

# Primary Health Care Nursing Sector Reference Group Meeting

Minutes of Meeting held 21 August 2006

In the Primary Health Care Nursing Team Office, CMDHB, 19 Lambie Drive

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- Present** Dale Oliff (CMDHB), Bronwyn Anderson (CMDHB), Christine Lynch (CMDHB), Denise Kivell (CMDHB & Link person to Total Healthcare Otara), Jean McQueen (East Health), Karlynn Earp (Southern Cross Campus), Lizzie Farrell (Kidz First PHN), Maria West (CMDHB), Pam Henry (Kidz First Home Care Nursing), Pam Williams (Mangere PHO), Trish Jackson-Potter (Plunket Society)
- Apologies** Allan Moffitt (CMDHB), Meg Goodman (CMDHB), Louise Troy (Plunket Society), Dolly Rewha (TKOH), Janine Horsfall (CMDHB), Phillipa Bennetts (McAuley High School)
- Guest/s** Susan Cooksley, Nursing Business Advisor (CMDHB), Sandra Wilkinson and Grace Benson (MIT)

## Minutes of Previous Meeting

Minutes of meeting held 17 July approved.  
Diabetics/Podiatry appointments – being looked into by Denise.  
Community Dietician Access – Denise talking with dieticians and professional leaders to see whether they want to pick up on these strategies.  
IMAC – Denise has sent the information to nurse leaders.

## Matters Arising

Placements for MIT Student Nurses in Primary Health Care Sandra and Grace

- Denise has had discussions with Sandra and Grace re our focus – two points
  - Introduction to nursing in a community setting
  - Introduction to nursing in an inpatient setting.
- Looking for a different focus for community practice.
- Would like student nurses to have one semester out in the community.
- Suggested attaching to a PHO eg., for five days.
- Having 30 students at a time in two groups - ?four per PHO.
- Discussion what PHO's would need eg, learning expectations and guidelines.
- This will need to be driven forward.

### Action

Denise to keep working on this.

PHN Enuresis Programme

Lizzie

- The toolkit is nearly complete.
- Currently have 43 children on the waiting list.
- Programme coming together well.

GP Referrals

Lizzie

- Two main issues
  - Public Health nurses don't always do referrals.
  - Children and families can be turned down because they owe money at the practice they are registered with and are often told to go to the hospital. This is a concern and puts people, especially children at risk.
- There is a problem with people not able to register in two places – clawback. Kids may be staying with the extended or separated family in another suburb / town and need to see a GP, but aren't registered with a GP in that area.
- This is a huge issue for Maori and Pacific Island families.
- Children should have access to primary health care.
- Needs to be raised at Clinical Advisory Group (CAG) meeting.
- The group discussed GP workload, PHN referring to GP's and PH nurses seeing patients.

Action

Dale to discuss with Mark Jones, MOH.

If you have stories/issues – these need capturing – contact Denise.

Role of PHC Nursing Project Update

Denise

- This project is nearing completion.
- Denise will be taking it to Allan and Dale this week.
- The discussion document will be released soon, pending sign off.

PHC Workforce Development Projects Update

Bronwyn

- The new CHW programme starts at MIT 9 October. CMDHB is funding CHW's from PHO's to attend this first course. For more information on this course or for copies of fliers contact MIT by emailing [nursingandhealth@manukau.ac.nz](mailto:nursingandhealth@manukau.ac.nz) or ph 968 8736. Or click on the following weblink for more information <http://www.manukau.ac.nz/study/search/courseinfo.asp?pSCNumber=586>
- Bronwyn gave a short presentation on tertiary students studying health.
- Scholarships. There are scholarships available from the South Auckland Health Foundation. Check online [www.sahf.org.nz](http://www.sahf.org.nz) then click on Scholarships.
- MedTech Training. There have been discussions between MIT and MetTech to have training made available locally. Hoping to deliver in the next two months. The questions was asked whether this would be available to school nurses.
- CMDHB Workforce Sustainability Conference. There will be three conferences. The first will be held on 7<sup>th</sup> and 8<sup>th</sup> September. The information is available on CMDHB website. [www.cmdhb.org.nz](http://www.cmdhb.org.nz) click on Conferences.

### Clinical Advisory Group Representative for PHC

Dale

- The Clinical Advisory Group is a mixture of Clinical and Primary Health Care people.
- Dolly was our representative on this group, but has resigned.
- CAG would like to have a nursing representative on this group.
- The meeting is held once a month, 6.00-7.30pm.
- Karlyne expressed an interest in joining the group.

### Policies, Procedures and Guidelines for PHC

Dale

- Michele Carsons is currently working for Dale and is now working on policies, procedures and guidelines for PHC.
- Michele will contacting you via letter in the near future, with the offer of assistance with writing policies, procedures and guidelines.

### Nursing Scorecard and PHC KPI's

Dale / Susan

- Dale would like clinical service indicators that we can all agree on.
- Susan Cooksley, Nursing Business Advisor gave a presentation on nursing scorecard and PHC KPI's.
- Dale spoke of her vision for strategic change.
  - Clinical Quality
    - Watches
    - Specials
    - Pressure Areas
    - Falls
    - Documentation Audit.
  - Delivery Quality
    - Bed Management
    - FTE vacancy
    - Staff turnover
    - Coaching and Mentoring
    - Research Projects
    - Registration – CCP compliance
    - Preceptorship
    - Education
    - Nurse Practitioner Programme.
  - Financial and Risk Management
    - FTE's
    - Bureau usage
    - Annual leave accrued.
  - Project Status
    - Essence of Care
    - Standardisation and compliance audit
    - Uniform review
    - Nurse assistant programme
    - Integration with MIT
    - Primary Health and Mental Health and Kidz First
    - Capacity Planning Toolkit
    - Website update.

PHCNSRG Meeting Dates

Dale

- Due to major changes to Dale's diary, Monday's no longer suit Dale for the PHCNSRG meeting and she proposed that the date for the meeting be changed.
- Dale will ask the group for a proposed new date.

Action

Glenys to send out email.

Other Business

Training Programme

Karlynne

- Karlynne handed out a flyer for the 'Well Being for Youth in Schools – A Collaborative Approach' – this is a three day evidence based training programme to support and enhance effective health and social services in Counties Manukau schools. 13<sup>th</sup>, 14<sup>th</sup> and 27<sup>th</sup> September.
- For more information contact Karlynne on [karlynne.earp@slingshot.co.nz](mailto:karlynne.earp@slingshot.co.nz)

Next meeting Date to be advised.