

Algoma

Nurse Practitioner-Led Clinic

Board of Directors Regular Meeting

January 16, 2012

Time: 1800 hours

Algoma NPLC boardroom

Present:

Debbie Graystone	Jane Breckenridge
Rhonda Angeconeb	Juli Briglio
Mary Tasz (recorder)	Jane Sippell

Staff:

Rita Mannarino	Sandra Lamon
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Regrets:

Steven Shoemaker	David Walde
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Max Liedke

1. Debbie called meeting to Order & Agenda Review – 1800 hours
2. Review December 5, 2011 Board Minutes – Motion to Accept minutes –
Moved by: Rhonda Angeconeb Seconded by: Juli Briglio
All in Favour – carried
3. Agenda Items
 - 3.1. Old Business
 - 3.1.1. Update Human Resources – Sandra and Rita updated Board:
 - 2 NP applications have been recieved. An interview for 1 has been set up for next week and the other was an expression of interest for a position if available in the summer (the person moving to Sault Ste. Marie in July).
 - All other HR positions are hired and in place.
 - RPN position discussion – current staffing levels are leaving gaps and workload is heavy (currently staffing is 1.5 FTE RPN)

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- MOH informed Sandra that Algoma NPLC could request 0.7 additional Interdisciplinary Health Provider (IHP) positions for the new fiscal year to be allocated to positions we choose.
- Rita and Sandra recommended the following:
 - o Utilize current RPN funding for 2 full-time positions (instead of 1 fulltime and 2 part time)
 - o Request additional 0.5 FTE be allocated to RN (currently 0.5 FTE)
 - o Request addition 0.2 FTE be allocated to SW (currently 0.6 FTE)
- Motion to approve the above recommendation and make request to MOH by Jane Breckenridge Seconded by: Jane Sippell
All in favour. Carried.
- A request will also be submitted to use surplus funds from this fiscal year to implement increases in staffing effective February 1st.

3.1.2. Review Patient Registration Process – Rita and Sandra updated the board on preparations for a 3rd wave of registrations to open in mid to late February. Similar process to first 2 waves will be followed (mix of online and paper registrations). Anticipate accepting additional 300 patients in this wave.

3.1.2.1. Clinic appointment reports for December shared with the board. Discussion around current patient flow and appointments. Discussed Ministry's focus currently is to meet registration targets, which is 800 patients/NP. Continuous tracking of internal and MOH targets will occur.

3.1.3. Financial Update – Reviewed financial report for informational purposes only. Max has suggested some format changes to the report so these will be completed before final approval. One-time budgets are in a surplus, Rita and Sandra will be reviewing areas for expenditures (i.e. educational resources etc).

3.1.4. NP Recruitment – discussed in HR update

3.1.5. EMR Update – Sandra gave an update on current situation with Ontario MD approvals – no further progress with Intrahealth. They are still targeting all approvals to be completed by April. The biggest concern is how long we can/should continue to wait to make a selection and move forward with a vendor. We also don't want to miss out on the LHIN funding for hospital

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interfacing. Nightinglae has continued to be a contender and maintained contact with us throughout the last 2 years.

Motion to enter preliminary negotiations and get a quote from Nightingale by: Juli Briglio, seconded by: Jane Breckenridge.

All in favour. Carried.

3.2. New Business

3.2.1. Governance Strategies – Debbie introduced Strategic planning and what it entails. Review of current Mission/Vision and Values was completed and discussion surrounding new statements ensued.

Mission Statement

The Algoma Nurse Practitioner-Led Clinic provides accessible comprehensive primary care.

Vision Statement

The Algoma Nurse Practitioner-Led Clinic will be the best model of interdisciplinary healthcare in our community by committing to provide collaborative, accessible, excellent patient care in a welcoming technology based environment.

Motion to accept the above Mission and Vision statements by: Jane Breckenridge, seconded by: Rhonda Angecone. All in favour. Carried.

Values

Collaborative	Respect
Honesty	Integrity
Compassion	Diversity
Excellence	

The board asked that the values be brought back to the staff for review and discussion for feedback for the board. Also discussed staff participation in the strategic planning session to gather their input and buy-in of the organizational long-term goals.

Adjournment of public meeting at 2020 hours.

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In Camera Meeting

3.2.2. Review Employee Performance Process -

4. Next Meeting Date: **February 6, 2012, 1800 hours** Algoma NPLC, Willow Avenue.