

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

August 22, 2011

Time: 1800 hours

NE CCAC boardroom

Present:

Jane Breckenridge	Jane Sippell
Steven Shoemaker	Debbie Graystone
Julie Briglio	Mary Tasz

Staff:

Rita Mannarino	Sandra Lamon
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Regrets:

Max Liedke	David Walde
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Rhonda Angeconeb

1. Debbie called meeting to Order & Agenda Review – 1805 hours, additions to agenda:
 - 3.2.5 – Letter from Dr. Common
 - 3.2.6 – Patient registration
2. Review July 18, 2011 Board Minutes – Motion to Accept minutes –
Moved by: Mary Tasz Seconded by: Jane Sippell
All in Favour - carried
3. Old Business
 - 3.1.1 Update Human Resources Plan – Rita and Sandra provided update on nurse practitioner recruitment. First NP is on board and started August 15, 2011. Second NP has accepted the position but is in the process of selling her home in Sudbury but has agreed to a tentative start date of September 19, 2011. Rita and Sandra will follow up with NP on Friday to discuss “plan B” if house doesn’t sell. Received email from an NP in North Bay that is interested in more information about the clinic and 4th NP position.

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Interviews for nursing and administrative staff have been completed.
Recommendations for candidates to hire were presented to the board.

Discussion around RPN positions was brought forward by Rita and Sandra; they recommended hiring 2 full time positions. Board discussed options of filling 2 full time positions vs. 1 full time and 2 part time positions.

Motion to hire 2 FTE RPN positions – vote: yes – 2, no – 4
Motion not carried

Motion to hire 1 FTE and 2 part-time RPN positions – vote: yes – 4, no - 2
Motion carried

Note was made that part time positions may need to be reposted based on low response of candidates who expressed interest in part-time RPN positions.

Motion to accept recommendations for administrative positions and make offer of employment with possible start dates of September 12th or September 19th

Moved by: Jane Breckenridge

Seconded by: Steven Shoemaker

All in favour – Carried

Motion to accept recommendation for RN position and make offer of employment

Moved by: Jane Breckenridge

Seconded by: Steven Shoemaker

All in favour - Carried

Discussion around RN role – includes program development and clinical visits (ie pap clinic, blood pressure, etc.)

Rita and Sandra are in the process of short listing for social worker and pharmacist positions. Jane Sippell and Mary Tasz offered assistance with SW if required with shortlisting and interviews.

3.1.2 Update Architect/Contractor- Sandra/Debbie

The building is pretty well completed, all major construction is finished.

Remaining outstanding items have been identified and a final walk through to put together full deficiencies list is pending with architect. Temporary occupancy was granted by city building department 2 weeks ago.

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Exterior signage is planned to be installed on Friday – board discussed need for sign to be covered until clinic is officially open.

All furniture has arrived but some installation still required.

Equipment – all large pieces arrived and installed. Some smaller items on back order but most is in or on its way.

All of the computers and IT hardware have arrived. Installation and commissioning will begin August 29th.

3.1.3 Financial Update – Sandra – Max away so will defer presentation of June statements until the next meeting. No major issues identified by Treasurer that should be brought to the boards' attention at this time.

3.1.4 EMR Update – Sandra – Since the last board meeting, Dr. Walde, Rita and Sandra had a meeting with Ministry and Ehealth officials to discuss clinic EMR decision. On July 27th, Sandra and Debbie received an email from Debra Bournes, Chief Provincial Nursing Officer, indicating that the board would not be permitted to go with Intrahealth on an interim basis or funding would be pulled. A follow up meeting to discuss concerns occurred on August 5th but in the end MOH still said we could not go with Intrahealth until officially approved. Suggested we go paper based until new ehealth assistance plan is in place, should have that within 2 weeks. On August 29th there will be a teleconference to discuss the assistance program.

