

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

March 25, 2013

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone

Rhonda Angecone

Juli Briglio

Jean Feagan

Eric McCooney

Mary Tasz (1835 hrs)

Staff:

Rita Mannarino

Sandra Lamon

Regrets:

Max Liedke

Jane Breckenridge

David Walde

1. Debbie called the meeting to order at 1808 hours – quorum of board members present.
2. Approval of Agenda – the agenda was approved with one addition (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 February 25, 2013 Regular Board Minutes.
Motion to accept minutes as presented
Moved by: J. Feagan Seconded by: R. Angecone
All in Favour – carried
Review March 11, 2013 Executive Committee Minutes
Motion deferred due to lack of executive members.
5. President's Report – Debbie highlighted to the board that this would be the last meeting with Rita and that she will be greatly missed by the entire board.
6. Treasurer's Report (Max absent) – Reviewed the financial statements for period ending January 31, 2013; surplus expenditures have been underway but due to not

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filling the NP positions, we will still have a significant recoverable amount at year end. Board approved one time surplus expenditure from Service Fee line to be used for AOHC membership (annual membership will be reviewed for benefit prior to renewal).

Motion to approve the financial statements for the period ending January 31, 2013

Moved by: J. Briglio Seconded by: R. Angecone

All in Favour – carried

7. Business Arising

7.1. EMR Update:

We have been spending a fair amount of time troubleshooting issues, calling the help desk and including some major crashes of the software. This seems to be related to the AOHC project and Nightingale's server capacity. For the past week and a half, it has been operating better and they have done some server upgrades. We have looked into "backup plans" to include utilizing paper copies of forms but certainly for any extended periods of being "down" with that software would present issues of patient safety for the providers. Staff confirmed the majority of issues have been daily troubleshooting (printing errors, profile issues etc. that resolve quickly and don't impact patient care). Additional super user training for other staff to be included in risk planning and "backup plan".

7.2. Patient Enrolment Update:

Staff gave the board a handout with patient enrolment numbers for March. With transition to Nightingale, staff will have more accurate number for April board meeting. Numbers still on target for enrolment plan.

7.3. GHC Meeting Update:

Debbie and Sandra met with Grant Walsh and Elaine Blakeborough at GHC last week. It was a positive meeting and they are interested in building a positive relationship with the clinic and willing to look at the full spectrum of "collaborating" (i.e. from clinical services to joining organizations), they are open to whatever we are looking for. They would leave it with us to follow up on how we can work together.

7.4. Extended Hours/Patient Survey Update:

Patients continue to be surveyed; results to date have not shown a great interest particularly in evening appointments (2% of respondents) whereas 62% of respondents identified interest in weekend appointments. Sandra will reword question on w/e appointments for remaining surveys to ensure it is clear.

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8. New Business

8.1. NP Lead Recruitment Update:

The executive committee met on March 11, 2013 to discuss the job description and advertising plan. Interest has been good so far, 4 applications received to date and expecting at least 1 more. Candidates are both local and external with some interest internally.

****Eric asked that the meeting go in-camera and Rita left the meeting**

8.2. Draft QIP:

The board reviewed the draft QIP and made one suggestion to remove patient survey from access portion. Sandra will revise and board members were asked to email Sandra by Wednesday with any other suggestions. This is the first year the MOH is requesting a QIP from the NPLC's and they expect them to be basic and exploratory in nature. The clinic's SP was used to develop targets.

8.3. Nominating Committee:

The committee requires 1 more member, currently only Mary and Sandra. New board members encouraged to think about joining. This year, the board will have 1 vacancy to fill at the AGM. The committee will report to the board in April on suggestions to fill this spot.

9. Adjournment:

Motion to adjourn at 1906

Moved by: M. Tasz

All in favour - carried

****See in-camera minutes**

Next meeting: April 22, 2013

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

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