

## Primary Health Care Nursing Sector Reference Group Meeting September 2008

### ACTIONS REQUIRED SHEET

WHO	WHAT	COMPLETED
Karyn Dolly Lizzie Pam	<ul style="list-style-type: none"> <li>▪ Following on from last meetings suggestions; the group would like the people who are representatives on the groups to give feedback to the wider group at each meeting.               <ul style="list-style-type: none"> <li>▪ GPHO- Karyn, Dolly</li> <li>▪ CPHAC – Lizzie, Dolly, Karyn</li> <li>▪ CAG – Pam, Karyn</li> <li>▪ WAG – Dolly, Karyn</li> </ul> </li> </ul>	
Suz	<ul style="list-style-type: none"> <li>▪ Feedback from representatives on various groups will be standard agenda items for each PHC NRSG meeting</li> </ul>	
ALL	<ul style="list-style-type: none"> <li>▪ All to review ToR (attached) and feedback to Karyn</li> <li>▪ All to review/brainstorm on what would like/required on workplan</li> <li>▪ Please send through any update details for PHC NRSG Meeting Membership list through to Suz</li> </ul>	
Jean	<ul style="list-style-type: none"> <li>▪ Feedback at next meeting on success of November professional forum</li> </ul>	
Lizzie	<ul style="list-style-type: none"> <li>▪ Send out group email with all Public Health nursing details so that Nurse Leaders can pass onto their GP's</li> </ul>	

Note: All papers, presentations or documentation referred to as “attached” have been removed from this document and can be obtained (unless confidential) from the DHB offices, phone 09-262 9500.

**MINUTES OF MEETING**

**Primary Health Care Nursing Sector Reference Group Meeting**

**Date:** Wednesday 3 September 2008  
**Time:** 1.00 pm – 3.00 pm  
**Venue:** PHC Nursing Team Office, 19 Lambie Drive

**Present:** Karyn Sangster (CMDHB–Chair), Lizzie Farrell (Kidz First PHN), Tepora Peseta (TaPasefika), Karlynnne Earp (CMDHB), Pam Williams (CMDHB), Gillian Davies (East Tamaki Health Care), Sandy Alcock (CMDHB), Meg Goodman (CMDHB), Jean McQueen (East Health), Maria West (CMDHB), Colleen Turnbull (People’s Centre), Derlys Jones (CMDHB), Wayne Hussey (CMDHB), Lucy Naidoo (CMDHB), Sandy Alcock (CMDHB)

**Apologies:** Denise Kivell (CMDHB), Jodi Botting (CMDHB), Judith Davison (CMDHB), Dolly Rewha (TKOH), Louise Troy (Plunket) Allan Moffitt (CMDHB), Trish Jackson-Potter (Plunket Society), Christine Lynch (CMDHB) Sandra Mullineaux (Procure), Janine Horsfall (CMDHB)

**Guests:** Shaun Poh

ITEM	GENERAL NOTES & ACTION ITEMS	ACTION
1.0	<p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• Previous Actions               <ul style="list-style-type: none"> <li>○ Karyn is continuing to follow up on a regional DHB PHC group.</li> <li>○ Karyn is in discussion with Debbie Penlington (MIT) who has asked to talk about ways forward to increase placements in community settings for students.</li> </ul> </li> <li>• Deryls Jones – introduced, has begun in the role of NETP Expansion Coordinator, will begin coming out to PHO’s to meet people.</li> <li>• Membership list for PHC NRSG Meetings needs updating, people at meeting updated the list please see attached.</li> </ul> <p><b>Action Point</b> – Please send through any update details for below PHC NRSG Meeting Membership list through to Suz</p>	ALL
2.0	<p><b>CREDENTIALLING – Karyn Sangster</b></p> <ul style="list-style-type: none"> <li>• Karyn presented on behalf of the Credentialing committee of which she is a member</li> <li>• All information/documents can be found on the Primary Healthcare section of CMDHB website under Education</li> <li>• The template is quite specific around evidence, research, literature, review etc</li> <li>• All standing orders must go to the Credentialing Committee before going to Nursing Advisory committee</li> </ul> <p><b>Action Point</b> – if anyone cannot access the CMDHB website (<a href="http://www.cmdhb.org.nz">www.cmdhb.org.nz</a>) for the credentialing information please contact Karyn who can email it you.</p>	ALL