On August 4th, Sandra received an email from Debra Bournes informing all NPLCs that no one is allowed to sign contracts or move forward with EMR selection for 2 weeks. August 29th meeting will address the follow up to this email as well.

3.2 New Business

3.2.1 Policy Review and Approval

Debbie informed the board that the Executive committee met on July 26th to review and approve HR policies required to make offers of employment to 2 NP candidates. The Executive approved 7 policies (Vacation, Bereavement, Hours of Work, Stat holidays, sick days, professional development and a birthday policy). Offers were made to both NP candidates based on the above policies and both declined offer with key issue being time off/vacation. On Friday August 5th, at 3:00pm, Dr. Walde called Debbie to discuss NP's declining offers. Debbie

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and Executive and HR committee members who were available (Mary, David, Jane B and Juli) were consulted by phone on offering 5 additional paid days off to the NP's. Clarified for Rita and Sandra – Debbie didn't want to make decisions independently – direction was given to offer 5 additional paid days – may be five float days or something else. NP's were offered the 5 additional paid days and both accepted new offers.

All policies reviewed at board meeting:

Vacation Policy – Discussion around 5 additional days offered to NP's and what they should be called.

(Sandra and Rita asked to leave the meeting)

Full time employees will be entitled to paid vacation days.

Part time employees will receive vacation pay in lieu of paid time off.

Much discussion around NP vacation entitlements.

Sandra and Rita – 4 weeks to 1 week admin

New NPs – start at five years on the scale and then move at 10 years to next entitlement level

(Sandra and Rita returned to meeting)

Discussion and clarification made that to cover vacation pay for part time employees they will not be eligible to participate in HOOPP or benefits program for the NPLC to remain within budget.

Hours of work Policy – okay as is

Bereavement Policy – okay as is

Statutory Holidays Policy – okay as is

Sick Days Policy – some changes made to language of the policy

Professional Development Policy – okay as is

Birthday Policy – not accepted

Motion to approve policies as amended above by the board

Moved by: Jane Sippell

Seconded by: Julie Briglio

All in favour – carried

See attached policies with updates

3.2.3 Furniture and Equipment Update – already addressed

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3.2.4 Review Plan for Ribbon Cutting Ceremony – Sandra/Rita –

The date has changed to **September 6th at 11:00am**

Invite list was reviewed and some additions made – approved by the board to send out invites on this list. All invitees will be asked to RSVP.

Some refreshments will be provided

A News release will be drafted (must be reviewed by MOH and Debbie) and will be released at time of ceremony.

3.2.5 Letter from Dr. Common

The board has noticed much confusion in the community about Sault College role in clinic and patients to be served by the clinic. Concerns were raised by the board in the spring that the College President should receive a letter to provide an update on the clinic and current guidelines around patient registration.

On July 14th a letter was sent to Dr. Common clarifying the role of the nurse practitioner clinic including servicing the community as a whole and stating that we weren't having walk in type services.

Received a letter response from Dr. Common – he was concerned that we can't register a student that is registered with another physician from another community or non-residents of Sault Ste. Marie.

Discussion around his concerns by the board identified that Sault College has a student health centre with possibly a physician and nurse.

Student (or any community member) needs to show proof of address in the community and that they are an unattached patient.

Follow up with a meeting with Janice Beatty and Student Union President scheduled for this week. Jane S. Suggested Debbie provides a follow up letter to Dr. Common on discussions from that meeting.

3.2.6. Patient Registration – Rita – Clinic Website will be ready in the next week.

Hoping to have launch of the website coincide with September 6th event.

Discussion of access to form for those who don't have a computer - will have paper copies available. Discussion of ideas to put forms somewhere in the community? Possibly place 50 forms at each drug store and recruit 400 patients through online. 800 per NP is the expected number of patients to be seen. Need to look at how to bring all clients in, packages to be left with pharmacists.

3.3.1 Next meeting date: **September 7, 2011 at 6:00 p.m. at the new clinic boardroom**

4. Adjournment – 2039 hours