**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
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| **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 FebruaryPromoting 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 nursesMajority are being submitted at Proficient LevelInterest 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.
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| **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 sector57 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
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| **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.
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| **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
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| **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
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| **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.
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| **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 responsesThe 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.
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| **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
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| **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
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**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 |