



PDRP Operational Group Meeting Minutes

Meeting Date: Tuesday, 17 March 2020
Meeting Location: Room 303, Manawa, Level 3, 276 Antigua Street, Christchurch

Present: Julie Hedley (Chair), Becky Hickmott, Sharon Pryor, Sarah Gibbon, Jess Wolfenden, Anna Wright, Natasha Fanene, Elly Grant, Di Bos, Kas Beaufill, Richelle Fogarty, Jeannie Randles, Anneke Clarke, Shaye Millar, Yvonne Thorpe, Jackie Nepia (minutes)

Apologies: Kelly Robertson, Sandra McLean-Cooper, Val Stanton, Fiona Holmes, Sharon Hann, Charmaine Diver, Kathryn Jones, Helen Somers, Brenda Bruning, Janetta Skiba, Sandi Malcolm, Wendy Davie, Kate Calvert, Caroline van Tulder; Karen Blackburn, Julie Symons

Absent: Gene Ruiz, Jo McKenzie, Carole Kaffes, Gwendolynn Johnson, Karen Webb, Nicola Dowling, Rob Benefield, Rosin McGarr, Sarah Skinner, Sarah Tan, Val Whatley, Victoria Brevoort, Shereen Singh

Item #	Progress to Date
Last Minutes	The meeting commenced with a Karakia by Julie Hedley (JH). Previous minutes were accepted as correct by Kas Beaufill (KB).
Partners Updates	Please see Attachment.
Farewell to Jackie	Becky Hickmott (BH) thanked Jackie Nepia for her wonderful support to PDRP over the years and we will certainly miss her when she leaves. Due to COVID-19 Jackie's travel plans have now been placed on hold. Jackie will stay on in PDRP for the time being.



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External Moderation	<p>The external moderation was completed, and discussions had on findings.</p> <p>One follow-up to be discussed with the relevant partner.</p> <p>No issues reported, all findings were consistent.</p> <p>Arrange for Department of Corrections to send an external moderation to KB.</p>
NEW BUSINESS	
Portfolio sign off two Weeks Prior to Submission	<p>Kelly Robertson (KR) asked that a concern be raised on her behalf, regarding the challenge of meeting the two-week signoff on the applicant's portfolio prior to submission.</p> <p>HCNZ is a national company and sometimes it can take up to a month for the portfolio to reach KR, who then countersigns (Resources) the portfolio before sending on to the PDRP office.</p> <p>Group suggested and agreed that if there was a comment and sign off by the Coordinator regarding the delay, then that was acceptable.</p> <p>BH indicated a previous event during a portfolio submission lead to the two week timeframe being implemented.</p> <p>Action Point: Include this timeframe in the PDRP policy.</p>
US4098 New Assessor Training Course - changes	<p>Open Polytechnic have made changes to how the US4098 New Assessor Training course will be delivered from 2020. This is being changed to an online learning course. Group agreed that a thank you letter to be arranged for Phillippa Brathwaite – Previous Assessor Training Facilitator Open Polytechnic Action: BH</p> <p>A telephone meeting was held with Karen Kane (Programme Delivery Manager, Open Polytechnic), BH and the PDRP team to discuss further how the training will look going forward. Action: PDRP Team</p> <p>The US4098 Course will move to being fully online with course materials. This is a 12-week course.</p>



