




PDRP Operational Group Meeting Minutes

Meeting Date: Tuesday, 9 October 2018
Meeting Location: Room 301, Manawa, Level 3, 276 Antigua Street, Christchurch

Present: Sharon Pryor, Di Bos, Kas Beaufill, Karen Webb, Tracey Foster (Chair), Richelle Fogarty, Jess, Wolfenden, Julie Hedley, Anna Wright, Wendy Davie, Charmaine Driver, Jeannie Randles, Kelly Robertson, Elly Grant, Kate Hibbert, Jackie Nepia (minutes)

Apologies: Becky Hickmott, Sandra McLean–Cooper, Fiona Irving, Val Sandston, Roisine McGarr

Absent: Fiona Holmes, Christine Andrews, Debra Parr, Gene Ruiz, Gwendolynn Johnson

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 - October.docx
External Moderation Findings	The external moderation was not completed this quarter. Discussions were had whether we should be moderating other PDRP Programmes nationally, rather than regionally. Elly Grant (EG) had previously discussed this with Sharon Pryor (SP) and the outcome was that all programmes meet the Nursing Council standards, so shouldn't require a national moderation.
External Moderation	The group discussed and agreed that the smaller partners of the CDHB programme will have their portfolios distributed by the CDHB for moderation.



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process for smaller partners	
Continuing Education form vs Professional Development Reflection form	The group discussed which form should be used and the decision was made to keep the Professional Development Reflection form. The Continuing Education form will be deleted from the website.
Resource Person Checklist	The group discussed whether we should include a Resource Person Checklist in the portfolio and what should be included on it. It was decided that this would not be necessary as we already have an Evidential Requirements Checklist which is sufficient.
One PDRP Meeting update	SP advised that some of the partners met with the National Coordinator to discuss the possibility of one template with a view to moving towards one National PDRP. SP to forward email and updates to the group. The group discussed a PDRP handbook/resource book. This has been sent out to the group for review.
Code of Conduct	SP advised the group that Nursing Council no longer are asking for Code of Conduct information. It is expected that all nurses would have completed a code of conduct, so it is no longer required as evidence in portfolios. Discussions were raised about nurses who are not part of the CAP course, but are international nurses and those who have come back from maternity leave. It is assumed that this will need to be incorporated into the mandatory training if not already, so it is at least a one off upon employment for all nurses. Sharon to forward email regarding this to the group.
New Guidelines	A reminder to all that only the new guidelines will be accepted as of 1 January 2019.
Nurses undergoing a performance improvement process or	Discussions were had around nurses undergoing performance management and if they should have PDRP payments ceased. It was agreed that we need to be vigilant at checking practicing certificates as part of the interim appraisal



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undergoing a review with NCNZ	process for any changes to Scope of Practice and record this if necessary on databases. This was to be raised at the Advisory meeting.
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	Kelly Robertson (KR) informed the group that only one vote from the organisations approved by Nursing Council is permitted at the National meetings and therefore all those that voted, votes will be invalid. Everyone thought this process had been changed previously but KR could not find any correspondence regarding this. It was agreed that the group would challenge to change prior to the next meeting and the next review was in two years’ time. This will be added to the agenda for the next meeting. Di Bos who represents the South Island said she would follow up as there was a meeting next week.
Capturing Ethnicity	It was agreed to add a section to the Workbook Application form to identify Ethnicity and Iwi. This will be actioned and reviewed by the document panel and sent out for feedback.
Assessing MOU partners portfolios	Kaz Beaufill from the WCDHB asked whether they are able to assess portfolios from partners they have an MOU with. SP advised yes this is fine for them to assess these portfolios.
NEW BUSINESS	



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Peer Review Form	Richelle Fogarty (RF) mentioned that they had had six partners asking if the CDHB Peer Review form can be deleted from the PDRP website as it is confusing them. SP advised the group that the Peer Review form on the PDRP website is for CDHB staff only and that each organisation should have their own Peer Review form. Jackie Nepia to update the PDRP website to make this clearer.
Cultural Advisors definition on National Framework	It was agreed to take this to the Advisory Committee for discussion.
NZNC Quarterly Reporting	The group asked if Jackie Nepia (JN) could create a workable template for reporting quarterly updates for the Nursing Council reporting instead of a PDF document. JN to action this.
National PDRP Meeting	SP advised of the group that the National PDRP meeting is being held in Christchurch on 16 May 2019.

Future Meetings

Date	Venue	Time
26 February 2019	Room HP315, Manawa 3 rd floor, 276 Antigua Street, Christchurch	10:00am – 14:30pm
11 June 2019	Room HP301, Manawa 3 rd floor, 276 Antigua Street, Christchurch	10:00am – 14:30pm
8 October 2019	Room HP301, Manawa 3 rd floor, 276 Antigua Street, Christchurch	10:00am – 14:30pm