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3.0	<p><b>HPV UPDATE - Lizzie</b></p> <ul style="list-style-type: none"> <li>• Lizzie is on project steering group</li> <li>• Posters in PHO's going well – there will be different ones for in schools showing younger kids etc</li> <li>• Lizzie is available to come in for anyone who would like some training</li> <li>• Launch into schools in 2009.</li> </ul>	
4.0	<p><b>B4 SCHOOLS - Lizzie</b></p> <ul style="list-style-type: none"> <li>• Lizzie involved as Clinical Advisor</li> <li>• Expect 1300 by end of year</li> <li>• 6 public health nurses have been pulled out, teams of 8</li> <li>• Otara and Clendon are likely areas</li> </ul>	
5.0	<p><b>FEEDBACK ON REPRESENTATIVES FROM COMMITTEES</b></p> <ul style="list-style-type: none"> <li>• Discussion around who was on various committees etc, list of committees and representatives as follows – <ul style="list-style-type: none"> <li>○ CPHAC (Community &amp; Public Health Advisory Committee) – Lizzie Farrell is representative on this group.</li> <li>○ GPHO (Primary Health Organisation Group) – Denise Kivell, Karyn Sangster &amp; Dolly Rewha are representatives on this group</li> <li>○ CAG (Clinical Advisory Group) – Pam Williams and Karyn Sangster are representatives on this group</li> <li>○ WAG (Workforce Advisory Group) – Karyn Sangster and Dolly Rewha are representatives on this group</li> </ul> </li> </ul> <p><b>Action Point</b> – Following on from last meetings suggestions; the group would like the people who are representatives on the groups to give feedback to the wider group at each meeting.</p> <p><b>Action Point</b> – Feedback on above committees will be standard agenda items for each PHC NRSG meeting</p> <ul style="list-style-type: none"> <li>• Jean queried representative Clinical Board meetings. Currently they are having 2 themed meetings a month. Karyn and Maria also attend. Karyn suggested if agenda not useful then no need to attend. Maria – lot of changes have been made over the past few months and – more changes are being made. Would need to have a PHO Nurse Leader at the strategic meetings so suggest staying on committee for now so will be consulted on the next step.</li> <li>• CAG – Pam/Karyn, Karyn – looking at presenting around Nursing Case Management of District Nurses.</li> </ul>	<p><b>Karyn, Lizzie, Dolly, Pam</b></p> <p><b>Suz</b></p>
6.0	<p><b>TERMS OF REFERENCE</b></p> <ul style="list-style-type: none"> <li>• Discussion around Terms of Reference and how current they are.</li> </ul> <p><b>Action Point</b> – All to review ToR (attached) and feedback to Karyn</p> <ul style="list-style-type: none"> <li>• Discussion around workplan, structure, goals to achieve and going back to this way <ul style="list-style-type: none"> <li>○ 2003/2004 plans – <ul style="list-style-type: none"> <li>▪ Establish strategic direction</li> <li>▪ Establish delivery models</li> <li>▪ Establish formal governance structure</li> </ul> </li> </ul> </li> </ul>	<p><b>ALL</b></p>

