



# Developmental Disabilities Nurses of New Hampshire

**October 16, 2018**

## **AGENDA**

Tom Fox Chapel, 105 Pleasant Street – Main Building, Concord, NH 03301

Phone: (603) 271-0772

### **Ground Rules**

- Recognize who is the facilitator
- Be mindful of limited time (Listen & stay on topic)
- Follow the agenda
- One person speaks at a time (No side conversations)
- Be respectful (This is idea-gathering time)
- No anonymity



- **Silence all cell phones**

### **Officers**

- President:** Cheryl Bergeron-till 5/2020  
**Vice President:** Luanne King-till 5/2020  
**DDNA Liaison:** Debi Ellis-Nailor-till 5/2019  
**Secretary:** Kathleen Metzler-till 5/2020  
**Treasurer:** Kelly Main (interim)  
**BDS:** Cheryl Bergeron

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- 10 AM Michael Holt, Program Specialist and Peter Bacon in for Discussion Related to the Therapeutic Cannabis Program and its relation to Certified settings. All 1001 beds in residential and program settings.
- 11:30AM adjourn meeting

### **Old Business**

- **Deeming an individual Medically Frail**
- **Alternative Pharmacy Lecture**

### **New Business**

**Therapeutic Cannabis Lecture**

### Parking lot items:

- Updates on subcommittee items
- Nursing practice items discussion
- HRST knowledge sharing
- DD nurse articles promoting DD nursing to others.

### Subcommittee meetings:

- FAQ (formed 11/17)
- Updating Curriculum Movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Educating nursing students about the NT role (formed 12/16)
- DDNNH scholarship committee (formed 9/18)

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### **Resources and Educational Opportunities**

- International Journal of Nursing in Intellectual and Developmental Disabilities – can be linked through the DDNA website: <https://ddna.org/publications/journal/>
- New Hampshire Technical Institute (NHTI) Nursing continuing educational opportunities can be found at: <https://www.nhti.edu/community-visitors/business-industry-training>
- Saint Anselm College, Manchester, NH: Brochures will be posted on <http://www.anselm.edu/Academics/Majors-and-Departments/Continuing-Nursing-Education/Event-Calendar.htm>
- The Bureau of Developmental Services is offering an incentive for all nurses working in the developmental service system to join the national Developmental Disabilities Nurses Association. The Bureau is partnering with the Area Agencies by offering fifty percent reimbursement to the Area Agencies towards the \$80 required for DDNA membership for any nurse working for an area agency or for a subcontracted agency. HOW IT WORKS: Nurses will need to contact their respective Area Agencies or subcontracted agencies for support to join the DDNA, and will need to go to the DDNA website directly to register themselves. Subcontracted agencies should then contact their respective Area Agencies, who will enter the payment through BTS and contact their respective Bureau Liaison for approval via email, with a copy of the nurses names emailed to: [Maureen.Ditomaso@dhhs.nh.gov](mailto:Maureen.Ditomaso@dhhs.nh.gov)
- If interested in joining the DDNNH, please complete the membership forms (available online) and return to Jill Satterfield, DDNNH Treasurer, 25 Riverview Lane, Loudon, NH, 03307.



## Developmental Disabilities Nurses of New Hampshire

### September 17, 2018 AGENDA

New Hampshire Hospital Association, 125 Airport Rd, Concord, NH 03301  
Phone: (603) 225-0900

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- Review of current treasurer's report
- Voting for a new Treasurer
- DDNA Liaison Report (March, June, September & December)
- 11:30AM adjourn meeting

#### Old Business

- **DDNNH Scholarship review committee**

#### New Business

- **Deeming an individual medically frail**
- **Alternative Pharmacy Lecture**
- **Therapeutic Cannabis Lecture**

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## Developmental Disabilities Nurses of New Hampshire

**June 19, 2018**

### **AGENDA**

New Hampshire Hospital Association, 125 Airport Rd, Concord, NH 03301

Phone: (603) 225-0900

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**Secretary:** Kathleen Metzler-till 5/2019  
**Treasurer:** Liz Nelson-till 5/2019  
**BDS:** Cheryl Bergeron

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- 11:30AM adjourn meeting

#### **Old Business**

- Ongoing discussion with Peter Bacon. Lisa Hoekstra and Jay Kurinskas about the certification tool and fielding questions from the group around certification issues.