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	<p>It is designed with nursing staff in mind and touches on the PDRP criteria to ensure it is inclusive for a wide range of assessors across the country.</p> <p>The online platform that is being used is called iqualify.</p> <p>Staff enrolling onto the course will be contacted by a student mentor and support will be provided on how to login and access the online course and how to navigate round the online course. A Student Learning Supporter will also be available to provide support with extensions/online access and uploading of assessments.</p> <p>This is a fee free course.</p> <p>Group discussion on how we plan to deliver the face-to-face training once online course completed.</p> <p>Suggestions made by the group:</p> <ul style="list-style-type: none"> • Standardise process. Perhaps do a video of a portfolio submission process • Include a mock portfolio at RN Competent level whilst online course is being completed • Each area could potentially organise their own face-to-face training once the assessor has completed the online component. • During face-to-face training include a 'real' Proficient portfolio for the applicant to comment on. <p>Julie Hedley (JH) spoke to the group about the Southern Cross online courses, US4098 and US11281. A mock portfolio is included in the course, but it is not for assessing, the nurse comments on the assessment. A moderation is done with assistance from a support person/another assessor. This is an 8-week course which can be extended if required.</p> <p>JH to discuss with Southern Cross management if course can be shared with CDHB and the cost involved.</p> <p>Elly Grant (EG) advised that Career Force currently run a US4098 course over 12 weeks.</p> <p>Action: Sharon Pryor (SP) & JH to meet to discuss</p>
Courier Process	<p>There is a cost for couriering portfolio folders back to the PDRP office – Assessors bare this cost. Consider sending return courier bags with portfolios or return them via Co-ordinators who visit Manawa/PDRP office.</p>



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Upcoming PDRP Training	<p>Current Assessor Training – 7 April – update: cancelled due to COVID-19 PDRP Workshop – 28 April – update: cancelled due to COVID-19</p> <p>Looking to see if a package can be put together for the applicants to complete without attending in-house training. (Online/podcast/slides) Allocate participants appropriate time for this study.</p> <p>Find out if training can be provided online as well. Discuss with Neil Hellewell on how this could be done. Action: SP</p>
e-Portfolio Update	<p>An update on the E-Portfolio was given by Neil Hellewell (NH) to the group.</p> <p>Link with the E-portfolio template has been sent to the PDRP Operational group and the National PDRP forum members. NH has had positive feedback. Need Advisory committee approval to “go live”. BH suggested within a two week timeframe</p> <p>Healthlearn has a package online to be completed prior to commencing e-portfolio /Performance appraisal.</p> <p>Guidance to come from Advisory re: COVID-19. Discuss with NCNZ extensions in light of this developing situation. The assumption is PDRP submission numbers will decrease, as what occurred during the Christchurch earthquakes. Di Boss (DB) will take this to the National forum members to discuss if they collectively approach NCNZ.</p>
National PDRP Committee	<p>DB gave an update on the National PDRP Meetings:</p> <ul style="list-style-type: none"> • The Aotearoa Collective documents have gone to NENZ • DB advised that the PDRP/NetP National conference has been deferred/cancelled due to COVID-19 situation. • The National consistency survey and data questions are now captured in one survey mid-November. The survey will come out in December and needs to be completed January 2020 • Discussions are being held to simplify the process for PDRP.



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Other business	<p>PDRP 5 year Review SP advised the PDRP 5 year review has been completed and will be sent out to all Coordinators.</p> <p>TOR SP mentioned that the TOR is due to be updated. This has been updated as recent as end of 2019 with representatives changing.</p> <p>Representatives for Advisory Meeting Discussion was had on whether or not the Chair from the Operational meeting should attend the Advisory meeting on behalf of the Operational Group. It was agreed that a minimum of 4 representatives could attend the PDRP Advisory meeting on behalf of the group. BH is to discuss with Mary Gordon. A suggestion was also made to collate all PDRP numbers prior to the Advisory meeting so they did not have to be repeated. All agreed on this.</p> <p>Mock Portfolio Action: SP is to send a mock portfolio link to Anneke Clarke at South Canterbury.</p>
	Meeting closed at 1210 hrs

Future Meetings

Date	Venue	Time
9 June 2020	Room No: HP303 Manawa 3 rd Floor, 276 Antigua Street, Christchurch	1000-1230hrs
20 October 2020	Room No: HP303 Manawa 3 rd Floor, 276 Antigua Street, Christchurch	1000-1230hrs