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

The Minutes of the 61st AHKDN Council Meeting

Date: 9th Dec 2022 (Friday)
Time: 18:30 -21:30
Venue: Conference Rm, DM & Endocrine Centre, 9/F Block T, QEH/ via Zoom

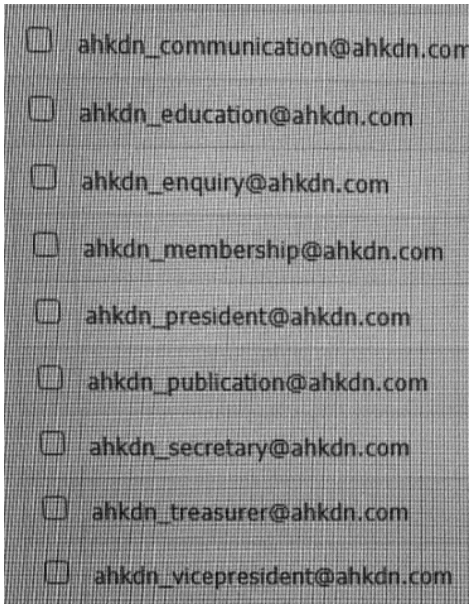
Present

Ms Loo Kit Man	President	
Ms Leung Yat Sze, Annie	Vice-president	
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		Diabetes Division of HKSEMR Representative
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	

Via Zoom

Ms Yee Shun Wah, Amy	Honorary Secretary I	CCWG Representative, EBP

		Responsible staff
1.	Confirmation of the minutes of the 60th AHKDN Council Meeting ● The 60th minutes was adopted without amendment.	
2.	Matter Arising ● No	
3.	15th AHKDN AGM ● Date and time: 24th June 2023 (Sat), 14:00-23:00 ● Venue: Crystal Ballroom, 2/F Cityview Hotel ● Proposed themes: Autonomic Neuropathy / Type 1DM / Precision Medicine (pending for further discussion) ● AGM MC: Ms Cheuk Man Chan & Ms Helen Chang ● Dinner MC: Ms Theresa Yeung & Ms Yee Ching Lam ● Organizing Committee Chairperson: pending ● Number of participants: 90-100 persons ● Budget for tea party: $288/persons + 10% service charge (min 90-100 persons) ● Budget for dinner: $5488/table + 10% service charge (min 5 tables)	

	● The preparation sheet for the 15th AHKDN Annual General Meeting would be sent out by Ms Kit Man Loo ● Outstanding Achievement Award Panel - Propose panel members: Doctor: Dr Vincent Yeung or Dr Tiu Sau Cheung, Dr Frances Wong Nurse: Dr Jo Jo Kwan & Ms Kit Man Loo	Ms Kit Man Loo
4	Write up notes and summary for council handover: ● Encouraged to use new designated AHKDN emails instead of personal email for better work tracing by the successor ● Suggested Council members to draft the job duties of the related post to facilitate duty handover ● Due to the absence of current AHKDN website maintenance (not under any maintenance contract) and some mild errors were occurred occasionally, a new website set-up was in consideration. New website quotation from ICE Pacific Limited (present website company) by Ms Cheuk Man Chan and by Ms Nina Chan	Ms Kit Man Loo & councilors Ms Cheuk Ma Chan and Ms Nina Chan
5.	Creation of additional email addresses for council holders ● Reported by Ms Cheuk Man Chan: As the AHKDN website owned 100GB storage and our annual fee (ahkdn.com) included free email addresses set up, new official email addresses namely roundcube webmail was set up as follows:  Enquiry@ahkdn.com (hold by Nina) Proposed logistics for past minutes upload ● Past minutes will be uploaded to AHKDN website and started with the 34th minute record in PDF. ● The past AGM program books will be uploaded to the AHKDN website.	Ms Nina Chan
H6.	Stocktake of AHKDN assets and consumables - Ms Kit Man Loo created a stock take list for the AHKDN items - AHKDN wind coats/ T-shirts stock hosted by Ms Chin San Law: considered as a free souvenir for council members/ subcommittee	

