**PDRP Advisory Committee**

**Meeting Minutes**

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

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

**Present:**  Becky Hickmott (Chair)

Becky Hickmott (BH), Suzanne Johnson (SJ)**,** Di Bos (DB), Richelle Fogarty (RF), Fiona Irving (FI), Sandy McLean-Cooper (SMC), Jess Wolfenden (JW), Julia Anderson (JA), Tracey Worthington (TW), Anna Wright (AW), Margaret Bigsby (MB),

**Apologies**: Mary Gordon (MG), Jane Barnett (JB), Diana Gunn (DG), Brittany Jenkins (BJ), Sarah Johnson (SJ), Debbie O’Donoghue (DO), Anna Wright (AW), Wendy Davie (WD), Lynne Johnson (LJ), Julie Symons (JS), Vivienne Erickson (VE), Kelly Robertson (KR), Elly Grant (EG), Janette Dallas (DS), Josie Tait-Jamieson (JTJ)

**Absent:**

| **Item #** | **Progress to Date** | **Action Required** | **Person Responsible & Date** |
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| **Last Minutes** | Becky Hickmott (BH) (Standing in as chair for Mary Gordon) welcomed everyone. Previous minutes were accepted as true and correct. No other issues were raised with previous minutes. |  |  |
| **1. Update from West Coast** | SJ on behalf of BJ:   * 4Written update from Brittany:   Total of 57 nurses on PDRP:   * + 29 Competent (RNs)   + 14 Proficient   + 7 DSN   + 4 Accomplished   + 3 Expert * We are expecting 6 NETP submissions by the end of November and a few others before the end of the calendar year * By December we would have grown our Assessor group from 4 to 8 * Planning for 2017 is currently underway, and we will be focussing on performance appraisal writing and PDRP Assessor/Resource Person team development |  |  |
| **2. Update from Nurse Maude** | JTJ did not attend |  |  |
| **3. Update from South Canterbury** | TW gave an update   * 101 nurses on PDRP – approximately 29% of workforce on PDRP * PDRP resource training day in February * DOM/ADOMN are fully supportive of PDRP   + Is an agenda item at their meetings |  |  |
| **4. Update from  St George’s** | WD did not attend the meeting |  |  |
| **5. Update from Pegasus** | DB gave an update:   * 1 Expert, 15 Proficient, 16 Competent * 5 Assessors and looking to train one more in the new year * Discussion re Pegasus requiring PDRP portfolio for Health Workforce funding * No nurses dropped off the PDRP programme and not resubmitted a portfolio this round   + Query cohort of nurses (New Graduates) that are used to PDRP process. |  |  |
| **6. Update from NMDHB** | SMC gave an update:   * Programme working well. * 418 Current Staff, 58 assessed for primary included in PDRP Programme. * To meet with (Te Piki Oranga Ltd) provider across the district and Nelson Marlborough re: joining the Regional PDRP. * Primary golden bay hospital/community hospital been to visit – come on board portfolio assessed by NMDHB. Proviso need to come with assessors as well. * 2 New Assessors on board (28 Assessors in total)   + First portfolio’s for new assessors in for moderation for assessment of 4098 certificate * Over 50% compliant on PDRP   Just under 200 RN Proficient, 44 RN Expert,130 RN Competent, 8 EN Proficient, 1 EN Accomplished, 4 EN Competent  48 portfolios in the Progress (17 Currently being assessed 31 to be assessed) |  |  |
| **7. Update from Department of Corrections** | FI gave an update:   * Numbers remain the same * 1 signed up for Assessor Training * Current Assessor update training required for current assessors * Review study policy nationally for postgraduate study   + nurses need to be on the PDRP for funding |  |  |
| **8. Update from Forte Health** | Apologies from JB |  |  |
| **9. Update from Southern & Regional** | RF gave an update:   * 30% Uptake for PDRP   700-800 Nurses on PDRP across the district. Otago has 4 Submission days per year. Southland has open Submission dates. Aligning processes across the district.   * Next year to have 7 Submission dates a year with assessment days to follow. * Total of 92 Portfolios submitted in Otago in November |  |  |
| **10. Update from**  **Kaupapa Maori & Pacific Island Shared Services** | Apologies from EG |  |  |
