



Annual Report 2013

May 2014

Foreword

Welcome to our tenth Annual Report.

The objective of an Annual report is to ensure that supporters and donors to the charity are clear that their monies are being used for the purposes for which they were donated and also are being used to best effect. That means that we are careful with monies raised and that as much as possible goes towards the education of nurses in Africa, and as little as possible to making the charity work. As all trustees work for the charity in their own time and we have virtually no overheads, we can be sure that the funds raised, are focussed on our core mission.

Income has continued to be a major issue in 2013 and we have had to be very cautious with the number of visits we have made to Africa. We are most grateful to our regular donors, but must ensure that we have a stable source of more substantial funds for the future, so that we can continue our work.

Africa is changing fast, which is wonderful to behold ; however, it does not yet seem to be a priority for governments to invest in the health of their citizens and also not to educate their healthcare work force. It appears that NGOs will continue to provide this for the time being.

*Kate Woodhead
Chairman of Trustees*

About us

Friends of African Nursing is a small UK based charity who deliver education to surgical team members in Africa on a voluntary basis. The education is mainly about managing risk and patient safety, which of course includes infection prevention. Initially, we taught perioperative nurses (those who work in theatre) but have found that there are a large number of nurses who work in many different areas who need much the same education and value it.

Quite a few countries have deeply rural hospitals and clinics which do not attract numbers of nurses to work in them, the health ministry often has a role in allocation of nurses from the capital to all health facilities across the country. Malawi and Botswana both use this system,

amongst others – it also means that many nurses are rotated into the operating theatre although a few who elect to remain are able to. Therefore more nurses need some specific education on perioperative practice.

What we do

We work in partnership with Ministries of Health and other bodies such as national nurses associations, providing training programmes that enhance the knowledge and leadership skills of perioperative and other nursing staff in order to enable them to become more effective healthcare professionals.

Since we began working in Africa, in 2001, we have visited ten countries and educated over 1,600 nurses. In 2013, we have educated 130 nurses. Reports from our visits are both on the website at www.foan.org.uk and also reproduced in this Annual report for those who do not have access to the internet.

