**PDRP Advisory Committee**

**Meeting Minutes**

**Meeting Date: Tuesday, 14th March 2017**

**Meeting Location: Room 211 - Level 2, 32 Oxford Terrace, Christchurch**

**Present:**  Mary Gordon (Chair), Di Bos, Diana Gunn, Jess Wolfenden, Josie Tait-Jamieson, Richelle Fogarty, Sandra McLean-Cooper, Suzanne Johnson, Tracey Worthington, Wendy Davie, Kelly Robertson, Heather Gray, Margaret Bigsby, Kas Beaufill, Aoife Sweeney (Minutes)

**Apologies**: Glynis Cummins, Elly Grant , Becky Hickmott, Anna Wright, Britany Jenkins, Fiona Holmes, Fiona Irving

| **Item #** | **Progress to Date** | **Action Required** | **Person Responsible & Date** |
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| **Last Minutes** | Previous Minutes accepted as correct after amendment made to (Update from Pegasus) |  |  |
| **1. Update from West Coast** | 56 Nurses Currently on PDRP   * 25 Competent * 15p Proficient * 3 Expert * 8 Designated Senior Nurse * 4 Accomplished EN’s * 1 Competent EN   PDRP has now been made a requirement for funding. |  |  |
| **2. Update from Nurse Maude** | 48 Nurses out of 184 currently on PDRP   * Increase from Competent Level to Proficient Level * PDRP is now mandatory for HWNZ Funding. * Numbers are climbing in interest in PDRP |  |  |
| **3. Update from South Canterbury** | 100 staff currently on PDRP   * 2 Competent EN’s * 8 Proficient EN’s * 4 Accomplished EN’s * 35 Competent RN’s * 32 Proficient RN’s * 4 Expert * 19 Designated Senior Nurses   Resource Staff training day held in February  Promoting PDRP, PDRP is now an Agenda item at all meetings. Have set a target to get 50% & of all staff on PDRP by November |  |  |
| **4. Update from  St George’s** | 29% Compliant out of 190 nurses  Majority are being submitted at Proficient Level  Interest in Designated Senior Nurses is high   * 1 Designated Senior Nurse on PDRP |  |  |

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| **5. Update from Pegasus** | 34 staff currently on PDRP   * 1 Expert * 15 proficient * 16 Competent * 4 new assessors * 1 waiting to attend Assessor training and 1 coming on board soon. * Hope to make PDRP a requirement for funding. Looking to make a start on this for next year. |  |  |
| **6. Update from NMDHB** | PDRP is mandatory for Health workforce funding. A lot of applicants applying for funding, anyone who was PDRP endorsed got funding.  47-50% Currently on PDRP   * 95 Competent RN’s * 177 Proficient RN’s * 52 Expert RN’s * 32 Designated Senior Nurses * 7 Competent EN’s * 8 Proficient EN’s * 1 Accomplished EN   Opened up PDRP to the primary sector, a lot of interest coming from this sector  57 nurses have come through the programme   * 29 Competent * 22 Proficient * 6 Designated Senior Nurses   Currently have 28 assessors on board.  Looking at meeting with Maori nurses and senior Maori nurses across the district regarding PDRP. |  |  |
| **7. Update from Department of Corrections** | Apologies given |  |  |
| **8. Update from Forte Health** | Update from SJ on behalf of JB   * 23 RN’s on PDRP * 4 Pending assessment * One new assessor (Leaving Forte) * Encouraging other staff to become PDRP Assessors |  |  |
| **9. Update from Southern & Regional** | 722 on PDRP across SDHB   * 33% uptake from last year * 55 submissions this year * Work has started on expanded practice roles and credentialing * Proposal has started to gather research on what evidence is required for comp 1.5 * Lengthy Discussion took place around nurse Practitioners. |  |  |
| **10. Update from**  **Kaupapa Maori & Pacific Island Shared Services** | Apologies |  |  |

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| **11. Update from Health Care NZ** | Stats gone down from last year   * 4 Proficient RN’s * 5 Competent RN’s * 2 Designated Senior Nurses * 1 Proficient EN * 5 Competent EN’s * Greater engagement in programme as it’s a requirement of their MECA * Funded again to do a (road show) engaging with all Nurses between Whangarei and Gore * Currently have 3 assessors |  |  |
| **12. Update from Access Health** | Apologies |  |  |
| **13. Update from Intus** | * 8 staff with Intus * 1 pending at Designated Senior Nurse Level * 1 Expert and 1 Proficient currently being done * 6 casual staff with Intus but are on other programmes * 2 assessors out of 8 staff * Nurses still getting remunerated for PDRP even though they have expired * No incentive to do PDRP if there still getting paid |  |  |
| **14. Update from Laura Ferguson** | Apologies |  |  |
| **15. Update from Rannerdale** | Apologies |  |  |
| **16. Update from Procare** | Apologies |  |  |
| **17.Update from Waipuna** | Apologies |  |  |
| **18. Update from CDHB** | 1138 Currently on PDRP   * 3 Competent EN’S * 515 Competent RN’S * 7 Proficient EN’S * 465 Proficient RN’S * 32 Accomplished EN’S * 92 Expert RN’S (Climbed) * 24 Designated Senior Nurses (Climbed)   130 nurses were removed from the programme.   * 47 Competent * 35 Proficient * 7 Expert * 7 Designated Senior Nurses * 6 Resignations from CDHB |  |  |

