Hanover Community Nursing Advisory Committee

Meeting minutes for Monday, June 19, 2017

In attendance: Bill Boyle, Ann Bradley, Jen Gantrish, Joyce Hinsley, Betsy McClain, Stuart Pompian, and Dave Stewart

Location: Murray Room in Howe Library

Agenda items discussed:

1. Approval of minutes from May 22, 2017 meeting with two corrections.
   a. We agreed to re-name group from “Hanover Elders/Community Nursing Steering Committee” to “Hanover Community Nursing Advisory Committee.”
   b. We agreed to delete part of the discussion regarding Pay Grade under section 3. Approval of change to proposed newspaper ad: b. Compensation.

2. Review of Job Description as developed by Dave Stewart, HR.
   a. Under Job Summary: Change “This position is not intended to substitute for primary nursing care” to “This position is not intended to substitute for medical or skilled nursing care.”
   b. Under Job Summary: At the end of the paragraph add: “All duties performed within the scope of the NH Nurse Practice Act.”
   d. Under Major Duties: Bullet point starting with “Professional knowledge”...add as the last line “Current clinical experience with knowledge of needs of the elderly.”
   e. Under Major Duties: Bullet point starting with “Skill in collaborating” correct typo “are” to “area” health care providers.
   f. Under Major Duties: Delete bullet point “Skill in prioritizing and Planning.”
3. Interview Process:
   b. Job ad will run from mid-July to mid-August.
   c. Job ad listing sites: An ad will run on Sundays in the Valley News starting on Sunday, July 16th. Deadline for submittal to the Valley News is Wed., July 12th. Dave will also communicate the job listing to the appropriate department at DHMC. Betsy suggested running the ad on local list serves.
   d. Start date: A goal was set for mid-September.
   e. Work/office space: We discussed possibly sharing office space with Jen Gantrish, Welfare Coordinator/Elder Advocate in her basement office in the town hall. Another option may be office space at the Black Community Center depending on the outcome of an expansion/new building proposals.

4. Other thoughts, discussion of article, “Parish Nursing: A Systems Approach, Laurie Harding, next steps…
   a. Stuart expressed concerns about “getting the word out” to the community about this new position. We all agreed that the committee needs to do so before the nurse is hired. Betsy offered the town administrative infrastructure to support communications, PR, etc. which mirrors the church administrative structure outlined in the article. She will draft an introductory letter that can be mailed out to a list of contacts that will be compiled by the committee (with the help of Laurie Harding).
   b. Ann will invite Laurie Harding to the next meeting and ask for meeting times that will work for Laurie.
   c. Jen will set-up a doodle poll with possible meeting times.

5. Next meeting: Once members complete the poll, Jen will email the group with a date and time to meet and reserve a room at the Howe Library.