

periOperative Registered Nurses Association of Hamilton and District  
ORNAHD



**ORNAHD Update – ORNAO Board Meeting June 2007**

Since we adopted the name change to read: periOperative Registered Nurses of Hamilton and District, all of our documents now reflect this new change. Our Executive binders have been updated, and slowly, new updates are being sent to all of the hospitals in our Region, to re-vamp their ORNAHD hospital binders.

We completed all of our working templates from ORNAHD forms to letters. These templates provide continuity and will help each new President adapt easily, using these fundamental documents to suit their style.

Again, we purchased a Dell computer, and loading all of the ORNAHD data thus far has become a mission. All previous Archives have been stored, and all of the working documents and current files have been organized into a number of categories and broken down into folders. This will make it easier for our new Secretary to access files and continue to archive data.

I also created a President's Key Works Guide. This guide explains the contents of each folder, how and when to use it, how much and where to store new information, and when to delete and revise information. It is like a job description for the President's role and includes a timeline for the President to follow in order to complete all the tasks required. A copy of this guide will be given to the President, President-Elect and the Secretary. Finally, I downloaded all of this information onto a memory stick, which can be passed on from President to President. Again, it will maintain continuity. It will be the President's job to maintain, update and revise this stick to keep it current.

Each Executive role/committee also has their own folders containing template files. These files can be passed on to new members each year for their use. I also created a Conference folder, which details job descriptions for Conference Committee members, and includes all template files used by each Conference Committee group. This folder has been loaded onto a memory stick, and will be given to each Conference Chairperson. It will be the Chairperson's job, which is the President-Elect, again to maintain, update and revise this stick to keep it current.

Lastly, our investment in purchasing a computer came in very handy and was well used by all of our speakers at our Regional Conference.

periOperative Registered Nurses Association of Hamilton and District  
ORNAHD

Four General Meetings were hosted throughout the membership year:

September : Endoscopic Nasal Surgery - FESS – Dr. Kolenda  
Hosted by: Oakville-Trafalgar Memorial Hospital, Oakville

November : Laparoscopic Gastric Bypass – Dr. Kenneth Reed  
Hosted by: Guelph General Hospital, Guelph

February : Placenta Percreta – Dr. D. Campeau  
- Kim Vegh RN  
Hosted by: McMaster University Medical Centre - Hamilton

April : Female Incontinence – Dr. Steven Bates  
Hosted by: Brantford General Hospital, Brantford

ORNAHD Conference Committee Presented ORNAHD 2006 – “Back to Basics” –  
which as well attended.

ORNAHD sponsored 11 members to the National Conference in Victoria, 2007

At our June Dinner there will be elections for: two positions for Programme, a Secretary  
and a President-Elect. ORNAHD’S Treasurer was elected last February and has done a  
fabulous job getting everything organized and re-organized.

We will also present the Helen Semple Bursary to successful applicants.

ORNAHD Conference October 13, 2007 – ORNAHD “Tuning over a New Leaf”  
WhiteOaks Resort and Spa, St. Catharines, ON

Respectfully submitted,

Josephine A. McGann President ORNAHD