香港糖尿科護士協會有限公司
Association of Hong Kong Diabetes Nurses Limited

The Minutes of the 60th AHKDN Council Meeting

Date: 16th Sept 2022 (Friday)

Time: 1900

Venue: Conference Rm, DM & Endocrine Centre, 9/F Block T, QEH

Present

Ms Loo Kit Man	President	
Ms Leung Yat Sze, Annie	Vice-president	
Ms Yee Shun Wah, Amy	Honorary Secretary I	CCWG Representative, EBP
Ms Yeung Chau Wan	Honorary Secretary II	
Ms Lam Yuen Hung	Treasurer	Diabetes Hong Kong Representative
Ms Yeung Hoi Ming, Theresa	Head of Education	
Ms Lam Yee Ching	Head of Publication	
Ms Chan Cheuk Man	Head of Communication	
Ms Chan Oi Ying, Sarita	Council Member	Diabetes Hong Kong Representative
Ms Chang Lai Fan, Helen	Council Member	Diabetes Division of HKSEMR Representative Assistant Treasurer
Dr Kwan Yee Mei, Jo Jo	Council Member	Membership
Ms Mok Pik Hung, Maisy	Council Member	Youth Diabetes Action Representative
Ms Wong Ka Chee, Karen	Council Member	
Ms Hung Siu Chan, Veronica	Council Member	

		Responsible staff
1.	Confirmation of the minutes of the 59th AHKDN Council Meeting ● The 59th minutes was adopted without amendment	
2.	Matter Arising ● No	
3.	Ms Kit Man Loo reported the 15th AHKDN AGM on 25th June 2022 ● President report and AGM minutes' report were endorsed ● AGM evaluation was reported by Ms Annie Leung - Attendance: 77 - Positive feedback was received ● Program book was uploaded to AHKDN web site ● Annual Fee to Auditor Mr Nicolas Fung was settled by Ms Yuen Hung Lam ● Distribution of gift coupons ($50 Wellcome & $50 ParknShop per each) to the 14th AHKDN AGM paid member attendees of both Symposium and	

	AGM (total no. 61) - 57 sets of coupons will be distributed by related Committee members - 4 attendees will be distributed by postage - All attendees will receive an email for notice	Ms Chau Wan Yeung, Ms Amy Yee
Items No. 4 to No. 12 were reported by Ms Kit Man Loo		
4	Issues for council handover: ● CNE accreditation panel renewal ● Invite past council members to prepare job duties, Sum Ming, Suk Chi & Sau Yee regarding their past duties	Ms Theresa Yeung Ms Kit Man Loo
5.	Proposed to create additional email addresses for council holders for easy handover and continuity of information ● Present AHKDN email address - ahkdn.president@gmail.com (corrupted) - ahkdn.itd@gmail.com (general/ member enquiry) - ahkdn.secretary@gmail.com (hold by Ms Amy Yee) ● Application, detail, and quotation for creation of unique AHKDN email addresses eg. xxxx@ahkdn.com.hk will be sourced by Nina	Ms Nina Chan
6.	Stocktake of AHKDN assets/ consumables/ souvenirs Ms Kit Man Loo will send out a list for members to update	Ms Kit Man Loo
7.	Proposed to upload past minutes to the AHKDN iCloud to promote paperless practices. ● There will be two methods: either uploading to the google drive of AHKDN gmail or at the AHKDN website. Nina will be contacted to explore the possible methods. ● Past presidents are encouraged to send past minutes to Nina, and CC to AHKDN Secretary	Ms Kit Man Loo Past presidents
8.	Received a message from a retired GMN Ms Yeung (via Ms Tracy Lau) that a donor would like to donate funding of approximately $50000 to $80000 to health care organizations for health promotion activities. The application should be applied via the Association of Hong Kong Health Care Professionals with the following requirements ● submit a proposal regarding the theme, mode of education, date, venue and targets and no. of participants, and the sum of the grant required) ● provide an acknowledgment to thank the donor in the activity ● briefly report to the Association after completing the activity ● provide a report and a thank you letter after the event ● There is no mandatory programme commencement date	
9.	Received an enquiry from Ms Harriet Chung from Sham Shui Po DHC to explore the possibility of AHKDN to co-organize an updated DM course with DHC & DHCE in the period of 4Q 2020 to 1Q 2023 as there was huge training needs for their nursing staff. Members rejected the proposed period. All members	

