

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

April 22, 2013

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone

Juli Briglio

Jean Feagan

Eric McCooney

Mary Tasz (phone) Jane Breckenridge

Staff:

Sandra Lamon

Regrets:

Max Liedke

Rhonda Angeconeb

David Walde

1. Debbie called the meeting to order at 1803 hours – quorum of board members present.
2. Approval of Agenda – the agenda was approved with two additions (nominating committee under New Business)
Moved by: J. Briglio, Seconded by: J. Feagan
All in favour - carried
3. Declaration of Conflict of Interests – none declared
4. Review March 25, 2013 Regular Board Minutes.
Motion to accept minutes as presented
Moved by: J. Breckenridge Seconded by: J. Briglio
All in Favour – carried
5. President's Report – Debbie updated the board on the Governance workshop attended by her and Sandra. The material and presentations were very helpful and helped to identify where the board needs to be strengthened. Sandra and Debbie will meet to discuss ideas and a plan to be brought to the board at the AGM. Sandra has electronic copies of presentations if anyone is interested she can send them.

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6. Treasurer's Report (Max absent) – Reviewed the financial statements for period ending February 28, 2013; with all questions addressed. March statements will be presented in May.

Motion to approve the financial statements for the period ending February 28, 2013

Moved by: J. Breckenridge Seconded by: J. Feagan

All in Favour – carried

7. Business Arising

7.1. EMR Update:

Not a lot to update on; things becoming more routine. Additional training has been rescheduled to May when the NP Lead is on board. Still requiring a lot of Admin Lead time for day to day IT troubleshooting, but additional contract hours have been purchased from our contract to assist.

7.2. Patient Enrolment Update:

Staff gave the board a handout with patient enrolment numbers for April. Clinic is on track with enrolment plan and targets with ~1700 patients. Review of where patients are hearing about the clinic was completed – majority of referrals are from SAH and family/friends. Utilization of Health Care Connect going very well; staff to review process to determine complexity of provider practices to ensure a balance of patients is attained.

7.3. Review of Incident:

Sandra reviewed the incident of April 9, 2013 where a patient at the clinic became verbally abusive and threatening toward staff at the clinic. Police and College security were called and attended at the clinic. An incident report has been completed. Due to the severity and outcomes of the incident, the patient has been discharged from the clinic. Security measures for the clinic have all been reviewed as well as the professional college and protective society for the provider.

7.4. Extended Hours/Patient Survey Update:

Patients continue to be surveyed; results continue to show a greater interest in weekend appointments versus evening. Extended hours will be implemented once the NP Lead is on board.

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8. New Business

8.1. NP Lead Recruitment Update:

5 applications were received; 1 withdrew before their interview. The hiring committee is half way done the interviews and anticipate completing the process with a job offer being made early in May.

8.2. Plan for AGM:

The AGM will be on June 24th at 6pm at the clinic; please be sure to attend.

8.3. Research proposal – HII

Sandra explained the proposal brought to the clinic by Dr. Shaw; it is a great opportunity for the clinic to participate in research and gain some valuable data on our patient population to assist in improving our care delivery. Question about the clinics ongoing commitment financially and Sandra verified it is a one-time financial commitment by the clinic to participate. An attachment was emailed with the board package.

Motion to approve the clinic's participation in the Health Promotion & Protection GIS Pilot Study through the HII as per the outline reviewed.

Moved by: J. Briglio Seconded by: E. McCooeye

All in Favour – carried

8.4. Nominating Committee:

The committee did not receive notice of any volunteers from the board to sit on the committee. This year, the board has 1 confirmed vacancy (J. Briglio) and the committee is accepting names from the board for potential members. We also have 2 vacancies on the Executive – Vice President and Treasurer. The Nominating committee is also accepting nominations for these positions until May 27th.

9. Adjournment:

Motion to adjourn at 1858

Moved by: J. Feagan

All in favour - carried

Next meeting: **June 24, 2013 - AGM**

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

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