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

Minutes of the 66th AHKDN Council Meeting

Date: 1st March 2024 (Friday)
Time: 1900-2200
Venue: Meeting Room, 6/F, V&G Business Centre, 7-9 Austin Avenue, TST

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 Lam Yee Ching	Head of Publication	
Ms Yeung Hoi Ming, Theresa	Head of Education	
Ms Chan Cheuk Man	Head of Communication	Diabetes Division of HKSEMR Representative
Ms Chan Oi Ying, Sarita	Council Member	Diabetes Hong Kong Representative
Dr Kwan Yee Mei, Jo Jo	Council Member	Membership
Ms Mok Pik Hung, Maisy	Council Member	Youth Diabetes Action Representative
Ms Hung Siu Chan, Veronica	Council Member	
Absent		
Ms Yee Shun Wah, Amy	Honorary Secretary I	CCWG Representative, EBP
Ms Wong Ka Chee, Karen	Council Member	

		Responsible staff
1.	**Confirmation of the minutes of the 65thAHKDN council meeting minutes was adopted without amendment**	
2.	**Matters Arising**, reported by Ms Kit Man Loo ● **Sanofi 控糖者聯盟**: There was no follow up action on the educational script for DMTV posted on Facebook. ● **Bayer (Eyelea): 5-mins video production on DM retinopathy** was endorsed and uploaded to AHKDN website and Youtube by Ms Nina Chan. ● **Collaboration program with Jockey Club: "Diabetes education programme for Minority group"** no update. ● **Diabetes Preventing the Preventable (DPP) Forum 2024** on 5th May 2024. AHKDN is a co-organizer and Ms Chau Wan Yeung was nominated as Programme Committee member ● **EMW Symposium** – 5th & 6th Oct 2024 at Hong Kong Convention & Exhibition Centre. (AHKDN as Co-organizer of Lay Programme) - Ms Theresa Yeung was nominated as Chairperson of Lay Programme. - Ms Cheuk Man Chan was nominated as the programme committee member ● **Invitation from Sanofi for Ming Pao Newspaper interview on the use of insulin.** Ms Kit Man Loo has postponed the interview and will follow up	

	later ● HAHO SAG (Endocrinology): requested the upload of hypoglycemia management of diabetes patient alert card information on AHKDN website for patient reference – all members agreed ● AHKDN raincoats and T-shirts are stocked at TKOH and will be followed up by Ms Maisy Mok ● 19th issue of Newsletter was published and distributed to each DM centre and uploaded to the AHKDN website	
3.	Update DM course evaluation, reported by Ms JoJo Kwan and Ms CW Yeung ● Update applications: 51 ● Total qualified applicants with attendance >80%: 48 ● Evaluation: mostly agree to strongly agree ● Comments: "Better to provide PowerPoint slide before each class for better understanding and preparation", "Waiting to have all notes after the course is too late", "All speakers are great", "Very fruitful", "Thank you for the excellent arrangement" ● Ms JoJo Kwan proposed sending pre-course powerpoint presentation to participants prior to the commencement of DM course. ● May consider alternative payment methods such as electronic payment as some participants may not have personal cheques.	
4.	The progress of the renewal of the nursing council CNE provider, reported by Ms Theresa Yeung ● Becoming a CNE provider procedure – the applicant should provide personal CV and own CNE record in the last 3 years ● Regarding the CNE application as a co-organizer, an AHKDN member should be included in the programme committee such as Ms Suk Chi Wong for DHK Seminars and Dr Harriet Chung for DPP programme. ● The CNE application form will be revised by Ms Theresa Yeung ● The renewal of AHKDN's status as a CNE provider is currently pending approval by the Nursing Council.	Ms Theresa Yeung
5.	**DM exercise video on muscle resistance training (Sanofi), reported by Ms Kit Man Loo** ● 3 videos production with 1) theory (animation), 2) upper limbs ex, and 3) lower limbs ex (5mins each) (supported by Sanofi) ● Sanofi has chosen another company for video production (not the same company producing the DM animated video) ● The main character in the theory video is the one in the AHKDN DM animated video series. ● Scripts of the theory video will be sent to committee members for comments ● The 1st video is expected to be completed and posted in the coming AGM in June 2024	
6.	Social event for AHKDN members, reported by Ms Veronica Hung and Ms JoJo Kwan ● 9th March 2024 (Sat): Yoga workshop by Dr Joyce Ho and dinner buffet at Causeway Bay 大喜屋	