	agreed with the following arrangements: ● The course will be run in 3Q 2023 (after AGM) ● Total 9 lectures in 2023: 4/7, 11/7, 18/7, 25/7, 1/8, 8/8, 15/8, 22/8, 29/8 (Tue)	
10.	AHKDN being invited as a supporting organization for the following educational seminars ● 16th International Symposium on Healthy Aging on 13-14th Aug 2022 with 40 complimentary registrations offered - 17 members sponsored ● EMW Symposium on 1-2nd Oct 2022 – offered with 40 complimentary registrations - latest application: 34 Lay Programme on 1st Oct 2022 and Virtual booth - Three members were invited to be the facilitators for the following topics - Ms Theresa Yeung (dental care) - Ms Grace Lin (dietary management of osteoporosis) - Ms Chau Wan Yeung (Osteoporosis medical management) ● 5th EDMHK on 29-30th Oct 2022 with more than 40 complimentary registrations offered with the latest application: 53 - Lay Programme on 29th Oct 2022	
11.	Colour code of AHKDN for virtual booth is blue Blue code number: #98d6f6	
12.	Production of Education Tools ● Ms Sarita Chan reported that Bayer (Eyelea): 5-min video production on DM retinopathy. She mentioned she had suggested Bayer to revise the 2nd video but there had been no action taken yet. She will contact Bayer to revise again. ● Sanofi 控糖者聯盟: educational script in Facebook Ms Kit Man Loo reported Sanofi had invited AHKDN to write scripts for different DM topics, 2 topics per month - ~300 words per script and there will be a writer to write the first draft. - All members agreed and this will be treated as outside work - Ms Loo will send out the topics for members to select ● Sanofi also asked for cooperation for video production in muscle strengthening exercises, muscle resistance, and flexibility. The focus of the video will be on general education and fall prevention. AHKDN will invite physiotherapists for video production. Jockey Club had a similar programme namely Mus-Fit Action 機不可失 on Facebook: It was organized by the CUHK Sports Medicine, CU Medicine, and sponsored by The Jockey Club Charities Trust.	Ms Sarita Chan Ms Kit Man Loo
13.	Membership update and suggestion: ● Dr Jo Jo Kwan reported a membership update as of 9/2022 - 155 active members - 107 ordinary members, 48 associate members - 3 new ordinary members and 1 associate member joined after AGM	

	● Proposed Retired/ Honorary/ Senior member for aged ≥ 60 years old with special annual fee $50, it is planned to commence from 2023 - Will seek opinions from the auditor	Ms Yuen Hung Lam
14.	Report from the Sub-committee ● Evidence-based Practice (EBP) Committee, meeting held on 26th Aug 2022 reported by Ms Amy Yee and Ms Karen Wong - CGM (Libre) education protocol written by Ms Eva Kan, Dr Sum Ming Leung, Ms Michelle Chan, and Ms Chui Shan Hung (total 3hrs) a) Proposed the short version will be uploaded to SAG Best Practice b) Long version with patient education and guideline to be uploaded to the AHKDN website for DM nurse reference c) Protocol presentation format will be in a e-flip book form d) All members agreed to buy the related license code for making e-flip book - Training the trainer program "prevent insulin-induced lipohypertrophy", chaired by Ms Shimen Au a) 26th Nov 2022 – hybrid lecture (1hr) and on-site education seminar and workshop (1.5hr) b) 14th Jan 2023 for the theory of application of USG by Radiography (honorarium $2300/hr), all members supported the special honorarium rate c) Proposed workshop in Mar 2023 with USG device application for lipohypertrophy detection d) Honorarium for patient facilitators: $300 e) Venue for the 1st lecture and workshop – proposed to be run at Hong Kong Council of Social Services at Duke of Windsor Social Service Building in Wan Chai ● AHKDN Newsletter Committee, reported by Ms Amy Yee and Ms Lam Yee Ching. The content will include the following - Dr Paul Lee was invited for Newsletter topic on DM patient with Metabolic Dysfunction-Associated Fatty Liver Disease (MAFLD) - President Words - caring for patient with liver disease ● Clinical Work Group on Diabetes Nursing Accreditation. Reported by Ms Amy Yee - No update	
15.	Report from related Association and Society ● Hong Kong College of Medical Nursing (HKCMN): reported by Ms Yuen Hung Lam - Zoom Lecture: Case Study / Project Writing Workshop on 30th Jul 2022; Viva examination on 29th Oct 2022; - Common GI Problems in Frail Elderly lecture on 8th Sep 2022	