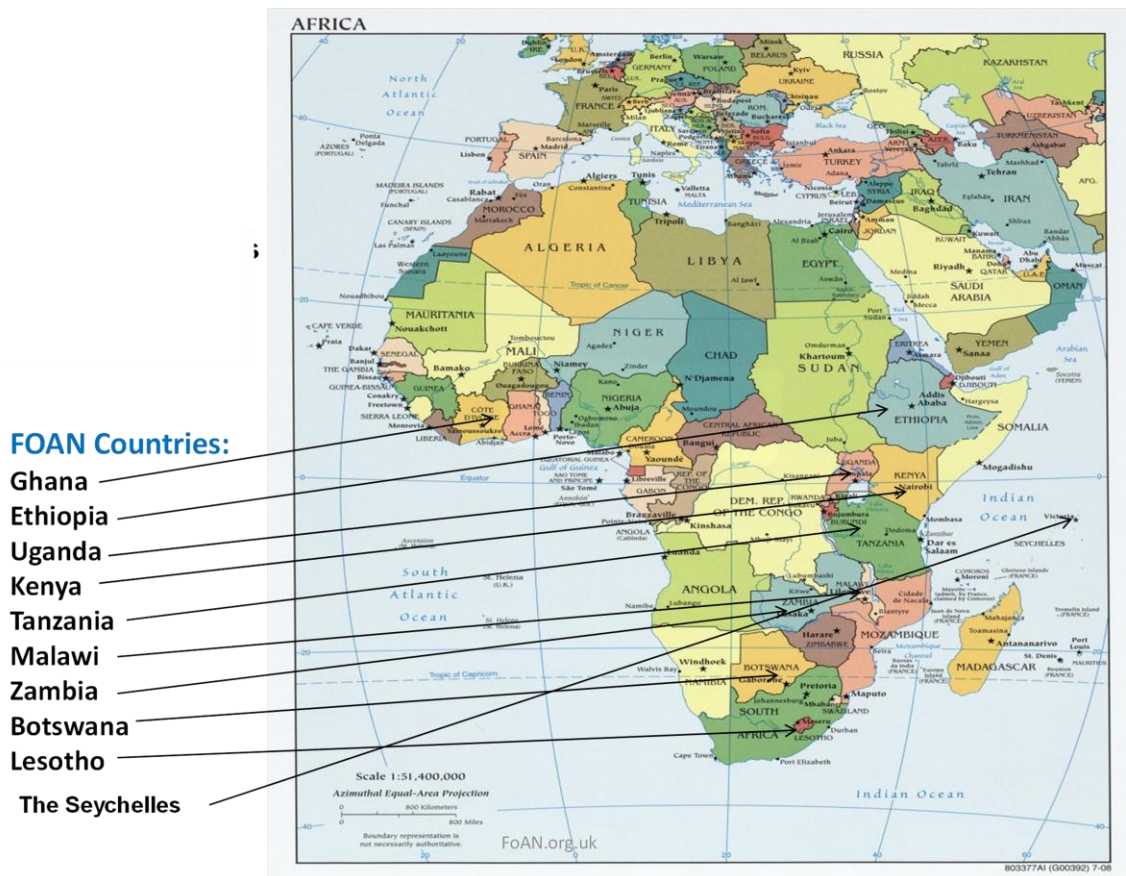
Our Objectives

- To develop, maintain and run an effective charity to support FoAN activities
- To provide international nursing expertise at practical, academic and management level to support government health strategies.
- To develop nursing programmes in conjunction with African Ministries of Health to assist national health agendas, institutional plans and personal professional development.
- To work with national and specialist nursing organisations and interest groups.
- To provide focused expertise to perioperative nurses, developing individuals, teams and potential leaders.
- To provide a conduit for ethical donations of educational material and clinical equipment for operating theatre practice.



Ghanaian Nurses doing group work

Where we work in Africa.



The Team of Trustees



Kate Woodhead RGN DMS – FoAN Chair and Co-Founder.

Kate believes that education is the best means to ensure that nurses in Africa are able to make their own quality improvement to patient care delivery. Continuing education is rarely available without outside assistance, although increased access to the internet will change this over time. Kate works independently as a healthcare consultant, after more than 35 years in perioperative care as a practitioner and manager. She is a former President of the International Federation of Perioperative Nurses and previous Chairman of the National Association of Theatre Nurses. She works with The World Health Organisation on Safe Surgery Saves Lives Campaign.



Dot Chadwick – FoAN Trustee

Dot has worked in the perioperative environment for many years, undertaking clinical, managerial and educational roles.

She is currently working as a Practice Educator with the opportunity to maintain personal clinical skills on a regular basis. Dot is also an active

member of the Association of Perioperative Practice and a Past Officer of the Association.



Alison Champken Woods – FoAN Trustee

Alison retired in 2012 but has continued to provide advice and consultancy to the NHS particularly around theatres and decontamination.

Alison qualified in the mid 70's, worked in theatres until 2000 when she was seconded to work on Modernisation Agency projects around booking of patients for surgery and theatre efficiencies.

In 2004 Alison transferred into management covering all aspects of the surgical division as a senior service manager. Her last post before taking retirement was as Deputy Divisional Manager for Surgery at West Hertfordshire Hospitals NHS Trust.

Alison has also worked in the private sector so has a breadth of knowledge of both health care settings.

She has in the past been an active member of AfPP both locally and nationally as Education Committee Chairman in the early 1990's.



Lesley Fudge- Co-Founder and Trustee

Lesley Co-Founded FoAN with Kate and has returned to the Board after a break of three years. Lesley worked for many years in the NHS mainly in the perioperative field with a break for five years in community practice. She was the nurse manager for 13 in-patient operating theatres and day surgery at Frenchay Hospital in Bristol. Lesley was one of the first procurement nurses in the UK as the lead for clinical procurement at three Bristol Trusts.

Her professional activities out of work as National Secretary to NATN (now the Association for Perioperative Practice - AfPP) and as the Treasurer to the International Federation of Perioperative Nurses (IFPN) found Lesley being asked to assist in both NHS and Private Patient settings as an advisor and auditor. This led to her starting her own consultancy business in 2003 and currently she continues in this role managing both clinical and financial audit in both sectors.



