**PDRP Advisory Committee**

**Meeting Minutes**

**Meeting Date: Tuesday, 9th May 2017**

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

**Present:**  Mary Gordon (Chair) Becky Hickmott, Suzanne Johnson, Di Bos, Diana Gunn, Elly Grant, Glynis Cumming, Heather Gray, Kelly Robertson, Margaret Bigsby, Richelle Fogarty, Sandra McLean –Cooper, (Kas Beaufill and Brittany Jenkins via Video Conference) Aoife Sweeney (Minutes)

**Apologies**: Anna Wright, Jane Barnett, Julia Anderson, Jeannie Randles, Jess Wolfenden, Gene Ruiz, Charmaine Diver

| **Item #** | **Progress to Date** | **Action Required** | **Person Responsible & Date** |
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| **Last Minutes** | Previous Minutes accepted as correct. | **Addition of Kas Beaufill to list of present on Previous Minutes** |  |
| **1. Update from West Coast** | Currently 59 Nurses on PDRP   * 28 Competent * 15 Proficient * 4 Expert * 7 Designated Senior nurses * 4 Accomplished * 1 Competent EN   Currently preparing for NCNZ Site Visit |  |  |
| **2. Update from Nurse Maude** | **Apologies** |  |  |
| **3. Update from South Canterbury** | Video Conference issues from CDHB End (No update available at time)   * EN Competent 2 * EN Proficient 8 * EN Accomplished 4 * RN Competent 35 * RN Proficient 34 * RN Expert 5 * Senior Nurse 20   Total 108 (25%) of total nurses from SCDHB and MOU partners.  Still having difficulties with some CNMs not writing at applicant’s level. Working with them individually as they do not want a group training session.  PDRP and appraisal writing presented at Preceptor Study Day and at NETP study day. |  |  |
| **4. Update from  St George’s** | Apologies |  |  |
| **5. Update from Pegasus** | Currently 31 Nurses on PDRP   * 14 Proficient * 15 Competent * 2 Expert * 3 senior nurse’s nearly ready for submission   PDRP is now Mandatory for Health Workforce Funding, Nurses who are currently studying have been notified that if they are looking for Funding they will need to submit a Portfolio.   * MOU with Christchurch PHO * Supporting Community Nurse in an Aranui Practice * 5 Current Assessors * 1 awaiting training * 2 resource people |  |  |
| **6. Update from NMDHB** | Currently 442 Nurses on PDRP  14 Enrolled Nurses   * 8 Competent * 5 proficient * 1 Accomplished   428 Registered Nurses   * 133 Competent * 201 proficient * 53 Expert * 41 Designated Senior Nurses * 62 Primary nurse portfolio’s   56%compliant overall. |  |  |
| **7. Update from Department of Corrections** | Apologies |  |  |
| **8. Update from Forte Health** | Currently 27 Nurses on PDRP out of 54 Permanent Staff   * 50% Compliant * It remains a requirement that permanent RN’s do PDRP here so I’ll be running some workshops again soon to encourage those who have not submitted to do this. * There have been some issues with the length of assessment for several of our staff who have waited several months for their portfolios to be returned from the regional office. * We have discussed the option of using our own assessor who is no longer working at Forte but is prepared to assess as a casual RN for us as needed.  The portfolios will still be logged via the regional PDRP office and I will put in place moderation processes for the assessor. |  |  |
| **9. Update from Southern DHB** | Currently 701 Nurses on PDRP (Otago only)   * 40 Proficient Portfolios Submitted in May * 1 new assessor starting today * A lot of interest being shown from Senior Nurses |  |  |
| **10. Update from**  **Kaupapa Maori & Pacific Island Shared Services** | Currently 1 Nurses on PDRP   * 4 working on their Portfolio * 1 Nurse has been Audited * X2 new assessors * PDRP is mandatory within the collective but not attached to any remuneration |  |  |
| **11. Update from Health Care NZ** | Currently 18 Nurses on PDRP   * 3 Proficient RN’s * 7 Competent RN’s * 2 Designated Senior Nurses * 1 Proficient EN’s * 5 Competent EN’s   Trying to ensure Team leaders and Nurse Managers are looking at the level of indicators people are applying for.  Following up on their Interim Validations.  Undergoing work for NCNZ Audit which is nearly complete. |  |  |
| **12. Update from Access Health** | Apologies |  |  |
| **13. Update from Intus** | Apologies |  |  |
| **14. Update from Laura Ferguson** | Apologies |  |  |
| **15. Update from Rannerdale Veterans Care** | **Suzanne Johnson on behalf of Charmaine Diver**   * Charmaine Diver is Rannerdale Veterans Care new Nurse Educator/ CAP Coordinator. * Janine Spears is a new Nurse Manager. * Rani Sobin is a new Care Coordinator. * No nurses currently on the PDRP programme. |  |  |
| **16. Update from Procare** | Apologies |  |  |
| **17.Update from Waipuna** | Apologies |  |  |
| **18. Oxford** | Apologies |  |  |
| **19. Ultimate Care Group** | Apologies |  |  |
| **20. Update from CDHB** | Please see Attached | External |  |

