




## PDRP Operational Group Meeting Minutes

**Meeting Date:** Tuesday, 27 February 2018  
**Meeting Location:** Room 113 - Level 1, 32 Oxford Terrace, Christchurch

**Present:** Sandra McLean–Cooper (Chair), Becky Hickmott, Sharon Pryor, Di Bos, Brittany Jenkins, Kas Beaufill, Karen Webb, Tracey Foster, Sharee Bartlett, Richelle Fogarty, Kelly Robertson, Elly Grant, Jane Barnett, Adriana Humphries (Minutes)

**Apologies:** Anna Wright, Christine Andrews, Debra Parr, Fiona Holmes, Fiona Irving, Gene Ruiz, Gwendolynn Johnson, Jeannie Randles, Jess Wolfenden, Wendy Davie. Charmaine Driver

Item #	Progress to Date
<b>Last Minutes</b>	Apologies were accepted and the Minutes of the previous meeting were confirmed. Action points discussed and confirmed as completed
<b>Partners Updates</b>	<p>Please see Attached</p> <div style="text-align: center;">             Partners Updates.docx         </div> <p>Discussion had and decided a chart/table format for the partners to put their updated information into. Sandy McLean–Cooper to action.            Invite sent out to Julie Hedley at Southern Cross Hospital to attend meetings – Sharon Pryor to action            Discussion had re interpretation of NZNO MECA wording when it comes to nurses taking the entitlement leave for doing study or portfolio. Query to be taken to advisory group with NZNO rep.            Discussion had re entitlement of PDRP level when a nurse changes practice area            National Coordinators Committee: Email to be sent out Regionally regarding two members to be nominated to represent the south island on the committee.</p>



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<b>CDHB Regional Update</b>	As per below
<b>Policy</b>	<p>Sharon advised the group that the policy has been updated to include information about performance management.</p> <p>The group has confirmed all changes they have accepted and the policy is ready to be dated and uploaded to the website and distributed to partners</p>
<b>External Moderation</b>	<p>Those members who participated in the external moderation discussed their portfolios. General comments were made that the portfolios were improving and most agreed with their previous assessment. However Pegasus did have a couple of issues with two CDHB portfolios. These issues included:</p> <ul style="list-style-type: none"> <li>• Both Performance Appraisals were very brief poor – no depth and no evidence</li> <li>• Too much assumption that the assessor knows the area the applicant works</li> <li>• In one of the portfolios, in order to understand some of the extra evidence provided, the assessor requires experience from the area the applicant is from</li> <li>• Second assessor in Expert portfolio provided no comments to the applicant</li> </ul>
<b>Guidelines and Workbook</b>	<p>The group discussed the DSN and Expert Workbooks and made changes to the checklists. These included:</p> <ul style="list-style-type: none"> <li>• Interesting the words 'Internal/External' to the moderation section</li> <li>• Amending the section about internal mail to organisation mail</li> <li>• Amending the wording to the consent part of the checklist</li> <li>• Adding the section regarding Practise Discussions to the rest of the Workbooks, not just Expert/Accomplished levels</li> <li>• Sharon to action – change to the Expert workbook – add the practise discussion component to all levels.</li> </ul>



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	<p>DSN – Code of Conduct - Email Council about Code of Conduct.</p> <p>Sharon to chat with Janette Dallas about <u>Professional Boundaries</u> course title.</p>
<b>Update of Website</b>	<p>Sharon gave the group an update about the PDRP website. These included:</p> <ul style="list-style-type: none"> <li>• The PDRP team has met with the Communications team about changing the PDRP website making it user friendly and simple.</li> <li>• Andrea from the Communications team will create new pages and then it will be up to the PDRP team to add/delete information.</li> <li>• The PDRP team has updated all the PDRP forms including Workbooks and Guidelines and they will go up in the new website when it goes live.</li> <li>• Currently there is no time frame about when the new website will be up but we are hoping for a 4-6 weeks turn around.</li> <li>• There will need to be a cross over period for the old and the new workbooks will be accepted.</li> </ul>
<b>Resource PDRP nurse list on Survey Monkey</b>	<p>Sharon advised that the PDRP team is currently updating their Resource Person list via Survey Monkey. We have asked all of the Resource people to update their contact details and work areas. There have been 43 replies so far.</p>
<b>Focus Groups held by Jo Greenlees-Rae</b>	<p>Sharon gave the group an update on the Focus groups being held. These included:</p> <ul style="list-style-type: none"> <li>• Timeframes – applicants don't understand the PDRP process eg moderation process, new assessor and moderation their 1-5 portfolios and how this can add to the timeframes, request for further evidence. Delays with Performance Appraisals and Line Managers.</li> <li>• Submission dates change if further evidence is requested and delayed by the applicant and/or Line Manager</li> <li>• Information about change in process etc is not getting across to applicants and assessors</li> <li>• All information will be in the 5 year review write up.</li> </ul>



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<b>PDRP Expert Post Grad Study/ Equivalency</b>	Sharon advised that the PDRP website has been updated regarding Post Grad Equivalency and Post Grad Study and how it is no longer required for Expert level.
<b>New Assessor Training Course and Nomination forms</b>	<p>Reminder that the New Assessor training will be held on 27-28 June 2018 at Burwood Hospital. This is the only assessor training that will be held this year. Spaces are limited with only a couple of places left.</p> <p>A discussion had regarding the requirement of Assessors needing to hold a current portfolio submission. And lower levels not assessing higher level portfolios.</p>

### New Business

<b>Nurse Prescriber</b>	The group discussed Nurse Prescribers and if they are on PDRP they still need to complete the prescriber competencies. Group to ask Heather Gray who is part of the Regional Prescribing Group, this query in the Advisory Meeting as she will be attending.
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### Future Meetings

Date	Venue	Time
12 June 2018	Room 113, Level 1 - 32 Oxford Terrace, Christchurch	9:00 – 14:30
9 October 2018	Room 234, Level 2 - 32 Oxford Terrace, Christchurch	9:00 – 14:30