	● Application deadline on 4th March 2024 ● Yoga workshop 3p-5:30p in PMH with 19 applicants (4 attend yoga only) ● Dinner buffet 7p-9p with the 25 applicants (10 attend dinner only)	
7.	Payment for 2 part-time clerks, reported by Ms Kit Man Loo ● Nina $130/hr - Nina's hourly wage is $130. The sum of $10465 was paid for 80.5 working hours from July to Dec 2023 - Ken $120/hr Ken's hourly wage is $120. The sum of $5940 was paid for 49.5 working hours from Aug 2023 to Jan 2024 ● Renewal of their employment contracts (present employed contract ended on 31st March 2024) - Members suggested renewing and aligning the same rate of the 2 part-time clerks' salary with $130/hr	
8.	**The 16th AHKDN AGM** ● Date: 22nd June 2024 ● Venue: Crystal Ballroom, 2/F, CityView Hotel ● Theme & Speaker: Healthy Food, Happy Mood 食息勝也、息食樂也 ● Table reserved: 6 tables, member fee: $100 dinner ● Table for dinner: around 6 ● Tea buffet: $50 (member) / $100 (non-member) ● MC for AGM: Ms Emily Chan and Ms Anna Chui ● MC for dinner: Ms Theresa Yeung & Ms Yee Ching Lam ***(post meet notes: Ms Chau wan Yeung will replace Ms Yee Ching Lam as she is not available)*** ● Organizing Committee Chair: Ms Cheuk Man Chan ● Council election: Ms Karen Wong ● Google form in QR code for election counting: Mr Ken Yu ● E-poster & backdrop design: Mr Ken Yu ● Gift budget for members $22,000: Ms Theresa Yeung ● Enrolment: Ms Annie Leung (Mr Ken Yu for design of enrolment form) ● Computer: Ms Yuen Hung Lam, back up computer by Ms Chau Wan Yeung ● Photographer: Ms Amy Yee ● AGM program book: Ms Amy Yee and Ms Chau Wan Yeung ● Sponsor company: @ $12,000 - Verbally agreed: Abbott, Ascensia, AstraZeneca, Eli Lilly, Novo Nordisk, Roche, Sanofi, Boehringer Ingelheim - Could not reach company representatives: Novartis - Claimed no budget: BD (only for souvenir), Celiki, Medtronic ● Invitation letter for sponsor company and speakers: Ms Kit Man Loo	
9.	**Membership update, reported by Dr. Jo Jo, Kwan** ● 145 active members: 96 ordinary members including 8 seniors, and 52 associate members with 3 new members added ● The membership application renewal process is ongoing, and members can access their QR code for membership status.	

	● Payment: E-banking or cheque ● Application form and cheque collection by Mr Ken Yu ● Mr Ken Yu will create a new AHKDN email address for collection of membership renewal	
10.	**Report from Sub-committee** ● **Evidence-based Practice (EBP) Committee, reported by Ms Annie Leung** - Meeting was held on 2nd Feb 2024 - Endorsement of "An Education Protocol to guide diabetes educators to deliver CGM education to educate patients with Type 2 Diabetes" for upload to the AHKDN website ✧ Ms Kit Man Loo provided some comments and the protocol will be revised by Ms Annie Leung - The CGM DEXCOM protocol development meeting was held on 23rd Nov 2023 ✧ The protocol for session 3 has been finalized, and an abstract has been submitted to the HA Convention - The literature review on how / what is systematic injection site rotation ✧ 4 groups were formed: 2 groups for reviewing current injection guidelines and 2 groups for searching for new EBP information - The design of the lipohypertrophy pamphlet has been assigned to part-time clerk Mr Ken Yu. A WhatsApp group will be formed including Karen, Amy, Annie, Kit Man, Emily, and Ken for the pamphlet design. The next EBP meeting will be held on 21st May 2024 ● **AHKDN Newsletter Committee, reported by Ms Yee Ching Lam** - There have been no recent meetings ● **Clinical Work Group on Diabetes Nursing Accreditation, reported by Ms Annie Leung** - meeting was held on 6th Feb 2024 - need to submit 2 new MCQs by 30th April 24 - MCQ custodian list 2023-2026 in Diabetes is responsible by Ms Amy Yee - Diabetes Specialty is required to merge into Medicine no later than 2025. ✧ Tasks were assigned as follows: i. Task 1: Overall review Core Module: MU003 & LB001 (Winnie & Tracy) ii. Task 2: Review and update the Syllabus of DM MU006 (Carmen, Amy, Grace & Shimen) (2.1) Amend that the "Fellowship Exit Assessment is composed of either "Advanced Practice Project" OR a Case Study" (2.2) put DM essentials to MU004 iii. Task 3: Update pre-post membership Clinical Log LB024 & LB025 (JoJo, May, Annie & Mabel) iv. Task 4: Update MCQ bank (Amy, Grace, Annie & JoJo)	Karen, Amy, Annie, Kit Man, Anna, Emily, and Ken