	- Virtual AGM Seminar on 17th Sep2022 - Virtual Conferment 19th Nov 2022 - Virtual Int Symposium on Healthy Aging 13-14th Aug 2022: 40 Complimentary registrations offered to HKAN members - Fellow Exit Assessment (FEA) on 10th Dec 2022: 1 DM candidate - Election of Council Member (2023-26) in early 2023 (AHKDN is invited to nominate 1-2 AHKDN members to join HKCMN in the due course) - PRCC in DHC Nursing (DHC) Module 8th Oct 2022 – 18th Feb 2023 Co-organise with PolyU SPEED, enrolment deadline 31st Aug 2022 - Admission interview on 5th Sep 2022, accepted one DM nurse (4 pending Fellow exit, one pending MCQ) next admission interview in Oct 2023 - A workgroup was formed to merge DM into Medicine before Dec 2025 ● Diabetes Hong Kong (DHK): reported by Ms Sarita Chan and Ms Yuen Hung Lam - No update, the next AGM would be held on 22nd Sept 2022 ● Diabetes Division (DD), HKSEMR, reported by Ms Helen Chang - A-Z symposiums on Diabetes will be held on 13rd Oct 2022 - New social activity proposed: rock climbing exercise ● Youth Diabetes Action (YDA), reported by Ms Maisy Mok - The Community Chest-sponsored CGM Little Rainbow project is in progress for families with DM children <16 years old - New CGM project for DM adults is proposed and will be announced the details in SAG meeting later - Movie production for the “DM children before school starts”, the preparation is in progress	
	● Newsletter committee / EBP / CCWG Representatives of HKCMN committee membership update - Newsletter committee, 2 members withdrew: Ms Tracy Lau and Ms Tammy, and 1 new staff joined, Ms Yeung Sau King, Joan (NDH), The newsletter committee is chaired by Ms Yee Ching Lam - EBP committee, 1 withdrew: Ms Kai Ying Lee, 2 new members joined (Ms Theresa Yeung and Ms Grace Lin), and new secretary Anna Chui. Chairladies are Ms Karen Wong & Ms Amy Yee. Ms Eva Kan will be an active but non-formal member. ● CCWG Representatives of HKCMN committee, 1 withdrew: Ms Annie Leung. Ms Amy Yee & Ms Grace Lin are nominated by AHKDN and the appointed period is from Aug 2021 to Aug 2023. ● Partime clerk Ms Chan Ling Na, Nina employment contact renewed from 1st April 2022 to 31st March 2023, $130/hr (last year working hour was a total of 100hrs)	
16.	● 15th AHKDN AGM	

	- Proposed on 24th June 2023 (Sat) - Proposed topics: Autonomic neuropathy, Type I DM treatment education, etc but not yet conclusive. Members are encouraged to propose topics -	All members
17.	AOB ● Will distribute YDA-published Type I DM Paediatric handbooks ● Honorarium rate: all members agreed to keep $1000/hr and aligned with HKCMN ● Lilly asked for support on GLP1-RA lecture (speaker : Dr Paul Lee), it was turned down by all members	
18.	Date and venue of the next meeting ● 9th Dec 2022 at 1900 at Conference Rm, DM & Endocrine Centre, 9/F Block T, QEH	

The meeting was adjourned at 21:30



Loo Kit Man
President (2022-2024)



Yeung Chau Wan
Hon. Secretary II (2022-2024)