Diane Gilmour – FoAN Trustee

Diane has been a perioperative nurse for over 25 years employed within a variety of different roles during that time- clinical, managerial, education and more recently project management and service

improvement. Diane was elected as a Trustee of Association for Perioperative Practice in 2005 and President January 2009-October 2010. She has published and presented on a variety of subjects nationally and internationally.

Diane has been a member of FoAN since 2005 and was sponsored by Mölnlycke to support the educational programme in Tanzania. Diane lives in Crawley with her husband and son.



Richard Jennings continues to support the team as Treasurer. He has extensive accounting experience gathered in his role in Draper Tools from which he has recently retired. He has provided experience and valuable assistance to us in monitoring and controlling our expenditure by clear reporting to trustees.

Patrons

We are most grateful for the support of our patrons, who enable us to reach communities and contacts outside our usual circles. They are great ambassadors for the charity.



Sir Stephen Moss – FoAN Patron

Sir Stephen Moss was a Trustee 2009-2010 and is now a Patron to FoAN.

Stephen was Director of Nursing and then Chief Executive at Queen's Medical Centre in Nottingham. He was appointed a Non- Executive Director at Mid Staffordshire in August 2009, and subsequently became Chairman in a turbulent time for the Trust. Stephen has recently been appointed a non executive director at Derby Hospitals NHS Foundation Trust and is Chair of a national steering group for Health Education England.



Linda Wain - FoAN Patron

Wildlife artist

Linda is an internationally recognised artist and has original work in public and private collections throughout the world. Prior to specialising in Fine Art, Linda's talent as a first class artist was originally recognised by Royal Crown Derby for whom she painted for many years.

Linda has travelled widely in the world to paint animals in the wild but has always wanted to make the human connection, recognising the poor resources for people in Africa and saw an opportunity to make a difference in the continent she loves for its animal life by giving support to Friends of African Nursing.

Membership

The Newsletter keeps everyone updated on all our activities, and one has been sent to the membership during 2013.

We are happy to make presentations about our work to any groups and Trustees have been doing this regularly during the year, to different church and community groups. They in return have been generous in their support of FoAN, both financially and also in holding events to

promote and support FoAN's work.



Kumasi, Ghana. Nurses enjoy learning new topics!

Meeting the requirements of the Charity Commissioners

The Charity Commission in England and Wales, who regulate the activities of all registered charities require that we demonstrate, by means of an annual report our governance structures; accountability to sponsors and donors that we have appropriate decision making mechanisms in place; appropriate financial controls and that we are doing what we say we are doing. It is implicit that we can also demonstrate effective use of funds raised and spent, to meet our charitable objectives.

We also have to demonstrate public benefit. If all the funds that we raise or a sizeable proportion of them (> 95%) are spent on getting facilitators to Africa and supporting them and the nurses whilst the education is delivered by us on leave from work, then whilst it may be more difficult to demonstrate the long term effects of education, short term the public benefit and value to the nurses is high.



Reviewing the year 2013 – at a glance

Charity Development

Debbie Lee after many years – indeed as one of the first trustees, enthused by what might be possible in Africa and with continuing expertise travelled with FoAN to many different corners of Africa to deliver the Leadership programme, has stepped down. She has agreed to continue to support our programmes, if possible and will remain as an advisor to the Board.

Membership has remained largely static during 2013, and we have sent out a Newsletter to ensure members are kept up to date with activities. The website has had a major overhaul and refreshment during the year. It has a ‘new look’ and trustees hope that it will prove to be good value for money. Apart from this now essential aspect of charity presence on the web, we have undertaken a number of talks to local groups and churches to raise awareness and funds. We have had an article published in the Clinical Services Journal.

Kate travelled to the Canadian Perioperative Conference and was delighted to be able to support FoAN Canada’s first presentation about the development of the organisation and to attend their first Annual General Meeting.

The European Operating Room Nurses Association has expressed an interest in supporting FoAN. Some information has been posted on their website and we look forward to a long association with them.

Educational Visits to Africa

We made a visit to Lesotho during 2013, which sadly only had 13 participants, but the programme was new and was very well received. FoAN is intending to re-run the programme in 2015. Thanks to Ali Herbert for her specific expertise on Anaesthetic and Recovery Nursing who helped Dot to deliver the programme in Lesotho. .

