

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

September 7, 2011

Time: 1800 hours

Algoma NPLC boardroom

Present:

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

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 – 1810 hours, no additions to agenda
2. Review August 22, 2011 Board Minutes – Motion to Accept minutes –
Moved by: Jane Breckenridge Seconded by: Jane Sippell
All in Favour – carried
3.
 - 3.1. Old Business
 - 3.1.1. Review Part time HOOP/Vacation pay – Sandra explained the concern that we had advertised the part-time positions being part of the HOOPP and benefits programs, but with changing to vacation pay, our budget would not cover the required vacation pay plus the HOOPP and benefits costs for those employees.
Motion – Change the vacation policy to give part time employees paid time off instead of vacation pay.
Moved by: Julie Briglio Seconded by: Jane Breckenridge

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All in favour – carried

3.1.2. Review Patient Registration Process – Media release to announce the registration process and start date went out on September 6, 2011.

Registration will begin on September 12th for a 2 week period until September 23rd (or until registration fills – target 500 for 1st wave). Patients will have two options: A. register online via our website (www.algomanplc.ca) or B. Paper copies of the registration form will be available at the main branch of the public library. Registration will occur in waves of 400 to 500 starting with just Rita and as we get through the initial wave, we will take a further 400. Discussion around improvements for next wave included having paper registration forms located in the west end and also assessing where the majority of forms in the initial wave came. Also assessing the first round in general and determining what improvements could be made.

3.1.3. Financial Update – Sandra presented the June statements in Max's absence. The treasurer had reviewed the statements prior to the meeting and did not have any concerns to bring to the board's attention.

Motion - Approve financial statements for June.

Moved by: Steven Shoemaker Seconded by: Jane Sippell

All in favour – carried.

Information about a corporate credit card and interest bearing accounts has been obtained. Sandra and Max will meet to review at the end of the week. Discussion occurred about adding Rita on as signing authority for limited amount.

Motion - Approve Rita to be a signing authority based on a Policy to be developed by Max and Sandra.

Moved by: Steven Shoemaker Seconded by: Juli Briglio

All in favour – carried

3.1.4. EMR Update – A teleconference with the Nursing Secretariat and E-health senior staff occurred on August 29th. The Nursing Secretariat has come to an agreement to work together with E-health and OntarioMD to offer assistance to the NPLCs. They will get back to the NPLC's soon to work with OntarioMD and pick a vendor appropriate for the clinic. Julie asked Sandra to have Intrahealth send some of the templates so that we are able to mimic some of the forms that we will be looking at and Josh will use these when developing electronic databases.

3.1.5. Update on Sault College Meeting – Debbie, Rita and Sandra met with Janice Beatty and Tyler Epp (Student Union President). The feeling from the

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meeting was positive. The meeting was used to provide clarification and information for the college in regards to the clinic's plans and also their questions. We clarified the intention of the letter to Dr. Common was to ensure he had correct information. Janice reassured us that the information was going to be shared with Dr. Common. The student union President was supportive of information presented and understanding of what the clinic services will be. Jane Sippell recommended sending a f/u letter to Ron Common and copied to Janice and Tyler; the letter should come from Debbie.

3.1.6. MD Recruitment – Dr. John Kargbo has agreed to come on as the primary physician. He currently works in Emergency and is excited about joining us. Two other physicians have expressed interest to us in filling in on a backup basis as needed.

3.2. New Business

3.2.1. Executive Terms of Reference – Sandra forgot to send the document to Debbie for the board to review; deferred to next meeting.

3.2.2. Review Plan for Grand Opening – Ribbon cutting has been postponed and will be combined with the grand opening just before we start seeing patients. A tentative date will be selected after registration ends so we can determine how long it will take to process them and set up initial appointments.

3.2.3. NP Recruitment Strategies – Sandra and Rita updated the board that we lost our two NP's since policy approvals in August were made. Now actively recruiting, posting on different sites (NPAO, RNAO, media release, HFO). Will be looking at new grads in December 2011 – to be reviewed at next meeting in October if no progress made or new recruits found. Sandra and Rita asked that the board allow them to make offers of employment for the social worker and pharmacist positions – Moved by: Jane Breckenridge Seconded by: Steven Shoemaker All in Favour – carried

3.2.4. Policy Review and Approval – the following policies were presented to the board for review:

3.2.4.1. Oath of Confidentiality – approved with recommended changes

3.2.4.2. Parking – approved

3.2.4.3. Court Leave – Sandra to review and compare our policy with legislation

3.2.4.4. Dress Code – approved with recommended changes

3.2.4.5. Family Medical Leave – approved

3.2.4.6. Pregnancy /Parental Leave – approved

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- 3.2.4.7. Cell Phone policy – approved with recommended changes
 - 3.2.4.8. Occupational Health and Safety – approved (Note: Bill 168 policies to follow)
 - 3.2.4.9. Employee Orientation – approved
 - 3.2.4.10. Background and Criminal Reference Check – to be adjusted and brought back to the board
 - 3.2.4.11. Volunteers and Students – approved
 - 3.2.4.12. 3 Step Complaint Policy for Clients – approved
 - 3.2.4.13. Use of Medical Directives – approved
- Motion to approve the above policies and recommendations
Moved by: Julie Briglio Seconded by: Steven Shoemaker
All in Favour – Carried
- 4. Next Meeting Date: **October 3, 2011, 1800 hours** Algoma NPLC, Willow Avenue.
 - 5. Adjournment of public meeting – 2000 hours

IN-CAMERA Session entered at 2005 hours

Discussion of personnel issue

Adjournment of In-camera session at 2039 hours