THE UNIVERSITY OF MELBOURNE ARCHIVES

NAME OF COLLECTION	Nursing Projects Officer Group Inc. (NPOG)
ACCESSION NO	1994.0157
CATEGORY	Professional Associations
ACTIVITY	Lobbyists Professional organisations
DATE RANGE	1982-1993
SIZE OF COLLECTION	84 cm. (6 archives boxes)
HISTORICAL NOTE	The Nursing Projects Officer Group commenced with a meeting of project officers in August 1982 to discuss the various projects on which nurses were working. It continued to promote nursing research, to achieve a standard position description for project officers across the hospital system, to discuss and promote 'nursing process' and other problem solving approaches to nursing care, involving active assessment of patient needs and dependency , problem identification, planning, implementation and assessment. Other Project Officers were instrumental in developing the Patient Assessment Information System as a means of measuring nursing workload. The Group disbanded in 1993.
DATE OF TRANSFER	9th December, 1994
ACCESS CONDITIONS	Access: Open This collection may not be available for immediate retrieval. Please discuss with Archive staff.
LISTED BY	Suzanne Fairbanks
DATE	14th December, 1995

UNIVERSITY OF MELBOURNE ARCHIVES

NURSING PROJECTS OFFICER GROUP INC. COLLECTION

ACCESSION NO. 94 157

HISTORICAL NOTE:

In the early 1980s Nursing Projects Officers were introduced into Victorian hospitals to play a role in managing administrative and technological change. The inaugural meeting of the Nursing Projects Officer Group was held on 11 August 1982 to discuss the work Project Officers attending had in common. By the second meeting in September 1982, the functions of the group were declared to be: to act as a resource centre; assist in the preparation of material for journals and articles; function as a support group for members; assist in the management of change; act as a resource group for planning and implementing change to do with nursing process, audit and quality assurance; act as a means of clinical research in hospitals; to draw up guidelines for a job description and work towards a more descriptive position title; to work towards improving the standing of the Project Officer in the eyes of the direct care personnel; to work towards a separate position for Project Officers in the staff establishment. The first 'Terms of Reference' of the group were drawn up in October 1983. Over the next few years, the NPOG conducted research and hosted seminars aimed at gathering and disseminating information about technological change, nurse workforce participation, computerisation, devolution of financial management to ward personnel and other matters. From the outset, the introduction of 'nursing process' (a problem solving approach to nursing care involving assessment, problem identification, planning, implementation and evaluation) into hospitals was a major issue, allied to discussion of various other methods of problem oriented nursing care.

Because of the multi-tasked nature of their work, Nursing Project Officers in the NPOG also became involved in other nursing groups set up to deal with specific tasks and projects within problem oriented nursing care. The Nursing Audit Resource Group, set up to share and collate information about measuring and improving nursing care as part of Quality Assurance Programs, was one such group. Others were the Computer-Projects-Research Group (CPR), and the Patient Assessment Information System (PAIS) Users Group. The PAIS Users Group amalgamated with the NPOG just before both groups closed in 1993. The records of these nursing groups were accessioned to Archives with those of the NPOG.

DATE OF TRANSFER: 9 December 1994

TRANSFEROR: Joan Edgecumbe and Helen Johnson

ACCESS: Open

SIZE: 72cms

DATE RANGE: 1982-1994

RELATED COLLECTIONS: All nursing collections at UMA

REFERENCES: See history of the NPOG Inc. by Helen Johnson, forthcoming in 1996.

LISTED BY: Suzanne Fairbanks, 14 December 1995

CONTENTS

NURSING PROJECTS OFFICER GROUP INC. (NPOG)

1   NPOG Minutes

1   1/1   Minutes, from inaugural meeting, 11 August 1982 - 2 June 1983. [Minutes typed and pasted into one volume; hereafter minutes in loose leaved form.]

1   1/2   Minutes, 8 September 1982 - 1 December 1982

1   1/3   February - November 1983

1   1/4   February - December 1984

1   1/5   February - September 1985

1   1/6   February - November 1986 [Includes meeting papers and submission on Project Officers' Career Structure, October 1986.]