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	<ul style="list-style-type: none"> <li>▪ Develop Quality systems and framework</li> <li>▪ Develop Identity risk register</li> <li>▪ Communication</li> <li>▪ Workforce Development strategy</li> </ul> <ul style="list-style-type: none"> <li>○ 2004/2005 <ul style="list-style-type: none"> <li>▪ Information pathways and services</li> </ul> </li> <li>○ Karyn – look at putting together one goal to be worked on at each meeting</li> <li>○ Suggestions for 2008/2009 <ul style="list-style-type: none"> <li>▪ Recruitment and Retention</li> <li>▪ Developing Competencies</li> <li>▪ Supervision</li> <li>▪ Advanced Practice</li> <li>▪ PDRP</li> <li>▪ Skill Mix</li> <li>▪ Professional Development</li> </ul> </li> </ul> <p><b>Action Point</b> – All to review/brainstorm on what would like/required on workplan for 2008/2009 – with one item to be chosen at next meeting</p>	<b>ALL</b>
7.0	<p><b>PROFESSIONAL FORUM IN NOVEMBER – Karyn/Jean</b></p> <p><b>Action Point</b> - Jean will feedback at next meeting on success of forum</p>	<b>Jean</b>
8.0	<p><b>INFORMATION SHARING - All</b></p> <ul style="list-style-type: none"> <li>• Karlynnne – School health is in a state of flux, MOH funding. Query where nurses will come from – team will make a decision. Karlynnne inputting as she can. One Nurse Leader in each DHB for school nurses</li> <li>• Lizzie – Moved into new Public Health nurses building in Clendon. Approx 48 in building. Willing, ready and able to accept referrals.</li> </ul> <p><b>Action Point</b> – Send out group email with all Public Health nursing details so that Nurse Leaders can pass onto their GP’s</p> <ul style="list-style-type: none"> <li>• Sandy – Service has beaten numbers of referrals which is excellent. Reflection on how busy inpatient has been. Most number of referalls have been blue light call outs – sending kids back to hospitals over last 1-2 months</li> <li>• Meg – Expert Advisory PHC mtg on 19<sup>th</sup> September. Do have a ToR. No reports as yet. Minutes and ToR are on PHC DHB website</li> <li>• Jean – General practice very full at the moment – mostly with flu patients</li> <li>• Tepora – Attended Quality Unit Improvement Workshop. Ta Pasefika are implementing project around lean thinking re optimising patient journey</li> <li>• Jonsey – September intake of PHO New grads will stay the same, looking for changes to start with January 09 intake. Offered to present at next meeting</li> <li>• Karlynnne – 17<sup>th</sup> September, open invitation to hear Patrick Kelly speak at Sir Edmund Hill Collegiate. Nursing Council form held recently and School Health presented.</li> <li>• Gillian – working with Anne Fitisemanu on growing pacific nurses. 15 sat IELTSs on Saturday. Has spent time with Cohort 1 &amp; 2. 1<sup>st</sup> group will be out in October and 2<sup>nd</sup> in January. For placements please contact Anne Fitisemanu, Elizabeth Powell or Denise Kivell.</li> <li>• Pam – recruited a GP from the UK. Require another nurse asap. Another GP will be coming onboard shortly also.</li> </ul>	<b>Lizzie</b>

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	<ul style="list-style-type: none"> <li>• Wayne – Small service in provider arm. 3 Snr nurses’ liaison roles. Improve access for those attending secondary MH services. Support GP’s and mental health consumers – education etc. PHO coordinator already out there – about consistency. Hoping to get notice out to all GP’s over next few months. Query on whether to present to this group</li> <li>• Maria – CCM (Chronic Care Management) – discussion at DSAC (Disability Support Advisory Group). Running over 1 year. On reflection a number of GP’s have run with it, however lot not passing on or involving the practice nurses. Surveyed practice nurses re involvement and discussion around how to address. Discussion around how to address, some GP’s not comfortable to release to practice nurse or practice nurse not comfortable to pick up due to lack of skills/training. Suggestion to provide nurses with skills in MH to support practice nurses for a fixed time. Period of about 8 months – support enhanced training.</li> </ul>	
9.0	<p><b>CTA FUNDING &amp; OPEN DAY</b></p> <ul style="list-style-type: none"> <li>• CTA applications open on Monday 6<sup>th</sup> October and close on Friday 7<sup>th</sup> November.</li> <li>• There will be an Open Day on Tuesday 7<sup>th</sup> October 11am to 6pm in the Pounamu Room at Middlemore. Organisations there include – University of Auckland, Auckland Institute of Technology, Massey University, Unitec, MIT and Victoria University.</li> </ul>	
<b>NEXT MEETING</b>		
	<p><b>Date:</b> Wednesday 5 November 2008  <b>Time:</b> 1.00 pm – 3.00 pm  <b>Venue:</b> Primary Health Care Nursing Team Office, 19 Lambie Drive</p>	