We also made a visit to Ghana with another new programme, this at the request of the Medical and Surgical Skills Institute. We ran the programme, with Kate and Debbie facilitating in Accra for 74 delegates, flew up to Kumasi and delivered the same programme to 42 delegates and returned to Accra for a Senior Leadership one day programme, for the unit nurses and deputy directors of nursing at Korle Bu Referral Hospital. We thank MSSI for supporting our visit financially.

The end of 2013 was spent planning the visit for early January 2014 to the Seychelles, with yet another new programme.

Details on individual visits to Africa

Visit to Lesotho - April 2013

Friends of African Nursing (FoAN) made its third visit to Lesotho in April, to facilitate a perioperative workshop which was partly supported by the World Health Organization. The workshop focused on the Anaesthetic and Recovery phases of perioperative care, taking into account emergency situations related to them. The choice of subject was the request of delegates who attended our training session of May 2011 in Maseru.

This was a new training programme, so we were anxious to see how it would be received by our delegates and whether or not the aim and objectives were met. The workshop was facilitated by trainers Mrs Ali Herbert and Mrs Dot Chadwick (FOAN Trustee); both very experienced Theatre Sisters with educational responsibilities in their respective hospitals.

The Workshop was held at The Mmelsi Conference Centre in Maseru, Lesotho. We expected an attendance of 25 delegates, but only 13 delegates attended. This was probably due to the late receipt of letters informing potential delegates of the workshop.

Aim

To Understand the Care of the Postoperative Patient Undergoing Anaesthesia

Objectives

- To be able to manage a patient airway using simple airway adjuncts
- To demonstrate CardioPulmonary Resuscitation techniques
- To recognise the sick patient and manage their care using ALERT*

Principles -

*Acute Life Threatening Events Recognition and Treatment

- To apply principles of safe practice in these areas

Aspects of Accountability, Infection Control, Communication, Documentation and Ethical Issues were also addressed as supports to the objectives of the workshop.

In addition to the planned lectures, delegates were asked to write on a wall chart suggestions for care improvement in their respective hospitals.

Evaluation

Feedback from the delegates was very positive. They felt that the workshop was educational, informative, enjoyable and relevant to clinical need. As a result the objectives of the workshop were achieved.

Delegates also felt that the knowledge gained would be beneficial in improving and enhancing patient care delivery in their Operating Theatres. Information gained could be shared with other health professionals. As one delegate stated 'that information obtained in addressing the emergency situations would be helpful to her in training ambulance drivers in her area'.

Many referrals were made by delegates to the benefit of the information gained from the presentations on documentation, infection control and use of Acute Life Threatening Events Recognition and Treatment (ALERT) principles in emergency situations and safe practice would have in the future on their care delivery.

Answers to What have you enjoyed?

'would like FOAN's visits increased'

'I have enjoyed every lecture - discussion that we had because I learnt a new thing every day, every time'

'for being able to know more infection control and realised how documentation is important'

Answers to What could have been done better?

‘Objectives to be elaborated before workshop’

‘If all expected participants were all present and we could have shared about our experiences’

‘Longer time for practice could have made it better’

‘Everything was done excellently’

Answers to What will you do differently as a result of this Workshop?

‘When I get back home, I am going to practice good safe practice and make sure that there is a Link Nurse in Operating Theatre. I am now competent because of this training. You really provided us with the best information’

‘I am going to continue to teach other colleagues and demonstrate what to do in case of emergency’

‘The old techniques that we were doing are all going to change we are going to implement new things in our Theatres’

Suggestions for care improvement made by the delegates formed the focus for discussion as previously mentioned and included;

- An Infection Control Link Nurse for each Operating Department;
- Formation of a Theatre Association to write Policy and Procedure Document for use in all Theatres;
- Develop a programme for Anaesthetic Assistant Training in Lesotho;
- Adequate Theatre Staffing;
- On call allowance for Theatre Staff - we informed our delegates that we could not address this;
- Adequate equipment in Theatres;
- Competent staff;
- Ongoing training and education in care delivery in Theatres;

Delegate feedback also highlighted some challenges to care delivery and these were:

- Motivation of colleagues to address and maintain safe practice;
- Having a dedicated Recovery Room with adequate equipment;
- Difficulties of care delivery without a dedicated (specific) Theatre Team;

In light of the comments made by delegates we suggest that this workshop be repeated in the future.

