

Regional IV Advisory Group

Meeting Minutes

Date	28 Feb 2018
Time	0900-1030
Venue	Nurse Maude Hospital Whanau Room (Mansfield Ave, 2nd floor Hospice)
	Videoconference: 756807 Home screen → 'place a call' → enter 756807 → enter → press green 'CALL' button
	Telephone Conference: Phone: 083033 Pin: 126875#

Agenda Items

1. Welcome: Del Beckman (Paediatrics)
2. Resignations: Becky Conway (CNM W22), Rachel Marshall (Quality Nurse Consultant)

Apologies: Maria Hammond, Dellaney Beckman, Joy McNulty, Edna Byron, Jane Foley, Joanne Butfield, Tina Hewitt, Ellen Jones, Elizabeth Culverwell, Julie Bowen Ally Hale, Peter Boon, Janetta Skiba

Attendees: Rachel Marshall, Rachael Haldane, Robyn Cumings, Julie Hedley, Rebecca Bell, Rhonda Robertson, Dinesh Lal, Kayla Brown, Kerry Davis, Sheena McLeod, Michael McIlhone, Jane Barnett, Susan Mercer, Neil Hellewell, Cate Fluitsma,

3. Minutes of last meeting: 18/10/2017



MINUTES - Regional
IV Advisory Group 1:

[Minutes accepted Lisa Campbell and Rebecca Bell](#)

4. Matters Arising from previous minutes:

- a. HealthLearn

- i. Increased Quiz Question Banks



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- [Clinical Calculations Rachael H, Kerry, Sheena, Ally. Please keep sending](#)
- ii. PCA package – discuss with Richard Craig (Jane) [Richard not keen to be involved. Jane B still working on getting a package together. Liaise with Neil re looking at potential courses from external packages. Re-approach for Richards opinion once a draft is created. ?include Kayla \(WC\). Approach other members of pain team \(Cate, Jane, Neil, Rebecca\).](#)
- iii. Package review - IV Pumps [table for next meeting](#)
- iv. Package review - IV Fluids (Current feedback from Neil [Challenges identified around some of the IV packages. Questions around how we present the courses and make them less challenging whilst retaining the expert content provided. Options 1\) restructure to have sections of questions 2\) make the content accessible during the quiz.](#)

- b. [New package reviews 1\) IV Pumps 2\) IV Meds](#)
[Packages remaining – infection prevention, blood](#)

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- c. Checklist for new organisations (subgroup) –
 Refer to “Evidence of IVNNZ Standards of practice for the Practice Setting” and “Process for organisations for affiliation with the RIVAG”
 Requirement for individual organisations to meet national standards. No criteria identified around organisations size. We can provide advice and support, but the expectation is that the individual organisations can demonstrate meeting the required standards.
 - Neil to make minor adjustment to document to identify that organisation charging for support is at their discretion
- d. Train the trainer - follow up external provider process (Rachael H/Julie H) working fine for the moment. Complete.
- e. IV Link staff – does this person need to have PDRP or preceptor
 Discussions from previous meeting identified as these skills being options that support leadership. Not a mandatory requirement. Alter document to reflect recommended rather than mandatory – Neil/EC (as per MI)
 Bring link role description to next meeting for discussion - Neil
- f. Protected time for IV links nurses to fulfil their role-CPO. Not really an issue that sits with RIVAG, ?service issue. Questions asked re what happens with audit results. Provided to nurse managers for ensure high quality services.
 Feed back and discuss with DON’s - MI
- g. Radiology- offering a ½ hour for the IV study days - complete

5. New Business:

a) TOR

- a. RIVAG Member – definition
- b. Member Criteria

What does membership look like? Organisation representation vs Perspective representation? Things to consider Maori, New Grad
 Governance?

Action: meet as a group to discuss the options around the group and its TOR.

Action: MI to forward the CCN Charter to the group to look at alliance etc for review.

b) Office Positions RIVAG Group

- a. **Chair** **Sheena McLeod**
 Nomination: Neil Helliwell
 Seconded: Rachael Haldane
 Voting: All in favour
- b. **Secretary** **Susan Mercer**
 Nomination: Rachael Haldane
 Seconded: Neil Helliwell
 Voting: All in favour

c) Blood transfusion checking

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There appears to be several experiences and assumptions around the checking requirements for administering blood. In-depth discussions had. Outcome of discussion indicates further clarifications required

Action: Committee to go back to their areas and follow-up what is happening across the sector

d) Safety Intima Insertion

Discussion had around protocols for priming subcut lines i.e. Intima

Evidence identifies that if used on its own the intima does not need priming as it has a priming volume of just 0.007ml reference. In the event that the intima is used with addition tubing then it needs to be primed with medications. This is essential if medications are being infused over a period of time as not priming additional tubing may prevent the patient experience a lapse in medication administration over a significant period of time. Rachel M – please check and feed back


Meeting closed 1145.

2018 meeting dates: TBC by Sheena (New Chairperson)

Date	Venue	Time
March 18 th	Nurse Maude Hospital Whanau Room	0900-1030

IV link education 2017			
Initial:		Re-certification	
Thursday 5 TH Apr	Edna B/Jane B	Wed 16 th may	Rachael H/Cate F
Wednesday 22 nd Aug	Rebecca B/Tina H	Tuesday Sept 18 th	Dinesh/Susan M
Wednesday 31 st Oct	Julie H/Elizabeth C	Wed 28 th Nov	Lisa /Rhonda

IV LINK STUDY DAY DOCUMENTS

 [IV LINK STUDY DAYS roster 2018.pdf](#)

 [IV LINK STUDY DAY FACILITATORS guide](#)

 [IV Link Recert programme 2018.pd](#)

 [Initial IV Link programme 2018.pd](#)