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| **21.Guest Speaker**  **(Hector Matthews)** | * PDRP Programme has moved from being a regional programme to a widespread PDRP programme that encompasses both North and South Islands. * A discussion took place around using the Maori PDRP name Te Kāhui Kōkiri Mātanga PDRP programme.   + Te Kāhui Kōkiri Mātanga PDRP programme name doesn’t talk about a region or a place   + Translation of PDRP   + Appropriate to use Te Kāhui Kōkiri Mātanga PDRP programme as the programme name * Currently have no Maori Representation due to Phil Pateria’s passing.   + Develop Maori nurse(s) into the role   + Maori feel the weight of expectations of other Maori     - Identify who might like to represent Maori     - Setting up support systems (cultural support) and the right development for the nurse(s) – Perhaps develop 1-2 persons into the role     - Hector Happy to help in getting a replacement for this leadership role. There are plenty of Maori Nurses that may have an interest in a leadership role.     - Maori representation doesn’t have to be from Canterbury, could be from a partnering organisation.     - Need to have a passion for PDRP     - Expression of Interest to be sent out including a role brief.   Both Becky and Hector spoke to the group about Phil’s work and what an asset Phil has been.   * EG discussed possibility of confusion between knowledge and skills framework for speciality areas and the “Knowledge and Skills Framework” as part of the Te Kāhui Kōkiri Mātanga PDRP programme name. * The name of the programme will be a discussion in the future when we move to a National PDRP. * Commitment to using the name Te Kāhui Kōkiri Mātanga PDRP Programme |  |  |
| **National PDRP programme** | NENZ Meeting agreed that there should be a National PDRP Programme | Possible external moderation with other organisations not part of the |  |
| **PDRP Documentation** | Change of Website  Test site – new grads to trial, NE, CNS, CNM – help test it |  |  |
| **5 Year Evaluation** | Survey Monkey to ask questions about the PDRP Programme   * Nurses PDRP * Line managers * Assessors * Nurse who haven’t done PDRP   The focus groups to tease out further information  Comms might be able to help | Questions to send out |  |
| **AOB** | MB discussed that EN Nurse Representative from the PDRP Advisory Committee has resigned   * Need a replacement EN Nurse – in the process of expressions of interest   KR discussed EN’s are in management   * NCNZ stated if there were EN’s in management positions then an individual discussion with NCNZ – will need to complete Domains 1 & 4 a discussion how they evidence 2 & 3 (case by case basis). The EN’s in management cannot do PDRP.   Help has been offered from all coordinators leading up to NCNZ Audit.  Collation of Audit information going well   * General information on Te Kāhui Kōkiri Mātanga PDRP programme * Specific organisation information included |  |  |

**Future Meetings**

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