

## Regional IV Advisory Group

### Minutes

<b>Date</b>	<b>Wed 18<sup>th</sup> April 2018</b>
<b>Time</b>	<b>0900 - 1030</b>
<b>Venue</b>	<b>Nurse Maude Whanau Room</b>
	<b>Videoconference: 756807</b> Home screen → 'place a call' → enter 756807 → enter → press green 'CALL' button
	<b>Telephone Conference:</b> Phone: <b>083033</b> Pin: <b>126875#</b>

Acting Chair – Rachael Haldane

Minutes – Neil Hellewell

#### Agenda Items

1. Resignation – Maria Hammond (invitation to Fiona Gaile), Kayla Brown
2. Rachael Haldane – Leave of absence for secondment ending Dec 2018
3. Apologies – Peter Boon, Ellen Jones, Janetta Skiba, Jane Barnett, Del Beckman, Robyn Cumings, Sheena McLeod, Kayla Brown, Kerry Davis
4. Present - Lisa Campbell, Rebecca Bell, Neil Hellewell, Joanne Butfield, Cate Fluitsma, Julie Hedley, Ally Hale, Joy McNaulty

5. Minutes of last meeting: 28 Feb 2018



Meeting - Regional  
IV Advisory Group 28f

6. Matters Arising from previous minutes:

- a. HealthLearn

- i. Increased Quiz Question Banks

- Clinical Calculations Rachael, Kerry, Sheena, Ally

- ii. PCA package. Jane Barnett is facilitating the development of this package. Sally Fitzgerald from the CDHB pain team has been approached and happy to work with this. Interested members of the group now also include, Jane, Cate and Rebecca. All resources to be sent to Jane for co-ordination

- iii. IV Medication – Feedback to come

- iv. IV Pumps – feedback to come

- b. Checklist for new organisations (subgroup). These documents have been adjusted and are to be added to the [www.cdhb.health.nz/ivlink](http://www.cdhb.health.nz/ivlink) website. The documents include requirements/standards to meet IVNNZ organisational requirements for the provision of IV therapy. Process flow chart, example and blank template. Note that has been included is around that any support provided from staff/members of the advisory group may involve some type of payment or reimbursement to their organisation for time.

## Regional IV Advisory Group

- c. Train the trainer - follow up external provider process (Rachael H/Julie H)

### 7. New Business:

#### 8. Link days – number of RIVAG educators required

- a. Discussion was held around that it was not necessary to have two staff facilitating the IV link days – unless you have not facilitated a day before. Options for the full day – is half of the day each, or one facilitates and the other person is backup in case of sickness/emergencies. Recertification could be facilitated by one person as it is a half day already.
- b. Introduction session. The session is generally taken by Elizabeth. All are happy for this to continue as the information presented is very current, however it would be helpful to have this confirmed in the timetable as some facilitators are unsure if this is their responsibility or not.

#### 9. TOR

- a. RIVAG Member – definition
- b. Some robust discussion was held around membership of the RIVAG and how that looks. Do we
  - i. Increase numbers
  - ii. Decrease numbers
  - iii. Become an IVNNZ Regional Section – possibly move under the IVNNZ umbrella. Ally offered to raise this question at the next IVNNZ National Meeting in May
  - iv. Suggestion was made that if members of the Regional IV group are being approached with questions and queries around IV therapy – these can be brought to the committee for discussion as they can be quite relevant to many areas at times.
  - v. Suggestion was made that the main group be structured in a way that has representation from each area, and that area rep would then take information from the main group back to the areas and be the liaison person for their wider networks.



*For the breakdown see the picture in Appendix 1*

#### 10. Office Positions RIVAG Group

- a. Chair. Sheena has stepped down due to other commitments. Jane has offered to step in to the role of Chair for the time being (Acting Chair) until a permanent Chair is confirmed. M. Rachael Haldane, S. Jo Butfield

#### 11. Any other business (including concerns/issues/support required)

- a. Discussion was held around the location of the next IVNNZ conference (in the South Island). It was felt that travel is a particular factor and that a major centre would be preferred for a conference location to reduce the need to have multi-flight transfers to get to an event as this increases cost considerably.
- b. CPO and Cannulation Audit documentation. Lisa (Ashburton) identified that the audit documentation runs out soon/has run out and wondered about updated documentation. ACTION Lisa and Robyn to identify if the documentation needs to be updated. Others are asked to check their own areas.

#### 12. Presentation from Committee Member (10 minutes – 5 minutes for questions)

- a. Suggestions for presentations

## Regional IV Advisory Group

2018 meeting dates:

Date	Venue	Time

IV link education 2017			
Initial:		Re-certification	
Thursday 5 <sup>TH</sup> Apr		Wed 16 <sup>th</sup> may	Rachael
Wednesday 22 <sup>nd</sup> Aug	Tina H/	Tuesday Sept 18 <sup>th</sup>	Dinesh
Wednesday 31 <sup>st</sup> Oct		Wed 28 <sup>th</sup> Nov	Lisa

### IV LINK STUDY DAY DOCUMENTS



Initial IV Link



IV Link Recert



IV Link study day dates 2018.docx



IV LINK STUDY DAY FACILITATORS guide & roster 2018.docx



### Appendix 1

