

Regional IV Advisory Group

Minutes

Meeting Date: 20 June 2018 at 10.00 am

Venue: Forte Health Board Room, 132 Peterborough Street, Christchurch

1. **Welcome:** Jane Barnett (Chair), Susan Mercer (Secretary), Joy McNulty (via phone), Julie Hedley, Robyn Carruth, Rebecca Bell, Edna Byron, Neil Hellewell, Kerry Davis (via phone), Elizabeth Culverwell.
2. **Apologies:** Michael McIlhone, Rhonda Robertson, Ally Hale, Robyn Cumings, Kas Beaufill, Kayla Brown, Lisa Campbell, Jo Butfield, Tina Hewitt, Julie Bowen-Withington.
3. **Minutes of last meeting:** The Minutes of 18 April 2018 were read and confirm as a true and accurate record.

Moved by Rebecca Bell
Seconded by Neil Hellewell
4. **Matters Arising:**
 - a. **Checklist for new Organisations:** Process chart is now in place at www.cdhb.health.nz/ivlink. Nil further action required.
 - b. **Train the Trainer/Setting up IV services (external providers):** A Memorandum of Understanding would need to identify that RIVAG members would make themselves available for training but a cost for this service would need to be discussed, mindful that most members have other employment. The same would apply to IVNNZ members if we became linked to them.
Nil further action required.
 - c. **RIVAG Terms of Reference and restructure (feedback from IVNNZ):** Neil reported to the committee, on behalf of Ally Hale, that restructure and linkage to IVNNZ could provide standardization with the benefit of better access to a national structure. Conversely, if we wanted to be recognised as a Centre of Excellence for IV therapy, then there may be value in remaining a separate entity.
Elizabeth questioned “What do we see as the future for IV Link Nurses?” and “what strategies would be needed going forward?” Jane suggested that there is a need for further review of the strategy document developed by Jo Lilley, and the future of IVNNZ which needs to be done ahead of another committee discussion.
Neil advised that if a proposal to restructure was adopted then forums could still run as an individual standalone group.
Discussion also identified the need for consultation with CDHB DON’s, a process that would require further amendment to the Terms of Reference, pending their response.

Plan of Action agreed:

1. Review the Strategy
2. Sign off changes agreed within the existing Terms of Reference including identification of representatives individually rather than by organisation and removal of references to the CDHB committees.

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3. Consult with the Directors of Nursing via Michael McIhorne regarding possible linkage with IVVNZ – “Is there a need for Change?”
4. Review original purpose of the Group and IV link structure
5. Neil to put updated copy of Terms of Reference on Website, and attach copy to the Minutes.

Moved by Jane Barnett
Seconded by Neil Hellewell

- d. **Election of Chairperson:** As Jane Barnett is holding the position of Chairperson in an interim capacity, the committee accepted a nomination for Neil Hellewell to be elected as the new Chair, after a call within the meeting did not identify any further nominations.

Moved by Jane Barnett
Seconded by Edna Byron

5. Standing items:

a. **Healthlearn update:**

- i. **Quiz questions:** Neil explained that any new questions for Healthlearn quizzes can be submitted at any time and that the programme allowed for additions. Rebecca made comment on how it can be frustrating for staff and educators when a course is failed due to incorrectly identifying multiple answers for a single question, eg. when the participant only selects two rather than three correct answers. It was agreed that in these situations, a screen shot should be emailed to Neil so that the question can be reworded to clarify the number of answers required, on an individual basis.
- ii. **PCA package:** Neil advised the committee that Sally Fitzgerald is planning an update of the current version of the PCA package, which is still paper based and out of date. The plan is to link with other DHB's and make the package available online, once updated. The committee agreed that a time frame should be identified.

Plan of Action

1. Draft course outline to be ready for October 2018
2. Rebecca Bell and Neil Hellewell to be part of the review panel amongst other stakeholders once content is ready.

- iii. **IV Therapy Volumetric Pumps and Syringe Drivers:** Neil provided written feedback reports on the IV infusion pump course that were mostly favourable identifying themes around good introduction and layout, relevant variety of questions and good shortcuts to resources. Suggestions for improvement included “more questions, more shortcuts to newer pumps, and addressing pump related problems”. Feedback also identified that users were not reading course instructions on how much of the course was needed to be completed (ie. Only parts relevant to practice area) and may need some further clarity.

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- b. **IV Link Training:** Elizabeth advised the Meeting that it was time for a review of the IV Link Training content and whether there are any changes needed. In particular, in terms of how do we want to see the role advance, IV Link roles and audits, difficult situations and other practice enhancements?

Plan of Action

1. Sub-group lead by Elizabeth to include Julie and Robyn and some IV link nurse representatives, to review the role description and gather feedback on Charge Nurse expectations.
2. Sub-group to report back to next Meeting.

- c. **CVAD update:** Elizabeth's update included
- i. A change in practice for all adult Ports (Oncology, Respiratory, other) regarding routine heparin locks. All adult Ports are now locked with 0.9% sodium chloride. Routine locks can be performed three monthly if Ports are not in use. Locking practices remain unchanged for dialysis and apheresis catheters.
 - ii. Insertion and management support for securAcath securement devices (PICC line's) is now in place for the wider community. A noticeable reduction in the number of HABS (Healthcare Acquired Blood Stream Infections) has occurred since the introduction of these devices.
 - iii. Three provisional dates have been booked for IV Link initiation and recertification courses in 2019. Elizabeth provided the dates post meeting, which have been added at the end of these Minutes.

6. New Business

- a. **DON report:** attached. Jane is to advise Sue Imrie of the new Chairperson.
- b. **Paediatric IV package and clinical assessment form:** Jane queried whether the clinical assessment form was still needed. It was agreed that as the paediatric administration was different to the IV adult approach where sign off is no longer needed, it should remain in place. A new paediatric representative is still required for the committee.
- c. **Dates and venues for meetings for the remainder of 2018:** It was agreed to share the venues in order to make access and parking as easy as possible. Neil and Susan to decide the venue of the next meeting.
- d. **Maternity Epidural Package:** a comprehensive maternity specific epidural learning package is being developed by Rhonda, Tina and Daniel Mattingly to replace the old version
- e. **Forte Health Representative:** This is Jane's last meeting with the RIVAG committee and at present there is no new representative from Forte Health. Jane questioned whether membership should be representative of the differing individual organisations, or could be represented as a collective eg. Private, surgical, with circulation of Minutes amongst the individual organisations. The Committee wished Jane well as she relocates from Christchurch in the near future.

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There being no further business, the meeting closed at 11.05 am.

Next meeting - August 29, 2018 at 10.00am

Venue: Karamea Room, First Floor, NZ Blood Service, 15 Lester Lane, Christchurch.

Video Conference: 09 3534252 or <https://guest.rcvideo.net/call/901192@smartmeeting.co.nz>

Dates booked for IV Link Education 2019

Initial (0830-1600 hours)	Recertification (0830-1230 hours)
20 th March	8 th May
14 th August	18 th September
23 rd October	27 th November

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Terms of Reference



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