

**PRIMARY HEALTH CARE NURSE ADVISORY GROUP  
DRAFT MINUTES**

**Date:** 9<sup>th</sup> November 2009

**Time:** 1000 – 1200hrs


**Location:** Morris Adair Boardroom

**Present:** Heather Robertson (Nurse Leader Community Care)  
Jane Wilkie (NETP Expansion)  
Julia Crawshaw (District Nurses)  
Cheryl Johnson, (NPH)

**Apologies:** Diane Williams, Rob Armstrong, Megan Holmes, Shirley Keown, Robyn Dymock, Debbie Higgins

**Minute Taker:** Heather Robertson

**Minutes and Actions of this Meeting**

Item	Action	Person responsible
<b>Matters Arising from Previous Minutes</b> <b>Nursing actions for 2010/2011</b>	<ul style="list-style-type: none"> <li>▪ Plunket representative - early afternoon suits most of those present</li> <li>▪ Now doing a post out to those who do not have easy access to email</li> <li>▪ Discussed actions against nursing goals. Streamlined it to more achievable results for comment. These will be looked at again at the next PHC nurse forum</li> </ul>	All
	 Sept 09 PHCN Feedback forum (2).d	
<b>DAP planning</b>	<ul style="list-style-type: none"> <li>▪ This advisory group has been invited to the District Annual Plan meeting to be held on the 11<sup>th</sup> November for the very first time. So far couple of nurses have indicated their attendance. Apology from Heather re this she is in Wellington that day</li> </ul>	All
<b>Poor attendance at these meetings</b>	<ul style="list-style-type: none"> <li>▪ We need to look at why people re not attending these meeting. Is it the time/the day/ or not getting anything out of them. Heather to include a questionnaire to circulate to help determine how these meetings can be productive and useful as well all felt it was important as a group to meet and represent the various primary health care nursing teams. Heather apologies for the change in date and short notice of.</li> </ul>	ALL



questionnaire.doc

**Update from Diane Williams**

- Please complete enclosed questionnaire and return to Heather by 14th December – many thanks
- Some news is that there has been agreement between myself & Head radiologist re moving forward with radiology requests :)
- Smear takers course done & trainees putting skills into practice?
- Putting up a mentoring system for the Diabetes training course so RNs feel supported to use skills newly learnt.

**Website**

- All areas to work on what they want on the TAIMNED website –if people go to Counties Manukau DHB to see what is on their website for ideas although their information is getting ‘old’.

**Nurse Leader Report**

- Presented by Heather
- Report attached



November 09.doc

**Forum**

- Next primary health care nurse forum planned for 8<sup>th</sup> December – flyer attached. Please all encourage attendance.



flyer.doc

**NETP Expansion**

- Two positions for NPH for next year – and two for aged care depending on if the vacancies can be filled. Interviews are now complete and people are being offered positions.

**Round the table**

- Julia- nurse led clinics
- Cheryl – NPH is very busy with no doctors – this puts pressure and the responsibility on the primary health care nurses

**Meeting finished at 12 noon- Next meeting to be confirmed  
Please feedback re minutes by December 10<sup>th</sup> 2009.**