1   1/7   February - December 1987

1   1/8   February - November 1988

1   1/9   February - November 1989

1   1/10   February - November 1990

1   1/11   February - November 1991 [File from Moira Laverty, Secretary 1991. Includes correspondence and other papers for meetings. Correspondence re Incorporation now removed to file 3/3 below; and with Mildura Base Hospital now to 7/8 below.]

1   1/12   February - October 1992 [Includes membership lists.]

1   1/13   April 1993 - Extraordinary Meeting 7 July 1993. Includes questionnaire returns re disbanding of Group, July/August 1993.

2   NPOG Attendance list

2   2/1   NPOG attendance list, September 1987 - February 1992

Box No.	Archive No.	Description

3   **NPOG Correspondence**

2   3/1   Correspondence, 1984 - March 1991 [Includes correspondence with new and retiring members as well as on general issues; includes membership lists, c.1987-1990.]

2   3/2   Correspondence, April 1991 - 11 June 1993

2   3/3   Correspondence re Incorporation of NPOG, 24 February 1989 - July 1991. Includes Certificate of Incorporation and revised Constitutions.

4   **NPOG Terms of Reference**

2   4/1   Terms of Reference, as renewed 1986 (original 1982); Revised September 1987; November 1988; August 1990; superseded by Constitution of 1991 [see item 3/3 above.]

5   **NPOG Annual Reports**

2   5/1   NPOG Inc. First Annual Report 1990-1991. [See later Reports with Minutes.]

6   **NPOG Membership**

2   6/1   Membership renewal forms April 1990; NPOG Resource Register August 1991; undated lists. [See also membership lists in other files as indicated.]

7   **NPOG Major Projects**

[This is an artificial series compiled from working files for major projects - submissions, conferences, study days - undertaken by the NPOG. They are arranged roughly chronologically and can be usefully read in conjunction with the minutes for the corresponding period.]

2   7/1   **Project Officers Conference Planning.** NPOG Sub-committee meeting minutes and correspondence for the *Costing Nursing Care* Study Day, 11 June 1986.

Box No.	Archive No.	Description
2	7/2	**Submission Working Party.** Includes working papers towards a submission titled *A Proposal for Classification of the Nursing Project Officer Position within the Registered Nurses' Award 1987.* Includes the first submission, questionnaire re Project Officers' positions in hospitals and position descriptions from Project Officers from Victorian Hospitals. 1986-1987.
2	7/3	NPOG position descriptions of Project Officers from Victorian hospitals, c.1983-1985. [For **Submission Working Party.**]
2-3	7/4	**Questionnaire returns**, c.October 1987. File 1: Hospitals with Project Officers; File 2: Hospitals without Project Officers. [For **Submission Working Party.**]
3	7/5	**Submission** to Minister for Health, Victoria, from Victorian Nursing Projects Officer Group on the topic of **General Nurse Workforce Planning**, September 1987 [four copies, two early drafts amended]; *General Nurse Workforce Planning: Discussion Paper*, Health Department Victoria, May 1987 [two copies.]
3	7/6	*NPOG Rural Health Towards the Year 2000* Conference, Mildura, 1992. Organiser's correspondence; abstracts of papers; press reports and conference schedule.
3	7/7	*NPOG Rural Health Towards the Year 2000* Conference, Mildura, 1992. Organiser's working file; includes correspondence with speakers, exhibitors, registrations, and many other organisational details.
3	7/8	*NPOG Rural Health Towards the Year 2000* Conference, Mildura, 1992. General correspondence, but especially with Mildura Base Hospital and Mildura organisers. 1991-1992.
3	7/9	*NPOG Rural Health Towards the Year 2000* Conference, Mildura, 1992. Proceedings. [Two copies]
4	7/10	*NPOG Rural Health Towards the Year 2000* Conference, Mildura, 1992. Master and other copies of conference papers.
	8	**NPOG Seal and Miscellaneous Documents**
4	8/1	Common seal of the NPOG Inc.

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4   8/2   Miscellaneous documents including: RANF Interhealth 1988 - details of nursing celebrations in Nursing Month 1988; *Committee of Enquiry into Nursing in Victoria, Ministerial Review Confidential Nursing Survey*, by Brian Taaffe, 1984; NPOG leaflets and flyers.

