

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

October 22, 2012

Time: 1800 hours

Algoma NPLC boardroom

Present:

Jane Breckenridge Max Liedke

David Walde Jean Feagan

Eric McCooeye

Staff:

Rita Mannarino

Regrets:

Debbie Graystone Mary Tasz

Juli Briglio Sandra Lamon

1. David called meeting to order at 1805 hours – quorum of board members present.
 - 1.1. Approval of Agenda
2. Declaration of Conflict of Interests – none declared
3. Review September 17, 2012 Regular Board Minutes.

Motion to accept minutes:

Moved by: Jean Feagan Seconded by: Eric McCooeye

All in Favour – carried

Business Arising

4. Review Financial Statements

July and August statements were reviewed

 - salaries – should have full complement by December 5, 2012
 - IT clarification – subcontractor worked more hours
 - College billing – appears that it is coming on a monthly basis

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4.1. Business Arising

- i) Health Infomatics – David asking that a budget line be created
- Max asked that Sandra contact him upon her return and they will discuss

- ii) Extended hours – David asked that this be brought forward at each Board meeting

- iii) Patient enrolment – to be brought forward for #'s next meeting

- iv) Blood Draws – discussion regarding where the Clinic is at with this procedure

New Business

5. EMR Update: Rita and Sandra have heard from the trainer and they are beginning to dump data into Nightingale
- once this occurs, Sandra and Rita will open up a sample of the data and compare the two databases for accuracy of information
- Nightingale will have a plan/strategy by the end of the week
- Sandra and Rita have spoken with the Manager (Brooks) with regards to the contract and the length of time it is taking to have the EMR up and running
- Max suggested that a letter be drafted by Debbie asking for a plan of implementation
- David also suggested that this letter be copied to the Ministry
6. Strategic Plan: Deferred to next meeting.
7. Review of Insurance policy options: Deferred to next meeting.
8. Policies and Processes – Float Days – approved with amendment; Professional Development – approved: Infection Control (policy) – approved
Motion by: Max Liedke; Seconded Jean Feagan; Carried
9. 2012 Pap Campaign – NPs have dedicated certain days in their schedule
- good response
10. Next meeting: November 26, 2012

Adjournment: Moved by Jane Breckenridge/Max Liedke to adjourn the meeting at 7:00 p.m.

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

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