Training and support for the writing of policies and procedures for respective Theatres needs to be addressed.

Review /introduce documentation relevant to care in Theatres e.g. Cleaning programme check list, Stock control, Audit forms.

Formulate a basic training programme for Anaesthetics and for Theatre and Recovery Care.

Yearly updates for CardioPulmonary Resuscitation Techniques

Visit to Queen Mamahato's Memorial Hospital

We were delighted to have had the opportunity of visiting Queen Mamahato's Memorial Hospital. We were grateful to Mrs Grace Mefane for organising this for us.

We would like to take this opportunity to thank the World Health Organisation for their sponsorship of the workshop costs in Lesotho and for supporting the nurses attendance. Without it our successful Workshop would not have been possible.

We are grateful to The Ministry of Health for their continued support of our training programmes in Lesotho. We would also like to thank Mrs Florence Mohai and Mrs Grace Mefane for the organization in recruiting our delegates, workshop venue, our daily transport and our welcome to Lesotho.

Ali Herbert & Dot Chadwick (Trustee)

Ghana visit- January 2013.

Debbie Lee and Kate Woodhead travelled to Ghana in January 2013 for a week delivering education to nurses in partnership with the Medical and Surgical Skills Institute (MSSI) at Korle Bu Referral Hospital in Accra.

They delivered a new programme entitled 'Patient Safety and Risk Management'. 74 delegates attended the course which took them through the key elements of the International Patient Safety Solutions, Risk Management, Accountability and some of the practical solutions suggested to reduce and mitigate risk in hospitals. We were delighted that nurses from administration and policy development as well as the

doctor tasked with implementing a quality assurance and patient safety programme were able to be present.

The World Health Organisation (together with others) have accumulated good data on a number of topics in the field although few data have been available on patient safety in Sub Saharan Africa. The delegates were visibly shocked by the global data presented and pleased to find that the international patient safety solutions had practical application which can be implemented at relatively low cost in many hospitals.

There were in addition a number of sessions on team work and communication tools available, such as SBAR, which may be used to get at the root cause of many patient safety incidents.

The two day programme evaluated very well including some of the delegate feedback below.

In answer to the Question – “what will you do differently as a result of this education?”

“Make proper assessment of my patient when they come to the ward and keep them safe”.

“Educate my staff on the importance of communication in healthcare”.

“Create awareness of patient safety and the appropriate way to manage risk within the hospital”.

“Education on teamwork as a tool to improve on patient care delivery”.

“To improve upon infection prevention. To improve upon communication involving patients and relatives. Involve patient fully in preparation for surgery (involving relations also) in giving consent and signing consent forms”.

“Quite a number of important areas , being:- Fixing alcohol gel dispenser at the entrance to the ward, instituting Nurse of the Month in both OPD and Ward, pasting International Patient Safety Goals, 9 Patient safety solutions & definition of patient safety”.

“Motivated to be bold in implementing changes and find appropriate ways of encouraging others to support improvements in patient safety”.

“Watch out for hazards in my work environment and try to reduce risk to patients and staff as much as possible”.

“I am going to assess my ward well; identify all risk areas and plan action to mitigate it”.



Debbie Lee teaching in Accra Training Room

The programme was repeated in a training room at Komfo Anokye Teaching Hospital in Kumasi. We were delighted to meet the Director of Nursing Services who has recently instigated a patient safety lead for the hospital as well as a lead for Infection prevention. 42 delegates attended the education and it once again evaluated very well. They enjoyed the group work and learning from each other as well as all the delivered sessions. Many of them came from District Hospitals, travelling some distances to attend the training. Without exception they were going back to their institutions to brief their management and teams. Many were also going to risk assess their ward environments and make changes in line with what they had learned.