11.	Report from the related Associations and Societies ● Hong Kong College of Medical Nursing (HKCMN) meeting was held on 18th Jan 2024, reported by Ms Yuen Hung Lam - HKCMN re-accreditation in Dec 2025. DM should be merged into Medical thereafter - As of 6th Dec 2023, HKAN: 128 Ordinary members, 2143 Fellow members; HKCMN: 34 OM, 441 FM; DM: 4 OM, 39 FM - Deadline for submission of application for admission interview: 31st Jan, 29th May & 9th Oct 2024 - Certification Program Preparatory Course with 12 seminars from 28th Feb to 8th May 2024. DM Speaker Ms May Chan on 10th April 2024 - HKAN education talk: Academic and clinical preparation for a primary care nurse practitioner (focus on NP) was held on 23rd Feb 2024 - A meeting was held on 6th Feb 2024, Winnie will guide the transition, and group members of the 大內科 as agreed in July 2022 will be invited: - The workgroup for 大內科： 1) May Chan (HKCMN Preparatory Course speaker) 2) Winnie Cheng (HKCMN & Exam Paper Workgroup) 3) JoJo Kwan (AHKDN & HKCMN Ed Committee Exam Paper Workgroup) 4) Carmen Leung 5) Annie Leung (AHKDN & past representative of CCWG) 6) Mabel Ng (HKCMN Ed Committee Exam Paper Workgroup) 7) Grace Lin (CCWG) 8) Amy Yee (CCWG & AHKDN) 9) Tracy Lau (HKCMN) 10) Shimen Au (HKCMN DM coordinator & Exam Paper Workgroup) ● **Diabetes Hongkong (DHK) meeting was held on 17th Jan 2024, reported by Ms Sarita Chan** - Dinner Symposium: Management of Diabetic Kidney Disease co-organized by DHK and Hong Kong Society of Nephrology will be held on 2nd or 3rd May 2024 for Endocrinologists - Walk for DM 2024: Proposed to identify a new venue - Health info day 2023: Webinar was held on 25 Nov 2023 on YouTube Channel, Dr. Ho Ka Kei and Dr. Shum Tsz Ho were invited to deliver lectures on DM & Heart Disease and DM Complication Screening respectively - Newsletter: The next topic would be AI and DM - Healthy Run was held on 28th Jan 2024 - 「控糖 100 分自主人生」competition was ended on 28th Jan 2024 - Next meeting on 14th March 2024 ● **Diabetes Division (DD), HKSEMR was held on 18th Jan 2024, reported by Ms Cheuk Man Chan**	

	- 2 symposiums completed in June to Dec 2023 - Diabetic Kidney Disease and Heart Failure: Crosstalk in Albuminuria will be held on 27th March 2024 at Cordis Hotel - A-Z symposium on Diabetes: X-Symposium "X-panding the Digital Diabetes Universe: Are Technologies the Answer?" will be held on 19th April 2024 at Cordis Hotel - Proposal on increase in administration fee for collaboration of symposium with pharmaceuticals company - Proposal on increase in Membership fee ● **Youth Diabetes Action (YDA), reported by Ms Maisy Mok** - No meeting recently - 2 programs in progress: CGM / insulin pump - YDA Xmas party was held on 17th Dec 2023 - The updated Jockey Club program application form with a new expiry date will be followed up by Ms Maisy Mok. - Ms Maisy will follow up on the quota number and requirement for coming CGM/insulin pumps	
12.	**AOB** - As the patient educational materials stored in personal Google Drive have not been recommended for HA access. Ms Sarita Chan requested approval for the use of an AHKDN email address and would apply a QR code from HA for patient education pamphlets. - Payment method: e-banking transfer, FPS in future: will be followed by Ms Yuen Hung Lam - YDA requested to contact pediatric patients at different hospitals (already contacted PYNEH, TMH, PWH). Ms Maisy Mok alerted other DM nurses to handle the YDA representatives carefully as their request needed to apply for HA approval, and she disagreed with such an approach.	- Ms Yuen Hung Lam
13.	The date and venue of the next meeting date will be held on 17th May 2024 1900-2200 in Meeting Room, 6/F, V&G Business Centre, 7-9 Austin Avenue, TST	

The meeting was adjourned at 2200





Loo Kit Man
President (2022-2024)

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