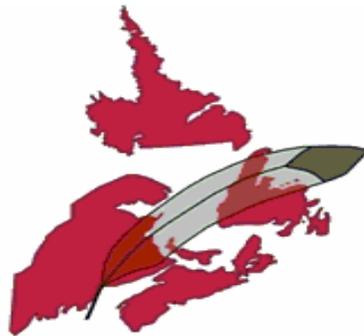


2012-2013



**ATLANTIC POLICY CONGRESS OF FIRST
NATIONS CHIEFS SECRETARIAT**

**NURSING POLICIES
MAINTENANCE ANNUAL
REPORT 2012-2013**

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Please note that a hard copy of this report will be forwarded to FNIHB attn.: Sandra Musgrave which will include a USB with the final policies on it.



Atlantic Policy Congress of First Nations Chiefs Secretariat (APC)
**Proposal for the Continued Funding of the First Nation
Nursing Policies Maintenance Project, Newfoundland
and Labrador 2012-13**

Submitted to: Health Canada (Atlantic Regional Office)

Submitted by: Atlantic Policy Congress of First Nations
Chiefs Secretariat

Date: February 2012

Contact Person: Amanda Peters

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1. ORGANIZATIONAL OVERVIEW

The Atlantic Policy Congress of First Nations Chiefs Secretariat (APC) is a policy research organization that analyzes and develops culturally relevant alternatives to federal policies that impact on the Mi'kmaq, Maliseet, Passamaquoddy and Innu communities and people. In the health section of APC we work with First Nations and Inuit Health (Atlantic region), Atlantic First Nations communities and organizations to both ensure culturally appropriate health care services and to close the gap in health status between First Nations communities and Canadians.

APC Secretariat works closely with the Mi'kmaq, Maliseet, Passamaquoddy and Innu First Nations communities. APC Secretariat also works in partnership with several federal stakeholders, such as Health Canada, First Nation Inuit Health (FNIH) and Indian and Northern Affairs Canada, Health Canada (INAC).

APC Secretariat also works closely with the various regional First Nations organizations such as The Confederacy of Mainland Mi'kmaq (CMM), Union of Nova Scotia Indians (UNSI), Union of New Brunswick Indians (UNBI), MAWIW and The Mi'kmaq Confederacy of Prince Edward Island (MCPEI).

2. PURPOSE OF THE FIRST NATIONS NURSING POLICIES MAINTENANCE

SEE CONSULTANT PROPOSAL ATTACHED.

3. BUDGET

Activity	Cost	Description	Total
Review and Update First Nations Nursing Policies for Newfoundland and Labrador	19,200.00	Work outlines in the Statement of Work. See consultant proposal	19,200.00
Administration Fee	@10%		1920.00
TOTAL			\$21,120.00

Further Information Contact:

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FIRST NATIONS NURSING POLICY MAINTENANCE PROJECT

(Conne River Newfoundland & Goosebay Labrador)

Introduction and Background:

The overall goal of the First Nations and Inuit Nursing Policy Project (2005 – 2009) was to develop an integrated package of policies, guidelines and other tools support and guide the professional practice of First Nations Band Employed Nurses in providing appropriate health care for First Nations and Inuit Communities. In addition to the RNs, Health Directors or, in their absence, Band Managers would also have policies and guidelines to enhance their knowledge of nursing practice to better support the work of the RNs.¹ The Project also provided relevant opportunities for the RNs and Health Directors to build capacity to develop their own policy.

In an evaluation conducted by Dr. Dale Poel in 2006, both the Nova Scotia and New Brunswick Advisory Groups affirmed “that this end product provides band-employed RNs with an important professional framework for their nursing practice that they did not have before.”²

Throughout the length of the Project, whether in Nova Scotia, New Brunswick, Prince Edward Island, or Newfoundland and Labrador, there was a growing understanding of the work and the workload of the First Nations Band Employed Registered Nurses (FNBERN/CHN). The RNs were appreciative of the opportunity to input into and assist with the design and development of policies and guidelines to support their nursing practice needs. However, each group with whom the Project Coordinator interacted, individually verbalized their concern regarding how/whether they would be able to continue to update and develop the policies as they require. Many of the RNs had never written policy before the workshops.

With respect to the usefulness of the policies and guidelines in relation to the

“Three “Rs” – recruitment, retention and renewal, “nurses were said to be looking for the professional structure offered by these policies and guidelines. The policies and guidelines are especially important in providing a clear professional framework for Band-employed nurses working in independent practice.”³ The availability of current, relevant and appropriate policy and guidelines is an essential underpinning to attracting and retaining Registered Nurses in any environment.

