

MINUTES OF MEETING

Primary Health Care Nursing Sector Reference Group Meeting

Date: Wednesday 7 May 2008
Time: 1.00 pm – 3.00 pm
Venue: PHC Nursing Team Office, 19 Lambie Drive

Present: Denise Kivell (CMDHB –Chair), Karyn Sangster (CMDHB), Allan Moffitt (CMDHB), , Christine Lynch (CMDHB), Lizzie Farrell (Kidz First PHN), Tepora Peseta (TaPasefika), Karlynn Earp (CMDHB), Sandra Mullineaux (Procure), Pam Williams (CMDHB), Jodi Botting (CMDHB), Gillian Davies (East Tamaki Health Care), Dolly Rewha (TKOH), Louise Troy (Plunket), Sandy Alcock (CMDBH), Suz Heslop (CMDHB -Minute-taker)

Apologies: Jean McQueen (East Health),Trish Jackson-Potter (Plunket Society), Meg Goodman (CMDHB)Janine Horsfall (CMDHB), Maria West (CMDHB), Trish Johns (DN Liaison), Judith Davison (CMDHB), Colleen Turnball (People’s Centre)

ITEM	GENERAL NOTES & ACTION ITEMS	ACTION
1.0	<p>MINUTES AND ACTIONS – Denise Kivell</p> <ul style="list-style-type: none"> • ETHC – Gillian- March immunisations <ul style="list-style-type: none"> ○ 47% enrolled, 53% casual ○ General discussion about it being more nurse led ○ What as a DHB do we need to do to resource ○ Discussion around evaluation and feedback <p>Action Point – Karyn to find out about evaluation process, involvement of Nurse Leaders, and timing of campaign. PHCNRSG being a key stakeholder</p> <ul style="list-style-type: none"> • Denise – projects – Learning and Development runs some good courses; also Quality Unit can help you with tools to run projects. Contact is Jagpal Benipal (Senior Quality Improvement Manager) 09 276 0044 ext 9112 • General Discussion around vaccinating and who can give vaccinations. <p>Action Point – Lizzie will phrase a submission for Suz to send to all for feedback</p>	<p>Karyn</p> <p>Lizzie</p>
2.0	<p>FEEDBACK ADVISORY GROUP FOR CLINICAL SUPPORTS FOR RN’S – Denise Kivell</p> <ul style="list-style-type: none"> • Denise sent out original summary document <ul style="list-style-type: none"> ○ Document will go to Director General to submit to Minister in July ○ About where we are going with future workforce ○ Has been some confusion around scopes and roles and discussion around how people progress to nursing – currently looking at frameworks ○ An option paper will come out shortly that will need a fast turn around • Sandra – attended in Christchurch “Career force looking at pan core competencies” <ul style="list-style-type: none"> ○ Trying to define core competencies across sectors ○ People will be able to move between roles/organisations easier and have understanding of their core competencies 	

3.0	<p>BEFORE SCHOOL CHECKS – Karyn Sangster</p> <ul style="list-style-type: none"> Steering group set up early last month Due to be implemented this year Looking at what is important to be sustainable Built on existing community strengths Currently looking at 4 models Proposed time line to go live is end of August 08 	
4.0	<p>POSSIBLE REGIONAL NETWORKING FOR PHC NL's – Karyn Sangster</p> <ul style="list-style-type: none"> Karyn had a visit from Sonia who is new in PHC in ADHB Suggestion of having a regional PHC Nurse Leader meeting every 4-6 months Opportunity to showcase innovations etc. Denise added that minister talks of networking, regional collaboration <p>Action Point – Suz to send out PHC Health Plan 2007-2010</p>	Suz
5.0	<p>NETP EXPANSION COORDINATOR – Denise Kivell</p> <ul style="list-style-type: none"> DHB signed heads agreement with CTA Position of 1 year fixed term for NETP Expansion Coordinator to set up NETP expansion across PHC Process has to be accredited to proceed and can be adapted to areas The person in the role will identify what people need and let the DHB know, i.e. what do we need to support the grads e.g. post grad paper etc. There will also be a clerical support person for this role shared with other Nursing Leaders 	
6.0	<p>PROFESSIONAL FORUM ON 28TH MAY – Christine Lynch</p> <ul style="list-style-type: none"> Forum on 28th May 6pm – all details on attached file Lecture by Nicolette Sheridan – all welcome please circulate 6th Primary Health Care Nursing Forum 	
7.0	<p>PHC WEBSITE – Karyn Sangster</p> <ul style="list-style-type: none"> Looking for suggestions and feedback on the current site Discussion around this – some use, challenges registering people for courses <p>Action Point – Karyn to talk to Learning & Development & Viv Williams re courses Action Point - Feedback to Karyn on what you would like on the website, please look at current website before feeding back http://www.cmdhb.org.nz/Funded-Services/PHC-nursing/default.htm</p>	Karyn ALL
8.0	<p>NURSING & MIDWIFERY AWARDS – Denise Kivell</p> <ul style="list-style-type: none"> All on track for Monday 12th May Good nominations in from Primary Health Care 	
9.0	<p>CTA FUNDING ROUND – Dianne Barnhill</p> <ul style="list-style-type: none"> Funding round opened 1st May and closes 31st May Those enrolled in “Long Term Care Paper” will automatically be enrolled for the next semester CTA are auditing all DHB's this year at some time, Capital and Coast have had there's and have kindly shared there learning's with Counties Learning outcomes will be available soon on the web Dianne will send out a final of CTA applicants out to PHO Nurse Leaders before the final sign off so feedback can be given 	

