

**APPENDIX M Feedback from colleagues and referrers:
Information for focus group participants**



West Coast District Health Board
Te Poari Hauora a Rohe o Tai Poutini
Primary Health Care Nursing Innovation
The Neighbourhood Nurse Model

11th October 2006

[Name]
 [Title]
 [Address]

Dear [Name],

EVALUATING THE NEIGHBOURHOOD NURSE PROJECT: FOCUS GROUPS

You are invited to participate in a focus group process as part of evaluating the Neighbourhood Nurse Project, which as you're aware, ends in December 2006.

The evaluation phase looks at project processes and the role of the nurses, and will give feedback to the DHB on the future of such a service. At the August meeting of the Neighbourhood Nurse Steering Group, it was agreed that a focus group method would provide comprehensive feedback and advice from a broad representation of service providers, practitioners, colleagues and project participants.

The **key objectives** of the focus group process are to

- obtain feedback on the process of establishment and maintenance of the project
- gain opinion on the value of the role and function of this nursing position
- gauge interest from nurses in taking on this role
- give the DHB direction on the process of implementing change in community based nursing services.

The focus groups are **scheduled** as below. Please note the details highlighted for the group you'll attend. The session will last no more than 90 minutes and will start promptly at the times advertised. Refreshments will be available 15 minutes prior to the start of the Hokitika and Dobson sessions.

	date	time	venue
Hokitika	Mon 16 October	10am - 11.30am	Large Meeting Room, Hokitika Health Centre
Greymouth	Mon 16 October	1pm - 2.30pm	Board Room, Grey Hospital
Dobson	Mon 16 October	4pm - 5.30pm	Dobson Health Clinic
Reefton	Mon 16 October	7pm - 8.30pm	Black Room, Reefton Hospital

The focus group will be **facilitated** by myself as Project Manager, with Michele Barber, Professional Practice Coordinator, assisting as the DHB nursing representative. Maureen Frankpitt, recently appointed Nurse Manager for Community and Primary Health Care Services, will assist also.

A set of **specific questions** has been developed to guide the process. They are:

- 1 What knowledge do you have of the project and the nursing role?
- 2 How did you receive information and/or were you involved in the process?
- 3 What are your thoughts on the value and usefulness of this role compared with existing nursing roles?
- 4 If a change in nursing role was introduced how should it be done?

We plan that the group arrives at a **set of agreed statements** in response to these questions. Following a brief introduction to the focus groups we will ask you to sign a consent form. The session will not be taped, as the agreed statements will be written in the group, and you will be given a copy of this summary. Statements from all the focus groups will be analysed and collated into a collective summary which will contribute to the overall project evaluation.

We're looking forward to the focus group with you and your colleagues. Do give either Chris (021 655 355) or Michele (768 0499 x2656) a call if you have any queries or are unable to attend.

Kind regards

Chris Hendry
 Neighbourhood Nurse Project Manager



West Coast District Health Board
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24th October 2006

[Name]
[Title]
[Address]

Dear [Name],

EVALUATING THE NEIGHBOURHOOD NURSE PROJECT: FOCUS GROUPS

Thank you for your participation last week in a focus group process as part of the Neighbourhood Nurse Project evaluation.

In our invitation to the focus group we said that you would be given a copy of the summary from your group, and this is attached.

At this point, we would like you to have the opportunity to do two things:

- 1 If you feel that the attached summary **does not accurately reflect the statements agreed in the group**, to give us feedback as to what changes would make it more accurate for what was agreed at the time.
- 2 To add a **perspective that you did not share in the group**, but you wish to make known to the focus group facilitators.

We don't expect you to reply if you have no comment. Otherwise, please forward any comments (as above) to Michele Barber who assisted with the focus group. Your comments should reach Michele by next week (Monday 30 October). Michele can be contacted on 768 0499 ext 2656, or michele.barber@westcoastdhb.org.nz.

Please remember that **anyone who wishes to make a written submission** on any aspect of the Neighbourhood Nurse project can do so to Jane O'Malley, Director of Nursing and Midwifery, West Coast DHB (jane.omalley@westcoastdhb.org.nz).

We expect to **present the evaluation's findings and recommendations mid-December** in several locations on the Coast. These presentations will be widely advertised and everyone who participated in a focus group will receive a specific notification and invitation.

Thank you again for your contribution and participation in the focus group.

Kind regards

Chris Hendry
Neighbourhood Nurse Project Manager