**PDRP Advisory Committee**

**Meeting Minutes**

**Meeting Date: Tuesday 8th March, 2016**

**Meeting Location: Hakatere/Rakaia Room, 3rd floor, TPMH**

**Present:**  Mary Gordon (MG), Tracey Worthington (TW), Di Bos (DB), Janette Dallas (JD), Elly Grant (EG), Jane Barnett (JB), Diana Gunn (DG), Suzanne Johnson (SJ)**,** Phil Patira (PP), Julie Symons (JS), Brittany Jenkins (BJ), Becky Hickmott (BH), Jess Wolfenden (JW), Vivienne Erickson (VE)

**Apologies**: Debbie O’Donoghue (DD), Julia Anderson (JA), Juliet Nelson (JN), Andrea Mears (AM), Heather Gray (HG), Wendy Davie (WD), Kelly Robertson (KR), Glynis Cumming (GC)

**Absent:**

| **Item #** | **Progress to date** | **Action required** | **Person responsible & date** |
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| **Last Minutes** | Mary Gordon (MG) welcomed everyone. Previous minutes were accepted as true and correct. No other issues were raised with previous minutes.  |  |  |
| **1. Update from West Coast** |  Welcomed Brittany Jenkins (BJ) to her new role as the West Coast ADON* 48 nurses on the PDRP programme
* 3 potential new assessors to attend assessor training
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| **2. Update from Nurse Maude** | No Update |  |  |
| **3. Update from South Canterbury**  | TW gave an update* 26% nurses were on PDRP
* Increase in uptake of PDRP for SN portfolio
* Interim PA tool being used/ Full PA in the 3rd year
* CNM comments against the competencies for all levels of PDRP improving
* Peer review evidence not being given at the right level of PDRP submission
* X2 new assessors who have been moderated
* Currently 5 portfolio’s submitted this submission date
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| **4. Update from St George’s** | No update |  |  |
| **5. Update from Pegasus** | 30 nurses on PDRP Interim PDRP peer review discussedDi Bos (DB) has scrapped booking process for nurses Instead running 2 sessions: Performance appraisal & Peer reviews of which 40 nurses have attended. |  |  |
| **6. Update from NMDHB** | No Update |  |  |
| **7. Dept of Corrections** | No Update  |  |  |
| **8. Forte Health**  | JB- 30 out of 47 Nurses on the PDRP programme 64% on the programme. Support for PDRP |  |  |
| **8. Update from Southern & Regional** | JS31% uptake for PDRP at both Otago & Southland sites* District report with quality goals
	+ PDRP assessors & Support people
* 17th March portfolio assessment
* MOU with Safe Well
* Nicola Dowling has left her PDRP role early as she has had her baby early
* New PDRP PA created
 |  |  |
| **9. Update from CDHB** | SJ* Still having issues with Charge nurse manager group, Meetings have been run at different hospitals. Service managers and discussing of competencies is still something to be done.
* 191 portfolio’s in submission, a few timeframes not being met because of further evidence being required.
* Not all assessors are assessing.
	+ Email sent asking assessors to review 1-2 portfolios this month to assist with backlog
* Requiring senior assessors for Expert Level portfolio’s
* Have made a change to P/G Equivalency website – referring all applicants to discuss application with PDRP Coordinator before submission to P/G Equivalency Committee
* P G Committee did not meet as no applications received in February
* Next PG Equivalency meeting on the **3rd May**

There is a National review of Postgraduate Equivalency - Will update forms once work has been completed. In the meantime all organisations will need to aware of present requirements.Trial Interim for Non PDRP Performance Appraisals Burwood are trialling it in 3 areas, one of the CNM has put it out and are currently trialling.Midterm Report NCNZNCNZ asked for information to be provided by the Regional PDRP Programme for the Midterm report. * The PDRP office requested evidence from all partners on selected criterion provided by NCNZ (except SDHB as they have successfully completed their midterm report recently)
* The PDRP office collated all information sent in from all partners and have sent the midterm report to NCNZ and await their feedback.

Unofficial feedback from NNPC Meeting (National PDRP Meeting)Unofficial minutes reported last meeting – awaiting formal minutesNew PDRP Assessor TrainingNew PDRP Assessor Training held 17th & 18th MayPDRP Workshop – 6th AprilCurrent Assessor TrainingNext current assessor training next 12th April & 13th October |  |  |
| **10. Update from** **Kaupapa Maori & Pacific Island Shared Services** | EG * 17 nurses currently working on their PDRP portfolio’s
* X1 transfer from Capital & Coast DHB
* X3 trained assessors
 |  |  |
| **11. Update from Health Care NZ** | No Update |  |  |
| **12. Access Health** | No Update |  |  |
| **13. Rannerdale** | * X2 Nurses working on a PDRP portfolio
* X1 assessor

Plan to have 100% uptake on PDRP  |  |  |
| **14. Laura Ferguson**  | * No Update
 |  |  |
| **Senior Nurse Indicators**  |  |  |  |
| **External Moderation meeting Update** | Can External moderation be held elsewhere other than Christchurch, discussions around having a face to face meeting twice a year and third time portfolio’s to be sent to different organisations and moderated.Benefits of a couple of face to face, even have moderation done prior to meeting or Video conference could be an option. |  |  |
| **Website**  | Everyone to check contact details and logo’s on website and pass on to PDRP if any changes needed so this can be updated.  | **All**  |  |

**Future Meetings**

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| **Date** | **Venue** | **Time** |
| 9th August  | Hakatere/Rakaia Room, 3rd floor, TPMH | 14:30 – 16:00 |
| 8th November  | Hakatere/Rakaia Room, 3rd floor, TPMH | 14:30 – 16:00 |