

**IFNA Minutes
Practice Committee
Conference Call
Date: April 17, 2019
Time: 10 am EST**

1. Please join my meeting.
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The Mission of the International Family Nursing Association (IFNA) is to Transform Family Health by:

1. Serving as a unifying force and voice for family nursing globally;
2. Sharing knowledge, practices, and skills to enhance and nurture family nursing practice; and,
3. Providing family nursing leadership through education, research, scholarship, socialization and collegial exchange on all aspects of family nursing.

Committee Duties and Responsibilities (per the IFNA Bylaws)

- Identify, create and disseminate the best practice family nursing models used internationally
- Develop standardized resources covering practice scope, competencies, guidelines, position statements and similar materials that advance family nursing generalist and advanced practice
- Shall be in frequent communication with the Board of Directors, or its Board liaison, regarding on-going work of the committee.

Terms of Reference (2018)

Attendees:	Norma, Junko, Maria, Lucila, Yuuko, Li-Chi (Gotomeeting link changed d/t connectivity difficulties).
Unable to Attend (excuses):	Cristina Vivar, Carole, Debbie, Teresa, Diana & Ginnie. Debbie not able to join.
Guests:	None
Minutes compiled by:	Yuuko Johnson

Agenda Topic: 1	Approval of minutes & Template
Discussion:	Agree to have a uniform template amongst committees. All attendees agreed to utilize template.
Follow up:	

Person Responsible:	
Deadline:	N/A

Agenda Topic: 2	Brief Updates
Discussion:	<p>Lucila: spent 3 months preparing CV for full professor test. Middle of June 17th and 18th interview 3 candidates. Now back from work Reviewing abstracts for IFNA conference.</p> <p>Junko: new job. Moved to new university as associate professor. Child Health. Adjusting to new environment. Reviewing abstracts for IFNA conference.</p> <p>Norma: Working hard w/Maria and Fernanda. Meeting every week on systematic review of family nursing interventions for refugee families.</p> <p>Maria: involved in planning of the international conference in May at the university. Draft done for Refugee poster – will share with members for input after systematic review.</p> <p>Li-Chi: reviewing abstracts for conference.</p> <p>Yuuko: final weeks for clinical and term</p>
Follow up:	
Person Responsible:	
Deadline:	

Agenda Topic: 3	Review update from the Board via Carole's bullet points sent via email to members.
Discussion:	<p>Revised by-laws. Last day to send our comments.</p> <p>Reviewed email document from Carole</p> <p>Newsletter on the webpage continues to bring news from the board.</p>
Follow up:	No questions from members
Deadline:	

Agenda Topic: 4	IFNA Position Statements Dissemination Project
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Discussion:	Junko will contact sub-committee regarding sub-committee work. – IFNA dissemination (Fernanda Lise) Lucila: who to contact and update on tracking grey literature (Li Chi & Maria Henriqueta). Updated Lucila on goals of dissemination sub-committee (Li-Chi and Lucila connected during meeting). Maria shared her tracking template as an example. Tracking area are already displayed on IFNA web-page.
Follow up:	Contact Teresa on respective groups and leads
Person Responsible:	Li-Chi, Lucila, Junko, Maria
Deadline:	To be determined by sub-committee members and Lead-Teresa.

Agenda Topic: 5	Bylaws
Discussion:	Chair for 2 year periods. Suggest Rule of being at “50% of meeting” for all committees Members acknowledged- for some committee members it is not always reasonable to attend due to time differences in our respective regions of the world.
Follow up:	Maria will forward committee suggested alterations for percentage of time commitment.
Person Responsible:	Maria
Deadline:	Completed (4/17/19)

Agenda Topic: 6	Update from Newsletter Sub-committee
Discussion:	Meeting w/Janice Bell Cristina and Yuuko met w/Janice. Discussed strategies for outreach and contacts for articles.
Follow up:	Janice forwarded letters, contacts, and strategy suggestions.
Person Responsible:	
Deadline:	

Agenda Topic: 7	Translation
Discussion:	Portuguese translation completed but needs revision to accommodate Portuguese from Portugal and Brazil. Arabic translation in process Li-Chi will complete the Chinese translation by the conference-completed now refining.
Follow up:	
Person Responsible:	See discussion box.
Deadline:	

Next Meetings:

May 22, 2019 **5pm EDT**
June 19, 2019 10am EDT
July 24, 2019 5pm EDT
August 14, 2019 5pm EDT