	members/ 15th AGM attendants - The new AHKDN notebook will be kept by Nina for e-flip/ events	
7.	Reported by Ms Kit Man Loo for the donation funding from Asia Anti-Aging Association 亞洲抗衰老協會 - EBP seminars / workshops of "Prevent insulin-induced lipohypertrophy": was approved with donated funding of $50,000 (cheque was received) - An updated proposal was submitted to Ms Yeung by Ms Kit Man Loo again. - A receipt will be sent to Ms Yeung by Ms Yuen Hung Lam - . The formal report and thank you letter by Ms Kit Man Loo will be presented once all the events are completed.	Ms Yuen Hung Lam Ms Kit Man Loo
8.	Educational activities reported by Ms Kit Man Loo as follows: ● The copyright of the following AHKDN educational materials was provided to HA GO via HA Specialty Advisory Group (Endocrinology) and a written consent was given 1. Videos in AHKDN YouTube include: 1.1 舞動健康站立篇及健坐篇 1.2 糖尿病與併發症:了解糖尿病 1.3 糖尿病與併發症: 糖尿腎篇 1.4 糖尿病與併發症: 糖尿眼篇 1.5 糖尿病與併發症: 使用胰島素的常見問題 1.6 胰島素注射需知 2. Pamphlets 2.1 慎防失明 認識糖尿眼 2.2 胰島素注射知多少 2.3 管理餐後血糖新思維 2.4 醒目「外食」及運動指南 ● Sham Shui Po District Health Centre (DHC): World Diabetes Day activities organized from 11th and 12th Nov 2022 – AHKDN being a supporting organization ● "Diagnosed and treatment of Hepatitis C among patients with Type 2 Diabetes" which was co-organized with Diabetes HongKong held on 24th Nov 2022. The evaluation report is completed by the Sponsor, Ernest and Donald Marketing Communication Limited, but absent of total attendants' number, attendant list, login time etc. Ms Cheuk Man Chan will follow for the full evaluation report ● The updated DM course was confirmed as follows: - Total 9 lectures in 2023: 4/7, 11/7, 18/7, 25/7, 1/8, 8/8, 15/8, 22/8, 29/8 (Tue) - Chair: Ms Theresa Yeung - Member: Dr. Jo Jo Kwan, Ms Chau Wan Yeung ● Bayer (Eylea): video production on DM retinopathy Update by Ms Sarita Chan - Bayer (Elyea) amended the videos, the story parts were cut but only kept the explanation part of DM retinal complications by the doctor. Members commented that the amended videos were incomplete and could not deliver the key message. The pictures in the video did not	Ms Cheuk Man Chan Ms Sarita Chan

	match with the doctor's explanation. Ms Sarita will follow up. ● Sanofi 控糖者聯盟: educational script for DMTV (Sanofi) in Facebook - AHKDN invited 12 members to write the scripts - invitation letters will be issued to the writers who are working in HA for outside work application - The presenter's name and DM specialty nurse title (if a fellow member of HKCMN) and AHKDN will be shown at the end of the script ● DM exercise video on muscle resistance training (Sanofi) - The video production will be focused on the exercise of muscle strengthening, balance, and flexibility. - Video production workgroup member: Ms Kit Man Loo, Ms Helen Chang, Ms Chau Wan Yeung *(Post-meeting notes: Ms Annie Leung also joined the working group. Two meetings were held on 17/1/2023 and 7/2/2023)*	Ms Kit Man Loo
9.	Membership update: ● Dr Jo Jo Kwan reported - 163 active members - 109 ordinary members, 54 associate members - 2 new ordinary members and 6 associate members joined in 9/2022 ● Members proposed 2 new options for the annual membership fee for	

Nov	口腔健康	Ms Tracy Lau
Nov	糖尿病及皮膚	Ms Tracy Lau
Dec	高血糖與炎症	Ms Wong Suk Chi
Dec	糖尿病與運動	Ms Wong Suk Chi
Jan	如何開展運動	Ms Harriet Chung
Jan	針劑注射技巧	Ms Choy Wing Yee
Feb	如何儲存胰島素? 外出進食點打法?	Ms Lam Yee Ching
Feb	男性性功能勃起障礙	Dr Leung Sum Ming
Mar	糖尿病與睡眠	Dr. Kwan Yee Mei, Jo Jo
Mar	糖尿病與fatty liver	Ms. Mok Pik Hung, Maisy
Apr	糖尿病與吸煙	Ms Chang Lai Fan Helen
Apr	糖友可唔可以飲酒?	Ms Betty Leung Suk Fun
May	糖友去旅行	Ms. Loo Kit Man
May	篤手指驗血糖有咩要注意?	Ms Hung Siu Chan, Veronica