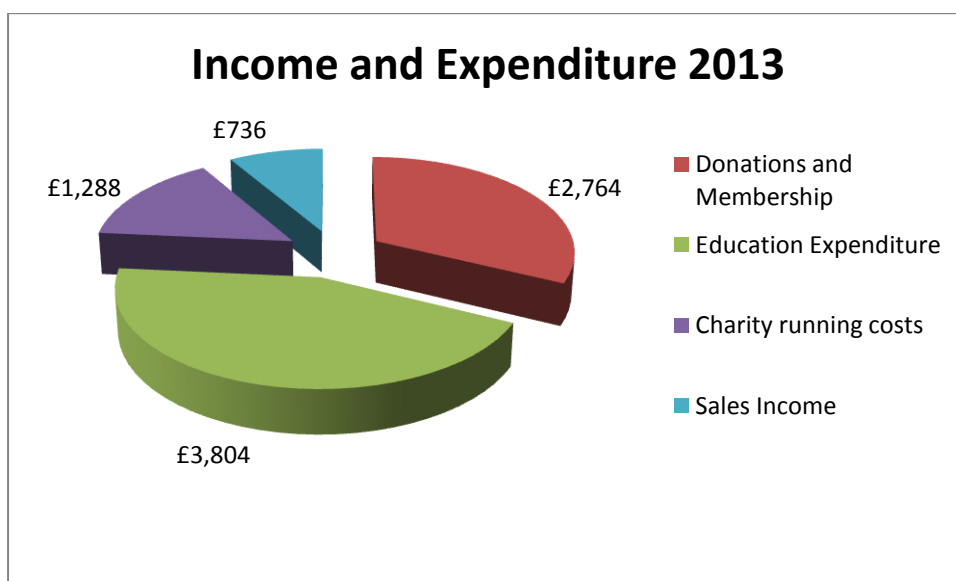
The final training day was once again in Accra at MSSSI, delivery a session on accountability and then the nurses undertaking a case study. Each group feedback to the whole audience, and good points were made by each group, which added to their learning experience. 25 Senior ward leaders and deputy Directors of Nursing were able to attend.



Grateful thanks are extended to the staff at MSSSI, who supported the training, managed the meals, copied the data and created workbooks for the delegates. They all worked very hard to ensure that a smooth passage was possible, travelling up to Kumasi as well. We are most grateful to them all.

A plan has been made with MSSSI to return to Ghana in 2014 to deliver additional training to nurses in Ghana.

Income and Expenditure 2013

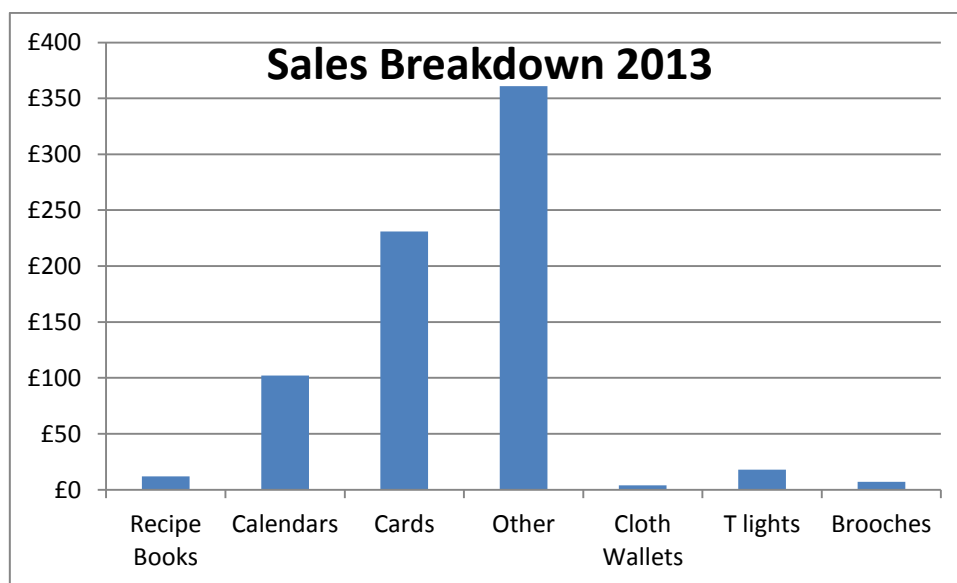


Charity running costs

The Board needed to ensure that not only our members, donors and supporters but also those we have taught and those we might teach in future, need to be able to find information about us on the internet! Thus our rather tired website needed to be completely updated. We did this with the kind expertise of Nick Mills from Net Visuals and are pleased that we have incorporated a more secure method of payment and enabled overseas and electronic donations and sales.

