcoming renewal date.

19.3 Administration of CPD Information
CPD Reports are submitted via the website in the Members Area, CPD tab Attachments, to be received by the Education Representative. CPD submission is then 1) updated on the membership register (date of CPD submission) and 2) the CPD Report stored for later auditing.

19.3 CPD Auditors
The Education Committee will function as the auditing team, with a replacement member provided by the Executive Council if one of the Education Committee is the subject of the audit. The Committee will nominate a time within the first quarter of the calendar year for the auditing process to begin.

19.4 CPD Audit Process
All Members will be reminded that the CPD Audit will take place at least 4 weeks prior to the audit. This will allow any members who have not yet submitted their CPD Report time to do so.

At the nominated time the Audit Team will briefly review 5 randomly selected Professional Members to be audited. Randomisation can be accomplished by generating 5 numbers between 1 and n (where n = no. of applicable members) and selecting based on alphabetical surname rank. Members audited in the previous year should be excluded from this selection. Selection should be witnessed and documented by the Audit team.

The 5 Members will be contacted and informed of the Audit and asked to provide evidence of their reported CPD points for their most recently submit CPD report valid for their current membership or for an upcoming renewal. They will be given 6 weeks to do so and are given the opportunity to generate additional CPD in the case they are unable to provide evidence or did not submit a reporting tool.

19.5 Consequences of Failed Audit
If, after sufficient communication and opportunity, a Member is unable or unwilling to provide CPD evidence, they will be transferred to an Associate Membership. It will be noted on the registry that they must provide this evidence or a new CPD reporting tool to renew into their former membership type.

The outcome of the annual Audit should be reported to Members with anonymised statistics to encourage CPD submission. For example, of the 5 selected, 1 had not submitted a CPD Report, 1 had supplied insufficient evidence, 1 had taken the opportunity to complete additional CPD and 2 had sufficient evidence.

Original Text Before Changes
Item 1 – Executive Council Term Limits

4.1.4 The term of Office for any position on the Council (except OSET Representative) is for one (1) year beginning and ending four (4) weeks after the close of the National AGM. A Member may renominate to remain on the Executive Council, however their nomination will only be considered if no other suitable nominations are received for that position. A Member may remain on the Executive Council for no more than three (3) consecutive years. Wherever possible terms should be staggered to ensure there are at least two experienced Executive Council members remaining in office for any given changeover.

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Item 2 – Continued Professional Development

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‘Implementing Continuing Professional Development in Clinical Neurophysiology Health Profession Neurophysiology Scientists and Technologists’