¹ Poel, D. (2006). Evaluation report: Atlantic region collaboration on nursing policy project. Halifax, Nova Scotia: Author, 4.

² Poel, D. (2006). Evaluation report: Atlantic region collaboration on nursing policy project. Halifax, Nova Scotia: Author, 12.

³ Poel, D. (2006). Evaluation report: Atlantic region collaboration on nursing policy project. Halifax, Nova Scotia: Author, 15.

In 2008 Dr. Poel was again asked to undertake an evaluation process for NS, NB, and PEI, at the conclusion of Part III: Prince Edward Island and Conne River Newfoundland. Through a Project-specific survey the following notes were identified by the participants:

- Lack of process for on-going updates, revision or community ownership;
- Lack of formal adoption (by Health Centre Directors, Chiefs and/or Councils); ⁴
- Staff turnover & orientation of new staff: unfamiliarity with the existence of a Nursing Policy/Guidelines' manual or CD;
- Staff turnover and the loss of corporate memory ⁵

Proposal:

To provide an expert support role to all FN Band Employed Registered Nurses, Health Directors, Health Technicians, and Home & Community Care Nurses to:

1. Review and update all existing policies and guidelines on a pre-determined basis (minimum every three years). The review would include:
 - reviewing all policies/guidelines in Conne River (2007) and Goose Bay (2009)
 - sourcing and identification of **new** references for N/L
 - reviewing updated policies/guidelines in consultation with FNBERNs, Health Directors and other relevant stakeholders as required
 - ensuring congruence with current provincial and College/Association legislation and regulations
2. Develop new professional RN policies/guidelines as identified and requested by FNBERNs and Health Directors.
3. Develop and/or update new policies/guidelines to maintain relevancy with the most current and best practice initiatives, bylaws, government regulations and statutes, professional colleges/associations' decisions (standards of practice, competencies, consent, immunization, skin and wound care, substance use and misuse by professionals, nurse practitioners, etc.), FNIHB requirements, etc., including appropriate references.
4. Provide ongoing availability for FNBERNs, Health Directors, Home and Community Care Nurses, and other interested parties to be able to contact the Consultant to request assistance in the development of a new policy or guideline.

⁴ Poel, D. (2008). The First Nations nursing policy guideline manual: A review of its use, adoption and impact. Power Point Presentation, Halifax, NS: Author, slide # 8.

⁵ Poel, D. (2008). The First Nations nursing policy guideline manual: A review of its use, adoption and impact. Power Point Presentation, Halifax, NS: Author, slide # 13.

5. Build individual capacity by assisting FNBERNs and Health Directors to learn how to identify, research, and develop policies and guidelines themselves.
6. Document and track all contacts, inquiries, and activities, and provide status reports as per terms of the contract.

Deliverables:

1. Merging of the Conne River and Goose Bay policies and guidelines to reflect joint Newfoundland and Labrador documentation.
2. Ongoing current repository of policies and guidelines reflecting best nursing practice and up-to-date practice regulations, policy, and legislation.
3. Availability of expert resource in policy preparation to FNBERNs, Health Directors, and other stakeholders.
4. Availability of expert resource to assist FN health professionals to build their capacity to identify and create new Policies and Guidelines independently.
5. Regular Status Reports of activities.
6. Listing of policies and guidelines reviewed and updated.
7. Provision of CDs of revamped/new policies and guidelines to the employer as completed.
8. Updated glossaries and reference list for each Province.

Work activities would primarily be through internet and telephone contact. Costs associated with: 1) requests to visit particular Health Centres; 2) copying, printing; or 3) preparation and delivery of educational sessions, would be through pre-authorized agreement with the employer.

