

# Algoma

## *Nurse Practitioner-Led Clinic*

### **Board of Directors Regular Meeting**

September 17, 2012

Time: 1800 hours

Algoma NPLC boardroom

#### **Present:**

Debbie Graystone	Jane Breckenridge
David Walde	Mary Tasz
Rhonda Angecone	Jean Feagan
Eric McCooney	

#### **Staff:**

Rita Mannarino	Sandra Lamon
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#### **Regrets:**

Max Liedke	Juli Briglio
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Debbie called the meeting to order at 1803 hours – quorum of board members present.

#### 1.1. Approval of Agenda

Motion to approve the agenda with the addition of:

8. Vacation Policy (Sandra/Rita)
9. Health Informatics Institute (David)
10. Update of Processes/Policies (Sandra/Rita)
11. Extended Hours (David)

Moved by: Jane Breckenridge Seconded by: David Walde

All in Favour – carried

#### 2. Declaration of Conflict of Interests – none declared

#### 3. Review Minutes of last meeting -

Motion to accept minutes of June 4, 2012 –

Moved by: Jane Breckenridge Seconded by: David Walde

All in Favour – carried

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Motion to accept minutes of June 25, 2012 –

Moved by: David Walde Seconded by: Rhonda Angeconeb

All in Favour – carried

President's Report – Debbie welcomed Jean and Eric and the board back from the summer break.

Treasurer's Report (Max absent) – the financial statements for May 2012 and June 2012 were reviewed by Sandra with no concerns raised by the board.

Motion to approve financial statements for the periods ending April 30, 2012; May 31, 2012; and June 30, 2012

Moved by: Jane Breckenridge Seconded by: Mary Tasz

All in Favour – carried

### **Business Arising**

5. EMR Update – Staff training was completed on the new EMR at the end of August. Conversion of data has caused delays in going live with the EMR in the anticipated time frame; it is unknown when go-live will happen until further analysis of the data is completed. Staff are given schedule time to practice in the EMR. Senior staff are ensuring the clinic remains a priority with the Nightingale go-live queue. Staff are hoping for more information by the end of the week.

6. HR Update – A conditional offer of employment has been made to Lyndsay Suurna for the 4<sup>th</sup> NP position. Lyndsay is a new grad and will be writing her licencing exam in October and upon successful completion of this exam, will commence work at the clinic (anticipating December 2012).

Motion to approve the hiring of L. Suurna, conditional on the successful completion of provincial licensure

Moved by: Jane Breckenridge Seconded by: Rhonda Angeconeb

All in Favour – carried

### **New Business**

7. Moving Forward on Strategic Plan: Debbie reviewed the draft presentation of the progress to date. Value statements are needed along with key performance indicators. Sandra will resend the Strategic Plan presentation to all members and they are asked to review prior to the next meeting to provide feedback.

8. Vacation Policy Amendment: the policy was amended to have all staff's renewal of vacation entitlement follow the fiscal year (Apr-Mar) versus their anniversary of hire date as per a recommendation from the 2012 audit.

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Motion to approve the amendments to the vacation policy as presented

Moved by: Jane Breckenridge Seconded by: Jean Feagan

All in Favour – carried

9. Health Informatics Institute (HII) – D. Walde asked about our participation with the HII on research projects and if we had a budget for research. Sandra confirmed there is no budget item for this specifically, but surplus at year end can be requested to use for such projects. Rita and Sandra have met with the Director of HII and are collaborating with them on some research projects but they are in grant writing stage, not necessarily active research phase at this point.

10. Processes/Policies Update – Rita updated the board and provided updated list of processes completed and those to be addressed. Senior staff will continue adding and reworking this list (some in progress and many continually added as they come up). Priority processes have been identified. Staff discussed the amount of time it has taken and the prep required for EMR – in addition, the processes that will be affected/changed once EMR is in place. The board asked that the chart be updated for each meeting and circulated.

Current registration numbers were reviewed, currently between 1300-1500 registered patients. Registration plan is to get Shari and Ali to 800 first, with the NP Lead building up her roster last to allow time for admin responsibilities of that position. We are working with Health Care Connect on registration.

11. Extended Hours – D. Walde wanted to know the plan for incorporating extended hours. All staff was made aware at the time of hiring that extended hours will be in place at some point. Patients have been surveyed to assess what hours would work for them. Senior staff plans to reassess once we are at full complement of staff and all new staff are comfortable in the role.

Question was raised about doing blood draws on site. Staff will look into what opportunities are available, biggest issue is the availability of space in the clinic.

12. Adjournment: Moved by Jane Breckenridge to adjourn the meeting at 7:15pm.

**NEXT MEETING DATE: October 22, 2012 at 6:00pm**

\*All meetings will be held at Algoma NPLC, Willow Avenue.

**\*Reminder that food will be served at all board meetings.**