10.0	<p>SCIENCE FEST – Denise Kivell</p> <ul style="list-style-type: none"> • Congratulations to those who entered posters or orals - Meg Goodman, Christine Lynch, Caerlie Palmer <i>South Auckland Clinical School, Integrated Care Research Group and Primary Health Care Nursing</i> Together we can make a difference: a new model of integrated care 	
11.0	<p>FEEDBACK NATIONAL PHC EXPERT – Dolly Rewha</p> <ul style="list-style-type: none"> • Had 2 meetings so far • Still working through Terms of Reference for group – via email at the moment 	
12.0	<p>SCHOOL NURSING PUBLICATION – Karlynn Earp</p> <ul style="list-style-type: none"> • Celebration regarding the published paper, 1st of 2 • Started with 6 nurses contributing, has dropped to 4 • Lot of hard work and effort gone into publication <p>Article: Innovation and effectiveness: changing the scope of school nurses in New Zealand secondary schools</p>	
13.0	<p>GENERAL BUSINESS</p> <ul style="list-style-type: none"> • Jane Stewart, CNS for Continence is setting up at the Super Clinic a Spina Bifida Clinic for all ages. Referrals welcome. 0275317764 • Best Practice Guidelines for establishing breakfast clubs. Launch will be June 11 at Telstra Clear Pacific Events Centre at 7.30am. Breakfast clubs are aimed at social activity; coordinator helps out as well as teachers. • CPHAC – Lizzie – Lets’ Beat Diabetes presented at last meeting – was excellent, minutes are on DHB website • Allan – FAMA (Frequent Adult Medical Admissions) – Meg and Christine are working with a practice in Mangere <ul style="list-style-type: none"> ○ DHB keen to re investigate FAMA ○ Targets frequent hospital visitors ○ Looking for a project manager <p>Action Point - Any suggestions back to Allan please</p>	ALL
NEXT MEETING		
	<p>Date: Wednesday 2 July 2008 Time: 1.00 pm – 3.00 pm Venue: Primary Health Care Nursing Team Office, 19 Lambie Drive</p>	

Action Required Sheet on next page.

Primary Health Care Nursing Sector Reference Group Meeting May 2008

ACTIONS REQUIRED SHEET

WHO	WHAT	COMPLETED
Karyn	<ul style="list-style-type: none"> ▪ Karyn to find out about evaluation process, involvement of Nurse Leaders, and timing of campaign. PHCNRSNG being a key stakeholder. ▪ Karyn to talk to Learning & Development & Viv Williams re courses 	
Lizzie	<ul style="list-style-type: none"> ▪ Lizzie will phrase a submission for Suz to send to all for feedback – re vaccinations 	
ALL	<ul style="list-style-type: none"> ▪ Feedback to Karyn on what you would like on the website, please look at current website before feeding back http://www.cmdhb.org.nz/Funded-Services/PHC-nursing/default.htm ▪ Suggestions back to Allan Moffitt re FAMA (Frequent Adult Medical Admissions) 	