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| **20.NCNZ Audit** | NCNZ will do 3 site visits.   * CDHB and Regional Partners on August 8th (committee should be available as it’s the same day as committee meeting) * West Coast DHB on August 9th * Southern District Health Board on August 10th   Quality Auditing tool will be sent out in the coming days   * All evidence are to be kept separate - Separate folders for 5 standards * Some evidence sits into 2-3 standards. SJ to clarify if this will be the case. | Need to clarify if all evidence will be kept separate | S.J |
| **21.Quality Plan** | * Regional Co-ordinators have received copy of Quality Plan * Documents have been checked and new dates have been added * Consensus agreed Action Quality plan.   Constant work at external moderation. Always evaluating every time we meet. |  |  |
| **Performance Appraisal for Non Clinical Nurses e.g. Research** | * Query about requirement of additional version of the Current Registered Nurses Performance Appraisal for non-clinical nurses e.g. Management, Education, Research, Policy * Happy to use the DSN PA for nurses in non-clinical. |  |  |
| **22. Assessment Timeframes** | 144 portfolio submissions in process currently   * + Having difficulty getting assessors   + 71 portfolio have no action taken   + 30 November submissions and 35 February   Only 81 assessors have assessed Portfolios in the past year out of 103, 42 of these are new assessors who need to be moderated 3-5 times | Report to be sent to Directors of Nursing of assessors who have not assesses | S.J |
| **Postgraduate Equivalency Committee** | PG Committee met 23rd February– 2 applications received  Next date for Postgraduate Equivalency 31st May   * Possible changes for PG Equivalency as update to evidential requirements are about to be released. * Discussion required regionally to see if current format needs to be adjusted. * Forms to be adapted and replaced on the internet once decision made. * In the meantime all organisations will need to aware of present requirements.   SJ to complete post revision of national evidential requirements once PDRP Evidential requirements 2017 are released. | To complete post revision of national evidential requirements once PDRP Evidential requirements 2017 are released. | S.J |
| **National PDRP Working Party** | Consultant had 120 responses  The working party has included as much feedback as possible, Only feedback that was not used was:   * Repetitive feedback (best response utilised) * Feedback didn’t make sense * Feedback was not relevant to the review of evidential requirements (some feedback from nurses not understanding PDRP or DSN Competencies) * PDRP coordinators not understanding the requirement of competencies at different level (DSN   Working party has sent a letter to:   * NCNZ * NENZ   Expected release soon | Feedback to be given once received | S.J |
| **PDRP Education Session for 1.2 & 1.5** | **PDRP Education Session for 1.2 & 1.5**  Discussion to be had re: education plan for 1.2 & 1.5 to be had with wider group (S.J to catch up with J.D)   * Phil’s research had commenced although now discontinued due to Phil’s death * Discussion to be had with Hector re: education as well as Maori representation for the PDRP advisory   Conversation with Ada Campbell & Maryanne Wilson ARA re being involved in a wider committee to put together education around 1.2 & 1.5   * Maori Health Papers at Ara went well. * Going to run again * Look at 1.5 from a consumers point of view   Brain storming that needs further exploration with wider group for regional education, e.g. stories.  **PDRP Education Session**   * Decision to be made at end of march over New Assessor Training.(Not enough numbers to attend) * Current Assessor Training will take place on the 20th of April and 12th of September * Resource training to take place on the 21st of March, 8th of June and 8th of September. |  |  |
| **5 yearly evaluation** | To have a 5 yearly evaluation for the region as a whole rather than each organisation and also with NETP, General consensus is to do this regionally   * Survey Monkey Questionnaire for Nurses * Does PDRP make a difference to clinical Practice? * Could online teaching be done asking generic questions around PDRP, a certificate to be given after completion to encourage nurses to complete this training? Could also be used for all nurses rather than Nurses only on PDRP |  |  |
| **AOB** | Issue brought up around transfers.   * PDRP Successful Applicants are not stating that they are on PDRP when they have transferred. * Suggestion made to put this question on employment form if they are on PDRP. * Question also to be raised at orientation * CDHB waits on nurses to notify us if they have transferred in. * Some nurses aren’t aware that they can transfer their PDRP. * This is part of the interview process for SDHB.   Ethnicity   * How do we gather Ethnicity data for Maori Nurses? * Should we do this from PDRP perspective? How do we do this? * Should it be mandatory on application documents currently not mandatory |  |  |

**Future Meetings**

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| **Date** | **Venue** | **Time** |
| 9th May | Room 211, Level 2 - 32 Oxford Terrace, Christchurch | 14:30 - 16:00 |
| 8th August | Room 211, Level 2 - 32 Oxford Terrace, Christchurch | 14:30 - 16:00 |
| 14th November | Room 211, Level 2 - 32 Oxford Terrace, Christchurch | 14:30 - 16:00 |