



PDRP Operational Group Meeting Minutes

Meeting Date: Tuesday, 12 June 2018
Meeting Location: Room 113 - Level 1, 32 Oxford Terrace, Christchurch

Present: Sandra McLean–Cooper (Chair), Becky Hickmott, Sharon Pryor, Di Bos, Kas Beaufill, Karen Webb, Tracey Foster, Sharee Bartlett, Richelle Fogarty, Fiona Holmes, Jess, Wolfenden, Julie Hedley, Fiona Irving, Anna Wright, Wendy Davie, Charmaine Driver, Adriana Humphries (Minutes), Jane Barnett

Apologies: Christine Andrews, Debra Parr, Gene Ruiz, Gwendolynn Johnson, Jeannie Randles, Kelly Robertson, Elly Grant, Val Sandston, Aoife Sweeney (Minutes)

Item #	Progress to Date
Last Minutes	Apologies were accepted and the Minutes of the previous meeting were confirmed. Action points discussed and confirmed as completed.
Partners Updates	Please see Attached  Partners Updates - June.docx
New Partners update	South Canterbury is in process of entering into a MOU with Urology Associates. The group discussed when a MOU should be entering within the regional programme rather than the individual partner. The group discussed that it will depend on numbers and what they will bring to the table. The group asked to be made aware of new partners. CDHB is in the process of entering into MoU's with HomeCare Medical, Elmswood Retirement Village, Middlepark Resthome, Oaks Retirement Village, Christchurch Eye Surgery and Ear Health Central South Island. The CDHB MoU's are currently being updated by the legal team and we are waiting for them to be ready.



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External Moderation Feedback	The group agreed that the feedback from the external moderation process was really good. Most partners agreed that the portfolio's moderated had really positive feedback and that all evidence was present in the portfolios.
Review of External Moderation for smaller partners	<p>The group discussed the process of external moderation especially regarding smaller partners who did not have a portfolio to send out to be moderated. It was put forward and the group agreed that the process for smaller partners is a portfolio will be sent out for external moderation when one from that group comes in for assessing otherwise that partner may miss out on having moderation done for some time.</p> <p>Once an organisation has been allocated a partner, it will be up to the organisation to liaise with their partner about their external moderation. The PDRP office will not get involved regarding finding a new partner for an organisation that is partner with someone that will not be participated in the process. The PDRP office will help with sending out portfolios regarding the smaller partners discussed above if needed.</p>
RNFSA into PDRP for organisation	Registered Nurse Surgical First Assistant (RNSFA) Nurses which have completed this training can use the education hours from this course towards education hours for their portfolio as Nursing Council New Zealand recognise these hours. The group agreed that though the nurse can't use those skills in her current role the DHB the skills are clinically the same and so there is no reason to separate the hours.
Document Review Panel	The group agreed to create a Document Review Panel to review all the PDRP documents every two years. The panel will consist of 7 members who will change every 2 years after the review is completed. At the meeting, Tracey, Kas, Sharon, Di and Anna have agreed to be part of the panel. Richelle has said a coordinator from her region will be part of the panel also.
Verbal Presentation of a Portfolio	<p>Sandy from NMDHB asked the group if someone in their organisation has ever presented a portfolio verbally.</p> <p>Sharon stated that Becky has informed her that a nurse in the CDHB had had verbally presented a PDRP portfolio before and this was done due to cultural reasons. The applicant presented their portfolio to a panel consisting of the applicant, their Line Manager, a support person, an assessor and the PDRP coordinator. The applicant then addressed each competency which was recorded. A summary of then recording was then written down.</p>



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	The group agreed that the performance appraisal should at least be written down and that each organisation will need to check their HR policy in regards to have a written appraisal before submitting an oral appraisal.
Nursing Council Audit Exemptions	Adriana informed the group that Nursing Council has asked that all PDRP exemptions, except the DHBs to come through the PDRP office.
New Assessor Training Course – process, funding and forms	<p>The group agreed to create an application form for the New Assessor training for partners. Currently, the application form is only required for CDHB staff only and as a result, the PDRP office doesn't have much information on nurses from partnering organisations who are attending the course. The application form will also include further information about the course and funding as a lot of nurses from partnering organisations are coming directly to the PDRP office instead of going through their PDRP coordinator.</p> <p>We encourage applicant to go through there PDRP coordinator and for the Coordinator to liaise with the regional PDRP office</p>
PDRP Policy regarding Senior Nurses	<p>The group agreed that all assessors including Senior Nurses must have a portfolio in order to assess. The group agreed to give all current assessor who currently do not hold a portfolio 12 to 18 months for them to work towards it.</p> <p>Julie from Southern Cross stated they under their programme Expert and Accomplished levels portfolio are only assessed once and that it's not a Nursing Council requirement for them to be assessed twice and the organisation should rely on their external moderation. It is not stated in the policy or the National Framework and Evidential Requirements that Expert/Accomplished should be assessed twice.</p>
Query if Terms of Reference is required for Operational Group/ Advisory	<p>The group agreed that a Terms of Reference (ToR) will be requirement for the Operational Group and it will be given to the Document Panel to review.</p> <p>The ToR for the Advisory group will also be reviewed</p>



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Update from NNPC and congratulations to Di Bos	Di from Pegasus stated there wasn't much to update as they are yet to have their first meeting. She is still waiting for the minutes and that the Terms of Reference looks really messy and it will need to be rewritten. Di also suggested that NNPC probably needs to increase their numbers in regards to representative, maybe having a Maori, a DHB and a Primacy care representative.
Checklist Form – Insert applicant's name and signature	The group agreed to the applicant's name and APC on the top of the checklist page so it's easier to be scanned when the portfolio is being processed. This will be actioned and sent out to the Document Panel.
Update/Feedback from National Meeting - TOR	The ToR for the NNPC will also be updated at mentioned above

New Business

Capturing Ethnicity	<p>Sandy from NMDHB discussed how the programme can capture ethnicity as NMDHB would like to “close the gap” to make sure they are offered the support available and that they have options available to them. Sandy queried if it's possible to add a section to the workbook or flag a note on the work book for those if they identify as for example Maori to refer to X.</p> <p>This will be actioned and review by the document panel and sent out for feedback.</p>
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Future Meetings

Date	Venue	Time
9 October 2018	Room 234, Level 2 - 32 Oxford Terrace, Christchurch	10:00am – 14:30pm