We are now also able to upload reports and news to the website ourselves and no longer need a webmaster to make those uploads for us. The payment for this has raised the charity running costs in 2013, but we feel this is not only an essential expenditure but also an investment for several years to come.

Sales



We produced a 2013 calendar of African wildlife images, which sold well.

It is hoped that the changes made to the website for secure purchasing will assist the number of purchases made over the web, for the future.

Additional products from African communities which support their local economies have been purchased, including bracelets and wallets which also add funds to FoAN accounts. The margin on these items is good, providing a win-win for everyone.

In the above analysis – items making up the ‘other category’ are plants, jams, fudge, jewellery and various other handiwork which has been undertaken by Trustees and supporters and sold in aid of FoAN.



Looking ahead

Africa as a whole is making welcome economic progress, and whilst much is changing in capital and infrastructure initiatives, revenue for nurse training and education still remain well down the priority lists. This implies we will continue to be needed to fill gaps for some time to come. Technology may assist us as a much broader range of products are available, and many more Africans have access to the internet.

However, we are not there yet and therefore will need to travel to deliver education for the immediate future. We must therefore meet the challenge of finding a source of sustainable funding.

The post Millennium Development Goals debate is in full swing at present with some passionate debates about the major progress which has been made but also acknowledgement of the failures of those goals. The next generation of global goals can be and must be more inclusive, including those who will benefit – to ensure their voice is heard in the prioritisation of their goals.

Income & Expenditure Report

<u>General Fund</u>			
Y/e			Y/e
<u>31/12/2012</u>			<u>31/12/2013</u>
<u>£</u>			<u>£</u>
	<u>Voluntary Income</u>		
1,806	Donations	2,744	
10	Membership	20	2,764
	<u>Activities for Generating Funds</u>		
	Recipe Books	12	
	Cards	232	
	Calendars	102	
	Other(brooches,bracelet,spoons,wallets)	391	
784			736
30	Interest Received	29	
3	Sundry(refund postage)	83	112
<u>2,633</u>	<u>TOTAL INCOME</u>		<u>3,613</u>

<u>386</u>	<u>Purchases For Generating Funds(adj.for stock)</u>		<u>511</u>
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	<u>Governance Costs</u>		
22	Postage	4	
0	Stationery	12	
0	Report Printing		
0	Website Maintenance	1,100	
	Training		
0	Promotion Material	172	
0	Currency	0	
72	Meetings External costs	0	
0	Travel & Meeting Costs	0	
	Meetings with partners-		
0	Meals	0	
	Meetings with partners-		
0	Travel	0	1,288
0	<u>Grants & Donations</u>		0

Charitable Activities

	Trainers Travel &		
7,423	Accommodation & Food	2,954	
0	Incidental costs		
1,333	Delegates Costs	<u>0</u>	2,954
<u>9,236</u>	<u>TOTAL EXPENDITURE</u>		<u>4,752</u>
<u>(6,603)</u>	<u>EXCESS OF INCOME OVER EXPENDITURE</u>		<u>(1,139)</u>

BALANCE SHEET

<u>31/12/2012</u>		<u>31/12/2013</u>
£		£
0	<u>Fixed Assets</u>	
	<u>Current Assets</u>	
7,751	Balance at Bank	5,816
721	Cash in Hand	1,201
7,760	Deposit Account	7,789
594	Stock	594
685	Debtors & Prepayments	659
<u>17,510</u>	<u>Total Current Assets</u>	<u>16,059</u>
0	Sundry Creditors	0
<u>17,510</u>	<u>Net Assets</u>	<u>16,059</u>
	Represented By:-	
	<u>General Fund</u>	
24,113	Balance Per Last Year Balance Sheet	17,510
(6,603)	Excess of Income over Expenditure	(1,451)
	Creditors	
<u>17,510</u>	<u>Total Reserves</u>	<u>16,059</u>



Thanks and acknowledgements

Grateful thanks are extended to all those who support our activities in so many different ways. We could not achieve it without you – thank you! And a big thank you as well to the Trustees and those who have taught with us in Africa. Thank you for your unstinting support, time consuming endeavours and your unfailing enthusiasm. Thank you

Kate
Woodhead
June 2014