COMPUTERS-PROJECTS-RESEARCH GROUP (CPR)

[The CPR Group consisted of members of three nursing groups - NPOG, Nursing Computer Group, Nursing Research Group - and organised a biennial seminar on their behalf starting in 1988.]

9   **CPR Group Seminars**

4   9/1   *The Change, The Charge, The Career*, CPR Seminar 30 September 1988.

4   9/2   *Integrating Nursing Roles: Practicalities.* CPR Seminar 31 October 1990. Working papers of Joan Edgecumbe representing Nursing Computer Group. Includes: Minutes of meetings, 8 May - 3 October 1990; correspondence with speakers; program with script of skit; Joan Edgecumbe's organising papers, overhead slides and introductory speech notes; conference folder from sponsor National Mutual; evaluation of event by Rita Axford.

PATIENT ASSESSMENT INFORMATION SYSTEM (PAIS) USERS GROUP

[The PAIS Users Group formed in 1987 after senior nurses from hospitals using PAIS met to discuss its shortfalls with its creator, Evelyn Hovenga. It was realised that greater consistency in the use of PAIS between hospitals and validation of its time values was necessary, as well as education of staff using it. Over the next few years the activities of the PAIS Users group included discussion and sharing of information about patient dependency systems, surveys of criteria used in PAIS in different Victorian hospitals in order to promote standardisation, and a proposed research project to revalidate the system given the number of adjustments which needed to be made. The PAIS Users Group amalgamated with the NPOG just before both groups closed in 1993.

The following records of the PAIS Users Group were in the main compiled by the first Secretary, Patricia Kun.]

10   PAIS Minutes

5   10/1   Minutes, 22 September 1987 - Agenda 3 February 1993 [Incomplete series]

11   PAIS Attendance sheets

5   11/1   Attendance sheets, December 1990 - October 1992

12   PAIS Terms of Reference

5   12/1   PAIS Users Group Terms of Reference 1992

13   PAIS Correspondence

5   13/1   PAIS Users Group **Correspondence**, 6 July 1988 - 12 October 1992

5   13/2   PAIS Users Group **Correspondence**, April 1985 - 27 November 1992.

5   13/3   PAIS Users Group Correspondence of Pat Kun on behalf of **PAIS Research Working Party**, February - March 1990.

5   13/4   **Letter to Minister:** PAIS Users Group to the Hon Brian Howe, Minister For Health, Parliament House, Canberra, February 1991

5   13/5   Correspondence and questionnaire results re **amalgamation of PAIS Users Group with NPOG**, March 1993

5   13/6   Invoices 1992.

5   13/7   Orders for PAIS Reports, c.1990.

	14	**PAIS Membership**
5	14/1	Membership information and application forms, n.d.
5	14/2	Membership lists, January and September 1992.
	15	**PAIS Users Group Standardisation Project**

[In 1988 the PAIS Users Group undertook a survey of Victorian hospitals to determine the method used to complete PAIS worksheets. Their aim was to help standardise PAIS across all users. They collected data by means of a questionnaire and also by requesting copies of criteria and forms issued to staff in each hospital.]

5	15/1	**PAIS Users Group draft standardised criteria for patient classification and general technical activities**, February 1990. [This draft possibly represents the results of the PAIS Group project to standardise criteria for the classification of patients within the PAIS system. The files immediately below document the steps taken in this project.]
5	15/2	**PAIS Questionnaires, 1988.** Working documents including some questionnaires; PAIS criteria from hospitals; some analysis of survey results; data from a 1985 survey of the impact of 9.5 hour shifts on a Family Medical Ward at Royal Southern Memorial Hospital; and Health Department Victoria publication <u>Patient Assessment Information System (P.A.I.S.): a patient classification model based on patient/nurse dependency and a nursing management information system developed by Ms. Evelyn Hovenga, developed 1981/82, implemented 1983</u>, paper first published October 1983, revised November 1985.
5	15/3	**PAIS Criteria.** Working documents from hospitals re criteria used in patient assessment and technical activities, 1988-1989. Collected as part of standardisation project.
5	15/4	**PAIS Forms.** Forms from Victorian Hospitals, collected as part of standardisation project. c. 1988-1989.

