

APPENDIX A Steering Group Terms of Reference and membership



West Coast District Health Board
Te Poari Hauora a Rohe o Tai Poutini
Neighbourhood Nurse Innovation

Terms of reference for Steering Group

(Ratified 14 June 2006)

In April 2005, a Steering Group for the Neighbourhood Nurse project was established, and has since met regularly.

The group's main aim, when formed, was to provide direction and oversight of the next phase of the Neighbourhood Nurse project. It oversaw the appointment in September 2005 of four Neighbourhood Nurses in three different community localities within the West Coast DHB region. The nurses have established their services in keeping with the contract for this project, which was based on the proposal submitted to the Ministry for Primary Health Care Nursing Innovations funding.

At the 14 June Steering Group meeting, the following terms of reference were agreed:

Function of the Steering Group

The Steering Group will provide a safe and constructive forum to advise and inform the consolidation and evaluation phase of the Neighbourhood Nurse project by:

1. Identifying and defining any specific problems or barriers in progressing the project and completing a comprehensive evaluation.
2. Proposing strategies for overcoming problems and barriers.
3. Proposing frameworks for effective exchange of information and advice between healthcare providers, key stakeholders and consumers in support of the project.
4. Reviewing and recommending as appropriate, mechanisms to promote the progress of the final stages of the project.
5. Providing feedback on the project and the impact on services within the region.
6. Reviewing and recommending application of the concepts, experience and learning from the project, to further develop of nursing services within WCDHB as a whole.

Membership of the Steering Group

- Project team (see below)
- DHB Planning and Funding representative
- Nursing representation
- Neighbourhood Nurse
- Maori representation
- Community representation
- GP
- PHO representative.

Project Team

The operational aspects of the project will continue to remain the responsibility of the Neighbourhood Nurse Project Team. It meets monthly to support and advise on the day to day functioning of the project, and members liaise with each other to manage any urgent issues.

- Project Sponsor/General Manager Primary Care Services (Hecta Williams)
- Director of Nursing and Midwifery (Jane O'Malley)
- Nurse Manager, Community and Primary Health Care Services (Hellen Bygate)
- Project Manager (Chris Hendry)
- Project Nurse Consultant (Shelley Jones)

Steering Group Meetings

2005	27 April
	13 May
	27 May
	04 July
	25 July
	05 September (NNs met each other and Steering Group)
	13 December
2006	22 February
	14 June
	16 August
	17 October
	15 November

Membership of Steering Group

	<i>position title/capacity</i>	<i>involvement</i>
Hecta Williams	Project Sponsor/GM Community & Primary Health Services	27 April 2005 on
Kevin Hague	General Manager, Planning and Funding	27 April to 27 May 2005
Gary Coghlan	GM Maori Health	27 April 2005 on
Hellen Bygate	Nurse Manager, Community and PHC Services	27 April 2005 to 14 June 2006
Margaret Prince	District Nurse (representing Reefton Nurses)	27 April 2005 on
Shelley Jones	Project Consultant	27 April 2005 on
Michele Barber	Professional Practice Coordinator	13 May 2005 on
Mary Ross	Acting DON	13 May 2005 only
Jane O'Malley	DONM	13 December 2005 on
Chris Hendry	Project Manager/Steering Group Coordinator	13 December 2005 on
Mary Marr	Neighbourhood Nurse	14 June 2006 on
Deb Hughes	District Nurse (Greymouth); Practice Nurse, Greymouth Medical Centre	14 June 2006 on
Janet Hogan	Acting Nurse Manager, Community and PHC Services	16 August 2006 only
Shar Ranson	Clinical Leader, West Coast Plunket	16 August 2006 on
Judy Gilmour	Practice Manager, Reefton Medical Centre	16 August 2006 on
Maureen Frankpitt	Nurse Manager, Community and PHC Services	17 October 2006 on

NOTES

Julian James-Ashburner, GP, Reefton Medical Centre, was invited to the first Steering Group meeting (to represent the project partner in Reefton, and this representation was later fulfilled through the involvement of the Practice Manager.

A broader representation from primary health care nurses was sought after the February 2006 Steering Group meeting, and the membership was finalised in June to ensure a spread of representation across the localities involved, and also the various stakeholder groups. At this point it was decided that the Coordinator of the Steering Group would keep up links with Planning and Funding (Wayne Turp, GM), General Practice (Greville Wood, GP, Dobson Health Clinic) and Maori (Gary Coghlan, GM Maori Health) as these people were not necessarily able to attend meetings.

Perspectives close to consumers and the community were held by Judy Gilmour, Shar Ranson, Deb Hughes and Margaret Prince.