Hanover Community Nursing Advisory Committee

Meeting minutes for Wednesday, June 28, 2017

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

Location: Murray Room in Howe Library

Agenda items discussed:

1. Welcome and introduction of Laurie Harding, Co-Director, Upper Valley Community Nursing Project. (UVCNP)
   a. Laurie presented an overview of the history of the UVNCP and the role of a community nurse.

2. Review and approval of the minutes of June 28, 2017.

3. Review of changes to the Community Nurse Job Description as recommended at the June 19th meeting:
   a. Under the section entitled, Major Duties, change the first heading from “Personal Health Counselor” to “Care Coordinator”.
   b. Under the section entitled, Knowledge Required by the Position, add the bulletin point, “Experience with home care nursing.”
   c. Under the section entitled, Supervisory Controls, in the third sentence change “Incumbent” to “He/She” is expected to work collaboratively....
   d. Also under Supervisory Controls, add the last sentence as follows: “Adheres to the expectation of attendance at UVCNP monthly meetings and use of the electronic medical record protocols established by the UVCNP.”
   e. Under the section entitled, Physical Demands/Work Environment, add the following two bullet points: “Position requires the ability to climb stairs” and “Position requires the ability to lift up to 25 pounds.”

4. Discussion with Laurie...We discussed the following topics to hear Laurie’s thoughts and feedback.
a. The possibility of another community nurse coming to speak to our Advisory Committee about her role and experiences.
b. Laurie stressed the importance of establishing clear guidelines since Community Nursing can be a gray area.
c. Laurie shared that the Nurse Practice Act allows nurses to work independently.
d. There are no fees for services, but donations are fine.
e. As part of initial training, the community nurse could do a day or two of joint visits with other area community nurses.
f. Laurie agreed that a community nurse should carry personal liability insurance in addition to the Town of Hanover’s liability insurance.
g. Any applicant considered for hire will undergo a criminal background check. It was decided that drug testing would only be done on a case by case basis, such as if an applicant has a criminal conviction.

5. Advertising the position/Timeline:
   a. Dave will run a job ad in the Valley News on two consecutive Sundays starting on July 16, 2017. He will have a draft ready by July 7th.
   b. Laurie will distribute the job ad within her organization’s email list.
   c. The job ad will be posted on the Town of Hanover’s website, at the library, and in the town hall.
   d. The suggestion was made to post the job ad on the Upper Valley/Hanover list serves.
   e. The goal will be a mid-September start date.
   f. The committee will assess the pool of applicants at the next meeting.

6. Next Meeting: Monday, August 7th, at 3PM. Jen will reserve the space.