




## PDRP Operational Group Meeting Minutes

**Meeting Date:** Tuesday, 26 February 2019  
**Meeting Location:** Room 315, Manawa, Level 3, 276 Antigua Street, Christchurch

**Present:** Becky Hickmott, Sandra McLean–Cooper, Fiona Irving, Di Bos, Kas Beaufill, , Tracey Foster (Chair), Richelle Fogarty, Jess, Wolfenden, Julie Hedley, Anna Wright, Wendy Davie, , Jeannie Randles, Kelly Robertson, Elly Grant, Sharon Hann, Fiona Long, Jackie Nepia (minutes)

**Apologies:** Val Sandston, Sharon Pryor, Kate Hibbert, Sarah Tan, Fiona Holmes

**Absent:** Christine Andrews, Debra Parr, Gene Ruiz, Gwendolynn Johnson, Karen Webb, Charmaine Driver, Roisine McGarr, Julie Symons, Nicola Dowling

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 update wording in the Update/Feedback from National Meeting – TOR minutes.
<b>Introductions</b>	Welcome to Fiona Long - South Canterbury DHB, Sharon Hann – Forte Health and Janelle McStay – Enrolled Nurse Permanent Pod at Hillmorton.
<b>Partners Updates</b>	Please see Attached  <div style="text-align: center;">             Partners Updates            Feb 19.docx         </div>



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<b>External Moderation Findings</b>	The external moderation was not completed this quarter. Jackie Nepia advised that each quarterly Operational meeting, a spreadsheet would be handed out with who is moderating who. This will also be sent out via email. Portfolios are to be sent between each company. Moderation findings to be brought along to the next Operational meeting.
<b>Code of Conduct</b>	Richelle Fogarty (RF) questioned the authenticity of the information we have received regarding Code of Conduct not being required. Di Bos (DB) advised she would put onto the National agenda.
<b>Voting rights for National meeting</b>	DB to add to National meeting agenda for discussion.
<b>Ethnicity of Nurses</b>	DB to add to National meeting agenda for discussion.
<b>Cultural Advisors definition on National Framework</b>	RF to send email response from NENZ to Operational group.
<b>PDRP National Survey results</b>	Kelly Robertson asked if the national survey results could be reflected using graphs and to show if the PDRP programme is compulsory or not. DB to action this.
<b>NEW BUSINESS</b>	
<b>Cultural Advisor for Operational &amp; Advisory</b>	Becky Hickmott (BH) advised this position has been advertised but received no applications. Hector Matthews has asked that this position be re-advertised. The expectations of the position are: attending the Operational & Advisory meetings three times a year, lead work with Maori health teams in conjunction with NCNZ, working with competencies 1.2 & 1.5, and have a nursing background and become a PDRP assessor. Sharon Pryor (SP) and BH to draft up and circulate internally as well as externally.
<b>EN Representative</b>	We now have Janelle McStay on board as the Enrolled Nurse representative.



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<b>Policy &amp; Nursing Council interpretation requirements re Parental Leave</b>	BH informed the group that the information we received regarding parental leave extensions had come from Jackie Turvey who is the NCNZ administrator. BH advised that for any future enquires from our nurses, that the Regional Coordinator had to be contacted before responding to the nurse. Discussions were had regarding parental leave and whether extensions should be granted if the nurse is on parental leave when their resubmission is due. It appears all DHB's have the same outlook that extensions should not be granted for this reason. BH advised to discuss at Advisory meeting. DB to add to National agenda.
<b>Signing and dating of reflections</b>	The consent form covers the signatures for all other paperwork, including reflections. Education hours is the only one that has to be verified and signed off separately.
<b>New Assessor Nomination form</b>	Becky advised the group that the New Assessor nomination form is to be generalised to include partners. It was asked if we could add in a PDRP Coordinator signature space so they are aware of any nominations being sent to us. SP to work on this and upload onto PDRP internet. This form is not compulsory for partners but can be used if wanted.
<b>ARC Facilities MOU's</b>	BH informed the group that there have been several ARC facilities coming on board with MOU's recently. BH advised that any ARC facilities in all other DHB areas are to liaise with their closest DHB.
<b>Professional Development record</b>	The professional development record table template is no longer required to used, this can be removed from the workbook. To be discussed at next Zoom meeting.
<b>Wellchild</b>	Elly Grant (EG) advised she had a meeting with Jane O'Malley from Plunket regarding the Level 8 study and that it can be used as part of their portfolio they develop for PDRP. EG mentioned that other Tamariki nurses were not able to do this. Discussion was had around this.



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### Future Meetings

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