Primary Health Care Nurses Forum Procedure

The primary health care nurse forums have been facilitated, planed and organised by Gytha Lancaster nurse advisor at New Zealand Institute of Rural health. Whilst this has worked well there is a need to ensure the forums are not reliant on one person but are shared by the primary health nurses as a group. With this in mind it has been decided to share this responsibility with the various nursing disciplines each taking a turn to plan, organise and facilitate a forum utilising a rotating roster. The following is a brief procedure on how to plan, organise and facilitate the forum, for use by the nurses involved.

Suggested procedure:

- Put together a roster for who is responsible for the forum and when/dates
- When it's your turn on the roster to organise the forum (suggest start planning as soon as the previous forum has finished)
- Designate roles within your group e.g. Facilitator, minute taker, someone to look after equipment etc.
- Decide on presentation/subject/speaker
- Book venue
- Book equipment (if outside presenter ask them to email the presentation to you so it can be saved onto a DHB secure memory stick, if being held at a DHB venue on their equipment)
- Put together agenda using template provided
- Distribute agenda to mailing list at least 1 month prior to the forum
- I week before forum confirm, speaker, venue and equipment, once confirmed send reminder email re forum to mailing list Include agenda as an attachment).
- 1 week before the forum print out attendance list, certificates and any other hand outs.(Adapt templates provided for attendance list, certificates, minutes and agendas)

Forum: (make brief notes/minutes during the forum)
- Arrive ½ hr. before to set up/check equipment
- Load presentation onto the computer
- Karakia: ask if anyone would like to say a karakia
- Introductions round robin if there are new people attending
- Introduce speaker/presenter (keep an eye on the time and let the speaker know if they are running over)
- Thank speaker
- Go to next item on the agenda
- Make sure the next group responsible for the forum know it's their turn and the date the forum is due (hand over the memory stick)
- Invite someone to close the meeting with a karakia
- Clear away equipment, collect attendance list

After the forum:
- Write up minutes using the template provided (include date of next forum and which discipline is responsible)
- Forward draft minutes to group for comment/amendments required
- Add your details to the bottom of the roster with the next date the forum will be due (i.e. last Wednesday of the month in 3 months' time)