




## PDRP Operational Group Meeting Minutes

**Meeting Date:** Tuesday, 11 June 2019  
**Meeting Location:** Room 315, Manawa, Level 3, 276 Antigua Street, Christchurch

**Present:** Di Bos, Kas Beaufill, Richelle Fogarty, Julie Hedley (Chair), Jeannie Randles, Kelly Robertson, Fiona Long, Sharon Pryor, Yvonne Thorpe, Jackie Nepia (minutes)


**Apologies:** Becky Hickmott, Sandra McLean–Cooper, Fiona Irving, Val Sandston, Sharon Pryor, Kate Hibbert, Sarah Tan, Fiona Holmes, Jess Wolfenden, Anna Wright, Wendy Davie, Elly Grant, Sharon Hann, Charmaine Driver

**Absent:** Christine Andrews, Gene Ruiz, Gwendolynn Johnson, Karen Webb, Roisine McGarr, Julie Symons, Nicola Dowling, Carole Kaffes, Sue Lownes

Item #	Progress to Date
<b>Last Minutes</b>	Apologies were accepted and the Minutes of the previous meeting were confirmed. Action points discussed. Jackie Nepia to correct spelling of Kelly Robertson’s name in previous minutes and complete Wellchild entry.
<b>Introductions</b>	Sharon Pryor introduced Yvonne Thorpe who is our new PDRP Administrator.
<b>Partners Updates</b>	Please see Attached <div style="text-align: center;">             Partners Updates            June.docx         </div>



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<b>E Portfolios</b>	<p>Neil Hellewell (NH) presented a powerpoint on E Portfolios and where we are currently at with implementing this. Powerpoint attached.</p> <div style="text-align: center;">  <p>e-Portfolios PDRP.pdf</p> </div>
<b>HealthLearn</b>	<p>Neil Hellewell (NH) discussed HealthLearn and how it is moving forward for PDRP. NH advised HealthLearn is able to include templates, resources and guidelines. Sharon Pryor, Yvonne Thorpe and Jackie Nepia are to set up a meeting to create PDRP on HealthLearn.</p>
<b>PDRP MOU's</b>	<p>Rebecca Heyward (RH) talked about the new MOU template and that all PDRP MOU's are being created on the new version with a 5 year expiry and sent to partners. RH advised there are several ARC facilities coming on board with PDRP and she is in the process of receiving the signed copies back. These include Ryman, Oceania, Heritage, Radius, Elmswood, Fendalton and Windsor Care. RH discussed with Coordinators if they would be happy to be a resource person for ARC facilities regionally. Everyone was in agreeance. RH advised that each ARC facility would assign a Relationship Manager to report to each DHB. And that each facility would assign a PDRP Assessor and Resource Person.</p>
<b>RealPresence</b>	<p>Sharon Pryor advised that RealPresence is now available to be used for the Operational meetings and that we are required to book this well in advance if going to be used. A pin will be sent to all attendees wanting to use this. Any video conference facility is able to be used to join.</p>
<b>US4098 New Assessor Training</b>	<p>It was discussed within the group whether it was possible for an assessor to complete in-house assessor training via other avenues other than with Open Polytec. It was agreed that this is possible to do as long as it fits the same criteria.</p>
<b>Document Changes</b>	<p>Sharon Pryor (SP) asked if Nicola Dowling was still reviewing the changes in our PDRP documentation. Richelle Fogarty clarified this is correct. The document panel was revised. SP advised the changes that have been made to date as being: Code of Conduct has gone from the checklist, added Ethnicity (Iwi to be included at a later date), assessment summary has been removed from the workbook, added levels of practice specific requirements. Discussion was had around the organisations mandatory essential training. SP advised that this is not an assessors job to chase this up with</p>



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	the applicant, as it is the Managers responsibility to do this having signed off the PA, as it is not a Nursing Council requirement.
<b>External Moderation Findings</b>	The external moderation was completed and discussions had on findings.
<b>NEW BUSINESS</b>	
<b>Nursing Council Concerns</b>	Kelly Robertson (KR) mentioned she has concerns with what Nursing Council are passing for recertification audit. KR advised that she has asked for a copy of the portfolio of concern as a Manager has contacted her about this. KR commented she would like to see the portfolio to assess herself. KR mentioned that this conversation has been had at National level. The group agreed to add this to Advisory agenda for discussion and also take to National meeting.

### Future Meetings

Date	Venue	Time
8 October 2019	Room HP301, Manawa 3 <sup>rd</sup> floor, 276 Antigua Street, Christchurch	10:00am – 14:30pm