




## PDRP Advisory Committee Meeting Minutes

**Meeting Date:** Tuesday, 12 June 2018  
**Meeting Location:** Room 211 - Level 2, 32 Oxford Terrace, Christchurch

**Present:** Mary Gordon (Chair) Becky Hickmott, Sharon Pryor, Sandra McLean–Cooper, Di Bos, Kas Beaufill, Karen Webb, Tracey Foster, Sharee Bartlett, Richelle Fogarty, Fiona Holmes, Jess, Wolfenden, Fiona Irving, Anna Wright, Wendy Davie, Charmaine Driver, Adriana Humphries (Minutes), Faye Greenwood, Jeannie Randles

**Apologies:** Christine Andrews, Debra Parr, Gene Ruiz, Gwendolynn Johnson, Jeannie Randles, Kelly Robertson, Elly Grant, Jane Barnett, Val Sandston, Julia Anderson, Debbie O’Donoghue, Debra Parr, Diana Gunn, Glynis Cumming, Gwendolynn Johnson, Jess Wolfenden, Julie Symons, Lynne Johnson, Margaret McDowall, Aoife Sweeney (Minutes),

Item #	Progress to Date
<b>Last Minutes</b>	Apologies were accepted and the Minutes of the previous meeting were confirmed.
<b>Partners Updates</b>	Please see Attached  Partners Updates - June.docx
<b>External Moderation Findings</b>	The group discussed the overall feedback from the External Moderation. The feedback from those who participated was really good. There was very little feedback. The group agreed that the size of portfolios have reduced, the evidence is better and how 1.2 was not even mentioned.



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<b>RNSFA into PDRP for organisation</b>	<p>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.</p> <p>Mary to circulate to the DON's the above recommendation for consistency in CDHB. Sharon to draft.</p>
<b>Verbal Presentation of a Portfolio</b>	<p>Sandy from NMDHB asked the group if someone in their organisation has ever presented a portfolio verbally.</p> <p>Becky stated that years ago a nurse in the CDHB had verbally presented her portfolio verbally in front of a panel. 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> <p>Sandy stated that one of her nurses would like to submit her portfolio verbally due because he expressed himself better by talking about it rather than writing it down. The group discussed that there needs to be a reason as to why he wants to present it verbally, for example a cultural reason.</p> <p>The group discussed that the Line Manager would need to write their part of the performance appraisal as their Line Manager will not be able to present their part verbally. The group suggested from Sandy to put it back on the applicant for him to find a way how he verbally present his portfolio. The group suggested a Dictaphone and then getting someone to write the information down for him or if he know a scribe software available that he can use.</p> <p>Sandy to discuss with the applicant more about it.</p>
<b>PDRP Policy regarding Senior Nurses</b>	<p>The group discussed the requirement of Senior Nurses having a portfolio as per the policy. The group agreed that the programme should follow the policy and that Senior Nurses must have their own portfolio in order to assess. New partners will be an exemption to this so it doesn't create a barrier for them. The group agreed to give a roll over period of 12-18 months especially for smaller partner to give Senior Nurses time to work towards their portfolio.</p> <p>Sharon to draft memo for Mary to send it out.</p>



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<b>Update/Feedback from National Meeting</b>	Di from Pegasus and Sandy from NMDHB stated that there are no Minutes from the meeting yet however not much was achieved. Di stated that Michelle from Northland is the Committee Chair, X is Secretary and x is Vice Chair. The group agreed to work with Michelle from Northland to
<b>Update ToR for Advisory Committee</b>	The group agree to review the Terms of Reference and to bring it back to the next meeting in October.

### New Business

<b>New Meeting Time</b>	<p>The group agree to change the Advisory Group meeting to 1pm – swap it the Post Graduate Meeting so that those member who had to drive and fly for the PDRP Operational Group meeting in the morning are not waiting around until 2:30pm for the Advisory meeting to start as the Operational Group meeting tends to finish a lot earlier now.</p> <p>Sharon to draft memo to send out.</p>
<b>Expert and Accomplished Level Portfolios</b>	<p>The group agreed that Expert and Accomplished levels portfolios are now only to be assessed once. There will be no need to have them assessed for a second time. If there are any issues with the first assessment or an assessor, this should be picked up at moderation and that organisation should trust their moderation process. However Expert and Accomplished level portfolios should only be assessed by an Expert level or SN level nurse. The group also agreed that an experienced Proficient level nurse who is already assessing Expert/Accomplished portfolios should be able to still assess them however this will be to the discretion of the PDRP Coordinator.</p> <p>The group agreed to this this out and review it in the meeting in October.</p> <p>Sharon to draft memo for Mary to send out.</p>



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<b>Document Review Panel</b>	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 Ann have agreed to be part of the panel. Richelle has said a coordinator from her region will be part of the panel also.
<b>Capturing Ethnicity</b>	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. This will be actioned and review by the document panel and sent out for feedback.

### **Future Meetings**

Date	Venue	Time
9 October 2018	Room 211, Level 2 - 32 Oxford Terrace, Christchurch	14:30 - 16:00