



SASOHN

SOUTH AFRICAN SOCIETY OF
OCCUPATIONAL HEALTH
NURSING PRACTITIONERS
Registered Public Benefit Organisation (Reg no 857 (079153))

SASOHN WESTERN CAPE

Chairlady: Joan Visser

Mobile: 083 309 2728

Email: joan@occucare.co.za

Secretary: Yolande Jooste

Mobile: 074 508 0597

Email: sasohnwcsecretary@gmail.com

AGENDA

You are cordially invited to a **SASOHN WC Meeting**

Date | time Wednesday, 27 March 2024 @ 14h00

Venue MS Teams Meeting

Click <<HERE>> to register

Remember to click the "Register now" button at the bottom of the registration page after you have completed the registration form.

1. **PLEASE REGISTER IN ADVANCE** to avoid time delays on the day. Use the link above. You can do that at any time, but sooner is always better.
2. **AFTER** you have registered, you will receive an email with the link to the meeting (a different link from the one below). Please keep that email so that you can join us on the day.
3. **REMEMBER** to check your spam/junk folder if you do not receive the email within a few minutes.

Committee Members:

Joan Visser – Chairperson, Social Responsibility, Treasurer and Newsletter

Yolande Jooste – Secretary, Exco Rep, Student Representative, PR

Johanet Uys – Educational and CPD

Beverly Jacobs – Vice – Secretary, Marketing

Natalie Copeling. Dorothy Williams – Co Opted

Tips on joining online meetings/events & reminder on etiquette:

- a) Register IN ADVANCE and log in with the details you will receive via email – log in at least 5 minutes before the scheduled start, so that any connectivity challenges can be resolved & the meeting can start on time.
- b) Join with your video **OFF** & microphone **OFF** – you are welcome to greet everyone on joining and then mute for the duration of the meeting/event.
- c) We would love to see you in person but having your video on could cause lagging.
- d) Announce your attendance: **type your name and surname with SANC number/ID number, as it should appear on the CPD certificate.** This also serves as the new attendance register. Please **include your region** if not from the Western Cape.
- e) Use the **'HAND'** icon on the bottom menu to catch the attention of the presenter to pose a question / comment.

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- f) Remember to switch your microphone **ON** when responding and **OFF** again.
- g) Please use the **Q&A** section (to the right of the page) to type your question while you wait for the presenter to complete a section and/or respond to your raised hand.
- h) To reduce frequency of revisiting earlier queries, all attendees are encouraged to scroll back in the **Q&A** section to add '**THUMBS UP**' emoji to the same or similar query that has not yet been adequately addressed.

No.	Item	Owner
1.	1.1. Welcome and apologies	J Visser
	1.2. Service provider presentation (15 mins) Company:	B Jacobs
	1.3. Additions to the agenda	J Visser
	1.4. Acceptance of previous minutes	J Visser
	<u>Education topic:</u> How to write an emergency protocol. <u>Speaker:</u>	
2. Portfolio feedback:		
	2.1 Exco Report	J Visser
	2.2 Financial Report	J Visser
	2.3 Educational and CPD	J Uys
	2.3.1 Health Topics 2024	J Uys
	2.3.2 <u>Back to basics presentation:</u> 10 minutes <u>Topic:</u> Identifying abnormal heart sounds <u>Speaker:</u> Johanet Uys	
	2.5. PR Report	Y Jooste
	2.6. SASOM	J Visser
	2.7. Marketing Report	B Jacobs



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| 2.8. | Legislative and DoEL updates | J Visser |
| 2.9. | Social Responsibility Feedback | J Visser |
| 2.10. | Journal and Newsletter Feedback | J Visser |
| 2.11. | Student representative Feedback | Y Jooste |

3. General:

- 3.1 Workshop April 2024
- 3.2 International Nurse's Day 2024
- 3.3 COIDA Roadshow Feedback

4. Meeting Closes

“Be more in 2024.”