#### **New Business**

- **Deeming an individual medically frail**

#### Parking lot items:

- Updates on subcommittee items
- Nursing practice items discussion
- HRST knowledge sharing
- DD nurse articles promoting DD nursing to others.

#### Subcommittee meetings:

- FAQ (formed 11/17)
- Updating Curriculum Movies (formed 1/16)
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# Developmental Disabilities Nurses of New Hampshire

**May 15, 2018**

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Phone: (603) 225-0900

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**Vice President:** Cheryl Bergeron-till 5/18  
**DDNA Liaison:** Debi Ellis-Nailor-till 5/18  
**Secretary:** Luanne King-till 5/18  
**Treasurer:** Jill Satterfield-till 5/19  
**BDS:** Cheryl Bergeron

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (highlights of DDNA conference)
- Voting for DDNA Liaison
- Scholarship change/Dues (finish old business)
- 10:30 PKU lunch & learn lecture by Kim Jordan RN, BSN Clinical Educator of Ashfield Patient Solutions.
- 12:00 PM adjourn meeting
- Upcoming guests in June: Peter, Lisa and Jay to finish certification discussion.

### Old Business

- **Scholarship change**
- **Dues**

### New Business

- **Vote**
- **PKU update**

### Parking lot items:

- Updates on Subcommittee items
- Nursing practice items discussion
- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

### Subcommittee meetings:

- FAQ (new group formed 11/17)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

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- If interested in joining the DDNNH, please complete the membership forms (available online) and return to Elizabeth Nelson, DDNNH treasurer, 50 Governors Road, Sanbornville, NH, 03872. <mailto:enelson@northernhs.org>

# Developmental Disabilities Nurses of New Hampshire

April 17, 2018

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**Secretary:** Luanne King-till 5/18  
**Treasurer:** Jill Satterfield-till 5/20  
**BDS:** Cheryl Bergeron

- 9:30 Call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- Nominations for DDNNH officers
- 10:00 Guest Speakers: Peter Bacon, Lisa Hoekstra and Jay Kurinskas
- Upcoming topic for 5/15 meeting: PKU lecture (lunch and learn 10:30-12:00)
- HRST training on 5/22 (time and agenda to be announced)

### Old Business

- **Raising DDNNH dues (vote)**
- **Change in scholarship (update)**

### New Business

- **Nominations for DDNNH officers**
- **Peter, Lisa and Jay discuss certification issues**

### Parking lot items:

- Updates on Subcommittee items
- Nursing practice items discussion
- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

### Subcommittee meetings:

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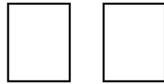
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- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- 11:30AM adjourn meeting
- Guest Speakers for April Meeting: Peter Bacon, Lisa Hoekstra & Jay Kurinskas

### Old Business

- **Webinar Topics**
- **Questions for Peter**

### New Business

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- The Bureau of Developmental Services is offering an incentive for all nurses working in the developmental service system to join the national Developmental Disabilities Nurses Association. The Bureau is partnering with the Area Agencies by offering fifty percent reimbursement to the Area Agencies towards the \$80 required for DDNA membership for any nurse working for an area agency or for a subcontracted agency. HOW IT WORKS: Nurses will need to contact their respective Area Agencies or subcontracted agencies for support to join the DDNA, and will need to go to the DDNA website directly to register themselves. Subcontracted agencies should then contact their respective Area Agencies, who will enter the payment through BTS and contact their respective Bureau Liaison for approval via email, with a copy of the nurses names emailed to: [Maureen.Ditomaso@dhhs.nh.gov](mailto:Maureen.Ditomaso@dhhs.nh.gov)
- If interested in joining the DDNNH, please complete the membership forms (available online) and return to Elizabeth Nelson, DDNNH treasurer, 50 Governors Road, Sanbornville, NH, 03872. <mailto:enelson@northernhs.org>