| **11. Update from Health Care NZ** | Apologies from KR, SJ gave an update:   * Currently 5 EN, 6 RN & 2 DSN on the PDRP programme * 2 EN & 2 RN currently awaiting assessment. * Currently conducting a Nursing Workforce Survey across the organisation.   + Inclusion of question whether the nurse has undertaken PDRP and with a previous employer   + Number of nurses have completed PDRP but not currently on the database – this will be followed once survey results completed   + Major drive supporting nurses working for Healthcare NZ community and NZ care in the Canterbury region to complete their portfolio     - Has included facilitating extra study day’s to support their performance appraisal – especially evidencing practise against the council competencies     - Next year focus on other areas around the country who have indicated their interest in undertaking PDRP even though it not an employment contract |  |  |
| **12. Update from Access Health** | Apologies from GJ |  |  |
| **13. Update from Intus** | JW gave an update:   * 8 Permanent Staff * 4 with Expired PDRP * 3 to submit Portfolios, 1 DSN, 1 Expert & 1 Proficient * Queenstown staff hard to engage in PDRP – work elsewhere so may be captured in other organisations |  |  |
| **14. Update from Laura Ferguson** | SJ gave an update   * All staff has had training on submitting a Portfolio * 1 Portfolio handed in * 2 Portfolios to be submitted * Manager submitting at DSN Level |  |  |
| **15. Update from Rannerdale** | Apologies from VE, SJ gave an update:   * VE has resigned, Rachel Wilson Director of Nursing at Rannerdale is now the PDRP Contact. |  |  |
| **16. Update from Procare** | AW gave an update   * 27 Previously have completed a previous PDRP portfolio * 150 nurses attended PDRP Training. 600 Nurses in ProCare network, expecting plenty of submissions. * 5 Portfolios currently being assessed (Portfolios to be moderated by CDHB) * 6 assessors currently being used for assessing portfolio’s within ProCare – other assessors within the organisation * Previous Assessors will require assessor update training. * It has been stated that Primary Care Nurses were not engaged in the PDRP programme – 150 nurses attended training |  |  |
| **17. Update from CDHB** | SJ gave an update:   * 152 Portfolio submissions in process currently, also 130 NetP & NesP. Total number of assessments 282. * Total of 2599 on PDRP Programme, 1108 of these are CDHB & 1491 are External as of 8th August 2016. RN Competent and RN Proficient being the most popular with an increase of Expert Portfolios. * 187 Nurses removed from Programme for NCNZ Audit, 75 from CDHB, 112 from External Organisations. 102 nurses never completed their Portfolio, 46 Competent, 12 Expert, 61 Proficient, 5 DSN * 54 Resignations from all organisations, 27 Competent, 20 proficient, 2 EN Proficient, 4 Expert. 5 Nurses moved to DSN Positions. * Postgraduate Equivalency   We had 3 Applications for Postgraduate Equivalency and all have been successful. We have another meeting coming up on 15th of November and we have no submissions. Next P/G Equivalency is 23rd February.   * National PDRP Working Party has been formed   Expecting the consultation document to be out in the next week. Will send to the PDRP Advisory Committee &PDRP Nurse Co-Ordinators of the Regional PDRP Programme.  There will be a national review of Postgraduate Equivalency. Changes as a result of the PDRP National Working Party have been recommended for PG Equivalency to make evidence requirements clearer to the applicants. There are two options for review. Forms to be adapted and replaced on the internet once new evidential requirements come into effect and further discussion at PDRP advisory level. (Will update forms once work has been completed)   * Education sessions DSN re submitting a PDRP portfolio: 25 nurses attended * Education Sessions Procare & NMDHB * Current assessor update – 40 nurses attended overall * New assessor training – 41 new assessors overall. Will be a surge of assessments and moderations for the assessor’s first 3-5 portfolios. Plan for new assessors to assess New Graduate competent portfolios as easier to assess. * Resource person workshop – 12 nurses attended   Discussion to be had re education plan for 1.2 & 1.5 to be had with wider group.  Jo Greenlees Rae, Phil Patira, Hector Matthews and Suzanne Johnson are teaching on a Maori health paper at Ara in December. Plan to have a resource for all partners to access. Individuals are teaching within their own organisations around 1.2 & 1.5. Need to take the next step to develop a resource for the Regional PDRP programme. Any developed resource could go onto the external PDRP website or health learn as a platform for use. Phil Patira is doing research on competency 1.2 this should provide interesting information on the direction we need to take for a Regional wide education/resource. |  |  |