	further discussion: - Life-long Member for Ordinary Members: $1,500 - Retired/ Honorary/ Senior member aged ≥ 60 years old with a reduced annual fee of $50	
10.	Report from the Sub-committees ● Evidence-based Practice (EBP) Committee: Training the trainer program "prevent insulin-induced lipohypertrophy" a) Reported by Ms Karen Wong: - 26th Nov 2022 (Hybrid lecture & workshop): 35 attendants on Zoom, 46 attendants attended the on-site education seminar and workshop - 64 evaluations returned with positive feedback, 10% reported technical problems such as no sound for the video playing by the zoom. b) Reported by Ms Kit Man Loo: - one more identical lecture will be run via zoom on 7th Jan 2023. Invitation email to AHKDN members will be sent on 8/12/2022, and the invitations email to all nurses will be sent by DM Nurse Consultant from each respective cluster later - The webinar on the application of USG to detect lipohypertrophy presented by Mr Lee Ming Chung (radiographer) will be held on 14th Jan 2023. QR code for enrollment and poster will be prepared by Ms Anna Chui - An honorarium of HK$2,300 would be provided to the radiographer speaker. - The next EBP meeting will be held on 9th Feb 2023 for preparing and discussing the workshop on the application of USG to detect insulin-induced lipohypertrophy and venue, etc. ● AHKDN Newsletter Committee, reported by Ms Lam Yee Ching: - Dr Paul Lee, Dr Lau Chiu King (Chinese Medicine practitioner), and Ms Agnes Lam (dietitian) agreed to write an article for the Newsletter. - Dr. Lau requested to show his contact email at the end of his article, Newsletter Committee members agreed. ● Clinical Work Group on Diabetes Nursing Accreditation - No update	
11.	Report from related Association and Society ● Hong Kong College of Medical Nursing (HKCMN): reported by Ms Yuen Hung Lam - Fellow Conferment in Metropolitan University on 3rd Dec 2022: 1 DM new Fellow - Fellow Exit Assessment (FEA) on 9th Dec 2022: 1 DM candidate - Ordinary Member should sit for FEA within 3 years - Next Admission Interview on 28th Aug 2023 - MCQ Exam on 13th May 2023: 1 potential DM candidate - FEA on 9th Dec 2023: 3 potential candidates - Election of Council Member 2023-2026: Nomination Forms will be sent	

to Fellows on 6th Jan 2023; the Deadline for Fellows to return nomination forms to HKCMN on 5th Feb 2023 at 17:00 (AHKDN is invited to nominate 1-2 members to join)

Post Meeting notes:
Council member candidates
Dr Jo Jo Kwan, Ms Mabel Ng, Ms Shimen Au
Co-op member: Ms Winnie Cheng and Ms Tracy Lau
CCWG:Ms Amy Yee & Ms Grace Lin

- HKAN calendar2023 and the 10th HKAN Memorial Book 逆境護航 will be sent to all Fellows and Ordinary Members soon
- Members need to complete CNE Record Form from 1st Jan 2020 to 31st Dec 2022
- Mentors meeting will be organized to enhance communication and ensure the standard of projects (Mentee should start the project under supervision after the admission interview as soon as possible)
- A 10-session EBP module will be held in Feb 2023

- Diabetes Hong Kong (DHK), reported by Ms Sarita Chan:
  - Last meeting was held on 14th Oct 2022
  - New Chairman: Dr Raymond Hui
  - New Chairman of Newsletter and Web Dr Wong Cheuk Lik
  - HK Health Care Alliance, Hong Kong Housing Society, Sunlife and Abbvie requested for collaboration for activities.
  - Sanofi proposed to sponsor for DM food guide booklet in A5 size for around 200 copies, expected completion on 1Q2023
  - For celebrating DHK 25th anniversary, a series of 12 scripts of DMTV shooting were finished and were released on Facebook
  - World Diabetes Day: Walk for Diabetes was held on 6th Nov 2022
  - Health talk for DM control via on-line was held on 19th Nov 2022: Ms Yuen Hung Lam was the presenter
  - Diabetes Hongkong Healthy Run 2023 - virtual run will be held in Jan 2023. Photo capture of live running is required as proof to receive an award
  - Patient Congress will be held on 21st May 2023
  - Next DHK meeting will be held on 12th Jan 2023

- Diabetes Division (DD), HKSEMR, reported by Ms Helen Chang
  - New Chairman: Dr Alvina Lok
  - New Secretary: Dr Benjamin Au Yeung
  - Annual Social Activity: Rock climbing & Zipline held on 27th Nov 2022
  - Next meeting will be held in Jan 2023

- Youth Diabetes Action (YDA), reported by Ms Maisy Mok:
  - Latest Medical Advance Meeting was held
  - Hong Kong DM Children Registry: in progress

	- Current member activities: IDF, hiking, movie, etc. - Coming member activities: Christmas party - The Community Chest-sponsored CGM Little Rainbow project: still in progress for T1DM children <16 years old - Press conference of the new CGM project for T1DM adults up to 30 years old will be released in April 2023. The project will be started in Jun 2023	
12	AOB ● Reported by Ms Yuen Hung Lam that AHKDN auditor requested private address references for some committee members and they are needed to reply to the auditor's email individually ● Ms Kit Man Loo proposed the following criteria for granting CNE or a certificate for AHKDN-organized courses/seminars. All members agreed - award will be provided at ZOOM course once the participant log-in successfully with no time counting but should have evaluation done - no certificate will be issued if no evaluation is returned, an email reminder will be sent to the one who missed the evaluation - ● Ms Kit Man Loo suggested to give a small gift (budget $100-200) to the speakers of the EBP education webinar as a token of appreciation and she will prepare. All members agreed ● Ms Kit Man Loo proposed website maintenance, reconstructing the webpage, keeping minutes in the website "Minute Record" encrypt with passwords for authorized persons, etc., It will be confirmed later	Selected council members Ms Kit Man Loo
13.	Date and venue of the next meeting ● 3rd Mar 2023 at 1830 at Conference Room, 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)