Box   Archive Description
No.   No.

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16   Research and implementation of PAIS

6   16/1   *The validation of a nursing dependency system, PAIS at St Vincent's Hospital, Sydney*, by Marjorie Cuthbert, Marianne Goodwin, Alisa Hawkins, n.d. [post-1985.]

6   16/2   *Measuring nursing and personal care hours received by residents in nine Victorian nursing homes*, Evelyn J.S. Hovenga, c.1988.

6   16/3   *From the Nursing Dependency System to a Patient Care Management System: an overview*, Fujitsu Australia Ltd., 20 December 1989.

6   16/4   *Costing Nursing Services*, A project conducted by the Hospital and Health Services Research Unit. Chief investigators, Margaret Abernethy, Anne Magnus, Johannes Stoelwinder. PAIS User Group, 1 April 1992.

6   16/5   **A series of papers and publications outlining the method and philosophy of PAIS.** Includes papers marked 1-13 as follows:

1. Marjorie Cuthbert, *Measurement of Nursing Intensity*, Paper delivered at The Management and Financing of Hospital Services, February 1988, University of NSW.

2. Evelyn Hovenga, *Notes on PAIS Discussion Session*, 9 April 1986, Austin Hospital.

3. Evelyn Hovenga, Health Department Victoria (HDV), *Patient Dependency - An Explanation and a Literature Review*, n.d.

4. Evelyn Hovenga, (HDV), *Patient Dependency and Nurse Staffing for Victorian Hospitals: A Patient Classification Model (PAIS) and Nursing Management Information System*, c.1984.

5. Evelyn Hovenga, (HDV), *Patient Dependency and Nurse Staffing for Victorian Hospitals*, October 1983.

6. Evelyn Hovenga, (HDV), *A Proposed Patient/Nurse Dependency System which Quantifies Nursing Workload*, n.d.

7. Ditto.

8. Evelyn Hovenga, (HDV), *Proposed Comparative Research study of three patient dependency systems, to be conducted at the Royal Melbourne and St. Vincent's Hospitals from 15th to 20th August, 1983.*

9. Evelyn Hovenga, (HDV), *A proposed patient/nurse dependency system for acute hospital settings,* n.d. but c.1981.

10. Health Department Victoria, *Patient Assessment Information System (PAIS),* Developed 1981/82, Implemented 1983. A patient classification model based on patient/nurse dependency and a nursing management information system developed by Ms Evelyn Hovenga, 1983.

11. Evelyn Hovenga, *Work sampling as applied to develop the PAIS model,* n.d., but c.1988?

12. Health Department Victoria, Evelyn Hovenga, *Patient/nurse dependency classification - why use it and what is it?,* March 1986.

6   13. Evelyn Hovenga, *Activity sampling - nursing,* notes on activity sampling, nd.

NURSING AUDIT RESOURCE GROUP (NARG)

[The NARG was initiated in October 1982 by Joan Mortimer, Projects Officer at the Alfred Hospital. Audits to evaluate the quality of nursing care and to improve it in accordance with Quality Assurance Programs, were beginning to be introduced into Victorian hospitals in the late 1970s and early 1980s. The NARG consisted of nurses involved in these audits and aimed to: liaise with the RANF (Vic. Branch) State Quality Assurance Committee, if possible becoming its sub-committee; correlate information from hospitals of varying sizes; act to distribute information to those seeking help; investigate those methods of measuring the quality of nursing care that are tested and proven to be valid and reliable; conduct working sessions to discuss problems in forms of nursing audit and find solutions. In November 1982 the NARG sent out a questionnaire to several hospitals asking about their auditing processes. By May 1983 it had become apparent to Joan Mortimer and others that the NARG was not viable, and data already collected should be handed to the Quality Assurance Committee who would remain as the ongoing group.]

17   NARG Joan Mortimer' Working Documents

6   17/1   Nursing Audit Resource Group, 27 October 1982 - 2 May 1983. File includes minutes of meetings, correspondence, questionnaires re nursing audit procedures and answers from hospitals, articles on audit methods.

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