| **18.External Moderation Meeting Update** | SJ gave an Update  Currently 10-12 external Moderations have been done.  Feedback from external moderation   * Assessors missing Code Of Conduct several times * Line Managers comments are not at Proficient level even though the applicant is. * Check list not being signed by assessors * I Support/ I do not Support not being circled by Line Managers (Signature present from line manager present) – several times * Competent portfolio good evidence from the nurse and lie manager against the competencies – x3 education reflections were very light not describing what was leant and how the nurse applies this to practise * Good assessment of EN at competent level * Expert level portfolio was good, good written comments from the assessor and referencing where they found the evidence * EN accomplished was good – assessors comments were good * RN – No overall statement of learning – Given NCNZ change in requirements of not requiring an overall statement of learning documentation will be changed to reflect this in the review of the Regional PDRP documentation. * No overall statement of learning and no education reflections * No APC * X1 portfolio that 1.2 didn’t meet the level required |  |  |
| **19.Quality Plan** | SJ Gave an Update   * NCNZ PDRP Audit will take place in August 2017. * Reviewing how we are going   Currently doing well overall. Updates for New Evidence Requirements. To have a 5 yearly evaluation for the region as a whole rather than each organisation   * Survey Monkey Questionnaire for Nurses   What areas do you see for improvement?  Regional Training to be carried out around Treaty and Cultural Safety  Timeframes to be looked at.  Everyone needs to be meeting these requirements.   * BH Suggested to Update and Review documents and to have dates for review and amendment. | SJ |  |
| **20.PDRP Consent Form Change & NCNZ Wording** | SJ Gave an Update   * Work to be done on all documents and sent out to committee to review.   NCNZ change to overall statement of Learning. How much information is on the checklist?   * Consent form to go on website once it has been tidied up and all current assessors are updated. | SJ |  |
| **21.National Evidential Requirements** | SJ Gave an update  Consultation document - Evidential PDRP requirements and PDRP framework have been merged together into one document therefore more user friendly   * Postgraduate Equivalency   2 Options, Formal Process and Informal Process   * Designated Senior Nurses – 2 Options   Should Portfolio be similar to Competent Requirements from a DSN perspective? Should there be extra Criteria for Senior Nurses?  . |  |  |
| **AOB: Performance Appraisal (Non Clinical)** | SJ  Question from Julia Anderson  Clarification on assessment dates should the nurse miss a date and the portfolio be waiting 6 months for portfolio to be submitted. Discussion had on the new submission of portfolio’s in the months of September, October and November. Appears to be confusion around new submission vs resubmission of the portfolio. If the portfolio is a new submission the portfolio should be booked in with the PDRP for the months of September, October and November. If the portfolio is a resubmission then the portfolio needs to be submitted on or before the nurse’s expiry date. This is a process that has been consistently utilised and advertised over the last 4 years within the CDHB. If a nurse has previously had a portfolio and then lets the portfolio expire their next submission would be considered a new submission.  Queries re portfolio submission in relation to postgraduate education. This is advertised on the PDRP website, in the CEO’s newsletter and daily updates that end of year submission dates need to be booked if the portfolio submission is a new submission.  PA for nurses that isn’t in clinical areas. Research Nurses want to do PDRP. PA documents to be done for nurses not in Clinical areas (Use of work streams – policy, research, management, education)   * Paper work to be sent to Directors of Nursing   2 RN Performance Appraisals, 1 for Clinical 1 for Non-Clinical   * Examples needed around Nurses role. * HR title needs to be updated with the new title People and Capabilities |  |  |

**Future Meetings**

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