# Developmental Disabilities Nurses of New Hampshire

**February 20, 2018**

## AGENDA

New Hampshire Hospital Association, 125 Airport Rd, Concord, NH 03301  
Phone: (603) 225-0900



### Ground Rules

- Recognize who is the facilitator
- Be mindful of limited time (Listen & stay on topic)
- Follow the agenda
- One person speaks at a time (No side conversations)
- Be respectful (This is idea-gathering time)
- No anonymity



- **Silence all cell phones**

### Officers

- President:** Ellen McPhetres-till 5/18  
**Vice President:** Cheryl Bergeron-till 5/18  
**DDNA Liaison:** Debi Ellis-Nailor-till 5/18  
**Secretary:** Luanne King-till 5/18  
**Treasurer:** Liz Nelson-till 5/19  
**BDS:** Cheryl Bergeron

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- Interest in bringing in a speaker about PKU
- Potential Fund raiser ideas
- 11:30AM adjourn meeting

### Old Business

- **Webinar Topics**
- **Questions for Peter**

### New Business

- **PKU education**
- **Fundraising**

### Parking lot items:

- Updates on Subcommittee items
- Nursing practice items discussion
- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

### Subcommittee meetings:

- FAQ (new group formed 11/17)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

**HRST newsletter sign up** – If you are a NH RN and not already receiving the newsletter – send a requesting email to: [gina@hrstonline.com](mailto:gina@hrstonline.com)

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### **e-Studio – FYI only**

DDNNH has a folder in e-studio where NTs can access fillable versions of the most up to date 1201 mandated forms. This is also an online workspace where we can see and comment on projects in process (like our FAQ update work). We also have a folder to share posted forms from agencies and vendors – these forms are not mandated outside of a particular agency. Anyone who has an e-Studio account with access to DDNNH can upload forms. If you are a nurse trainer or current paid member of DDNNH who does not have an e-studio account, then send your first and last name plus your preferred email address to: [DDNNH@dhhs.nh.gov](mailto:DDNNH@dhhs.nh.gov)

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### **Resources and Educational Opportunities**

- International Journal of Nursing in Intellectual and Developmental Disabilities – can be linked through the DDNA website: <https://ddna.org/publications/journal/>
- New Hampshire Technical Institute (NHTI) Nursing continuing educational opportunities can be found at: <https://www.nhti.edu/community-visitors/business-industry-training>
- Saint Anselm College, Manchester, NH: Brochures will be posted on <http://www.anselm.edu/Academics/Majors-and-Departments/Continuing-Nursing-Education/Event-Calendar.htm>
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# Developmental Disabilities Nurses of New Hampshire

**January 16, 2018**

## AGENDA

New Hampshire Hospital Association, 125 Airport Rd, Concord, NH 03301  
Phone: (603) 225-0900



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- Treasurer:** Liz Nelson-till 5/19
- BDS:** Cheryl Bergeron

- 9:30AM call meeting to order
- Greetings and introductions
- Review of the previous meeting minutes (scan for possible FAQ items)
- Review of current treasurer's report
- DDNA Liaison Report (March, June, September & December)
- HRST and items of interest for live webinar training
- Discussion DDNNH liaison attending the DDNA conference (past & future funding)
- Topics for Peter Bacon, *Community Residence Coordinator*
- Potential Future Fund Raisers
- 11:30AM adjourn meeting
- Upcoming guests: Peter Bacon and Lisa Hoekstra in March

### Old Business

- Updates on Subcommittee items
- Nursing practice items discussion

### New Business

- **Webinar training**
- **DDNNH Liaison Funding**
- **Topics for Peter**
- **Fund raising**

### Parking lot items:

- HRST discussion-offer considerations (1/16)
- DD Nurse articles promoting our field of work to licensed RN's (10/15)

### Subcommittee meetings:

- FAQ (new group formed 11/21)
- Updating curriculum movies (formed 1/16)
- NT caseload variables data collection (formed 1/17)
- Educating nursing students about the NT job (formed 12/16)

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