

Northern Neighbours

Nurse Practitioner-Led Clinic

**Northern Neighbours NPLC
Board Meeting
Tuesday, April 7th, 2020
Northern Neighbours NPLC Board Room**

PRESENT:	Lynne Thibeault Patricia Anglehart Tina Forsyth Arlene McCorry Carolyn Burton	Chair <i>via video conference</i> Secretary <i>via video conference</i> Director <i>via telephone</i> Lead Nurse Practitioner Clinic Administrator
REGRETS:	Shawn Dookie	Director
ABSENT:	Shawna Fedoruk Crystal Pirie	Director Director

Meeting called to order at 6:34 pm est

1. Approval of agenda:

Motion to approve agenda.

Moved by: Patricia
Seconded by: Tina

2. Declaration of Conflict of Interest:

No conflict of Interest declared

3. Review and Approval of Minutes of last meeting:

Minutes were reviewed.

Moved by: Tina
Seconded by: Patricia

4. Unfinished Business/Task List Review:

Task	Owner(s)	Deadline	Status
Establish Shared Drive	Carolyn	ASAP	On-going
Acquire stats from Pic Mobert First Nation	Shawna & Carolyn	ASAP	On-going

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for use with mental health and addictions worker proposal			
Acquire suggestions, guidance, and input for mental health and Addictions	NNNPLC Board of Directors and staff	February 2020	On-going
Submit in-year reallocation request(s) for training or P.D.	All board members and staff	ASAP	Complete (all submissions to date with the exception of 1 approved)
Finalize Lease Agreement with Township of White River and NNNPLC	Tina and E.T.	ASAP	ongoing
Community Transportation Grant proposal/strategy	Tina and Carolyn		ongoing
Custodial Training Plan	Tina	Upon receipt of the plan developed by Lady Dunn Hospital	ongoing
Share Board Recruitment documents	Lynne	March 10, 2020	ongoing
Look into Lifelabs providing centrifuge & urinalysis vs purchasing.	Arlene	March 30 th , 2020	complete
Have all staff at the clinic mask fit tested for N95 masks.	Carolyn & Arlene	As soon as possible	complete
Look into having a staff member trained	Arlene & Carolyn	Before next board meeting.	Deferred

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to perform the mask fit testing.			
Compose a general add for recruitment and job description of future board members to be posted within our community.	Carolyn	1-2 weeks	Ongoing- deferred due to covid19
Compose an interview criteria for board member recruitment.	Shawn	1-2 weeks	Ongoing (absent unable to comment)
Complete board member nomination form for Darcey Belisle.	Patricia	As soon as possible	Ongoing- deferred due to covid19
Complete board member nomination for Louis Kwissiwa and/or Pat Miller from Pic Mobert First Nation.	Crystal	As soon as possible	Ongoing- deferred due to covid19
Memorial for Sherrie and Louise.	Carolyn, Arlene and Tina		Ongoing
Community Transportation Grant proposal/strategy	Tina and Carolyn		Ongoing

5. Executive/Clinical:

Arlene spoke about the Pic Mobert clinic being closed and the reserve being on lockdown and not allowing anyone in, therefore we have not been going out to our location there but instead our second Nurse Practitioner has been coming to White River and doing phone appointments from this location once a week. There was also conversation about Pic Mobert working with Marathon to address the possibly of drug and alcohol withdrawal due to the lockdown status.

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Due to covid19 at the White River clinic location foot traffic has been greatly reduced by offering medication deliveries to the community of white river. Some patients do require physical visits to the office as well as OTN use, and the bloodwork is continuing but has been reduce to only urgent bloodwork.

There have been two doctors that have expressed interest in the locum position here as Dr DeFoa will be either leaving his locum position or reducing to half time hours.

Staff morale has been good, coping well. To improve staff safety plexi glass has been installed in the front reception area to create a physical barrier between the reception staff and patients entering the clinic.

Lynne questioned about the PPE situation within the clinic, Arlene confirmed that masks and gloves are worn with every patient, gowns only worn if patients are symptomatic. Barrick Gold mine has donated PPE to our clinic as well as people within the community making cloth masks for other community members (we are handing out the masks). Lynne also questioned about staff and if any are working from home, Arlene confirmed we currently have two staff members off one self-isolating due to return from Alberta who is now back to work, the other is off due to her own health concerns (immune compromised).

Executive/ Financial Report:

Carolyn began speaking about the reallocation funds (specifically \$28,811.40), the money being spent on a security alarm system being installed at the clinic as well as keyless entry, data drops in place, phone system reconfigured, a change in email service host, and the reception headsets delivered.

Carolyn also mentioned that there was a surplus in the clinics bank account that the ministry would be taking back from last year- unsure of when they would be doing so. Otherwise financially the clinic is in a good position currently.

6. Corona Virus (COVID19) Screening:

Arlene explained to prevent the spread of covid19 each person entering the NNNPLC is required to wash their hands with the provided hand sanitizer and remain at the entrance door until screened by reception- they are being asked about any symptoms, recent travel, or exposure to someone with a respiratory illness or known/suspected covid19. The reception area now has plexi glass installed to create a physical barrier between the receptionist and the patient in the waiting room, only 1 person is allowed in the clinic waiting area at a time all others must wait outside, a table has also been placed in front of the reception desk to ensure a 6 foot distance is always maintained, and signage is posted at the entrance and throughout the clinic for education regarding covid19.

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Carolyn raised concern about people congregating outside the clinic and not following the social distancing advice of 6 feet apart, Lynne suggested that we explain to the patients right away that they have to move apart and not stand so close due to covid19 spreading. Tina suggested having Brandi make some stickers for the clinic to demonstrate where people need to stand to be a safe distance apart, or use washable paint.

Lynne commented for Arlene and Chantal to stress to seniors while on the phone that they are part of the high-risk group and if they contract this illness they could die, encourage them to stay home as much as possible.

7. Board Meeting Frequency:

Open discussion about the frequency of board meetings was conducted. It was agreed that going forward board meetings will be every 2 months due to covid19, and will be reassessed on an ongoing basis.

8. Open discussion:

During open table discussion Carolyn questioned the Nurse Practitioners about recruitment of new NPs, what is usually offered as you cannot give “incentives”? Lynne explained that you cannot offer any extra wage because it is set out by the ministry but you can offer extra vacation days or extra paid days off (mental health days) as well as offer to pay for their College of Nurses fees, professional liability coverage fees, or any other professional membership fees. Patricia weighed in that increasing vacation time for new positions would help in recruitment, and suggested contacting the universities. Carolyn explained she believes that her biggest hurdle will be that the NP salary here in White River will match an NP salary in a larger city/center as well as suitable housing. Lynne also commented that we cannot change the salary rate of pay but we could change the hours worked, offering a shorter week but same pay may be more attractive. Arlene stated that she had hoped she would get another NP student at the clinic who would then decide to take a permanent position once graduated, housing issue was also brought up.

9. Next Meeting June 2nd, 2020 @ 6:30pm-7:30pm

10. New Business:

Task	Owner(s)	Deadline	Status
Have floor stickers created to be put outside the clinic to	Tina	April 17 th	

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encourage social distancing		
Create and disperse within the university community an offer for NP students to complete their placement in White River	Lynne	ASAP

11. Meeting Adjournment 7:10pm.