Budget: [Daily rate @ \$300.00 per 7.0 hour day]

Monthly Work Outline

April 01, 2012- March 31, 2013

	Work Activity	Time	Cost
1	<i>Review all policies/guidelines from Conne River and Goose Bay</i> <ul style="list-style-type: none"> • compare and contrast existing documents for both health care centres • merge like documents 	1.5 day	\$450.00
2	<i>Update policies and guidelines:</i> <ul style="list-style-type: none"> • contact relevant FNBERNS and Health Directors, and other stakeholders s required • source and identify new references • review updated documents in consultation with FNBERNs and Health Directors and other relevant stakeholders as required 	2.5 days	\$750.00
3	<i>Identify and develop new policies/guidelines to maintain currency with the most current and best practice initiatives, bylaws, government regulations and statutes, professional colleges/ associations' activities with appropriate references.</i>	1.0 day	\$300.00
4	<i>Document and track all contacts, inquiries, and activities, and provide monthly status (activity) report.</i>	.4 day	\$100.00
	SUBTOTAL	5.4 days per month	\$1,600
	COST [*Plus HST 15% if applicable]		\$19,200*

Conclusion:

While laudable, the increasing demands upon the First Nations Band Employed Registered Nurses make it very difficult for the RNs (or their Health Directors) to undertake the necessary review, research, update or development of policy to be supportive of the RNs' burgeoning nursing practice.

The Consultant has a current and thorough understanding of the needs of the FNBERNs in the four provinces and has significant contacts and resources now established throughout the Atlantic Provinces, nationally, and internationally. This expertise would benefit the nursing practice of the First Nations Band Employed Registered Nurses thereby assisting in the maintenance of their competencies, and in providing support to the Health Directors in enhancing the management of their nursing staff.

I look forward to an opportunity to discuss how I may be of assistance to First Nations, Atlantic Policy Congress, and First Nation & Inuit Health, Atlantic Branch.

Respectfully submitted,

Deborah

Deborah Vandewater, RN, MN

Health Care Consultant

Project Status Report

APC CONTRACT #: 2012-015

Project #5400

Newfoundland Labrador Nursing Policy Revisions

Contract: The Atlantic Policy Congress of First Nations

Chiefs Secretariat

Name: Deborah Vandewater, Contractor

For the Period: April 01 - October 01, 2012

Submitted to: Amanda Peters (amanda.peters@apcfn.ca)

Krista Brookes (Krista.Brookes@apcfn.ca)

Leila Gillis (Leila.Gillis@hc-sc.gc.ca)

A. Accomplishments

- Contacted Lynn Power (Senior nursing practice consultant) of the Association of Registered Nurses of Newfoundland and Labrador regarding updated documents since 2009
- Commenced internet search for current references for Categories 1 & 2
- Completed the review and revisions of policies/guidelines:
 - Category 1: Professional Responsibility and Accountability
 - Category 2: Professional Practice
- Regarding the still outstanding policies for New Brunswick on Communicable Diseases and the medical directive for immunizations, have been in quarterly contact with Lisa Stafford. As of September 28, 2012 the required documents have yet to be posted online.
- Contacted nursing expert in Wound and Skin Care in Western Region NL

B. Plans for October 01, 2012 – December 31, 2012

- Complete revisions to:
 - Category 3: Health Protection
 - Category 4: Health Promotion

C. Issues, Obstacles to progress, plans for resolution

Project Status Report

APC CONTRACT #: 2012-015

Project #5400

Newfoundland Labrador Nursing Policy Revisions

Contract: The Atlantic Policy Congress of First Nations
Chiefs Secretariat
Name: Deborah Vandewater, Contractor
For the Period: October 01, 2012 - January 01, 2013
Submitted to: Amanda Peters (Amanda.peters@apcfn.ca)
Krista Brookes (Krista.Brookes@apcfn.ca)
Sandra Musgrave (Sandra.musgrave@hc-sc.gc.ca)

D. Accomplishments

- In contact with Association of Registered Nurses of Newfoundland and Labrador regarding professional and regulatory issues and information, as required
- Completed the review and revisions of policies/guidelines:
 - Category 3: Health Protection
 - Category 4: Health Promotion
 - Category 5: Administration
- Finally able to resolve outstanding policies for New Brunswick (contract was concluded March 31, 2012) on Communicable Diseases and the medical directive for immunizations, thanks to the assistance of Lisa Stafford. Impacted policies forwarded to APC and FNIH in October.
- Consulted with nursing expert in Wound and Skin Care in Western Region NL

E. Plans for January 01 - March 31, 2013

- Complete revisions to:
 - Category 6: Human Resources
 - Complete:
 - Table of Contents
 - Category listing of all policies
 - Appendices
- Submit all documents for completion of contract

Final Nursing Policies, Revised for Newfoundland and Labrador were submitted and approved by Amanda Peters and Sandra Musgrave in March/April 2013. Please see the USB key. A USB with the policies was sent to Conne River First Nation in April.