

NORTHLAND HEALTH CONSUMER COUNCIL

MINUTES

Meeting, Thursday 25 August 2016 at 5.00pm to 7.00pm, Waipoua Meeting Room, Tohorā House

Chair: Kevin Salmon

Present:			
	Marilyn Edwards	x	Tania Moriarty (arrived 5.10pm) left 6.20pm
	Kevin Salmon (Chair)	✓	Kathryn Sadgrove left 6.45pm
	Debbie Walker	✓	Brian Vickers
	Kathy Diamond left 6.20pm	✓	Chelsea Edmonds
	May Seager	✓	
In Attendance:			
	Dr Michael Roberts Chief Medical Officer	x	Margareth Broodkoorn Director of Nursing and Midwifery (arrived 5.05pm)
	Dr Alan Davis Clinical Director arrived 5.15pm	✓	Corrina Davis (Minutes)
Visitors: Neil Croucher and Sunitha Gowda, Dr Ellen Clark unable to attend			
Apologies: Marilyn Edwards and Mike Roberts			
Meeting Opened: Meeting opened by Kathy at 5.00pm			
1.	Minutes and matters arising	WHO	WHEN
1.1	Minutes of the last meeting held 28 July 2016 deemed a true and correct record.		
1.2	Actions		
	<p>Site master plan – Design principles, members asked to highlight what 3 were the most important to them and return to Kevin:</p> <p>Design Principles</p> <p>Accessibility – can get in there with a wheelchair, convenient for carparking</p> <p>Where the building is situated –</p> <p>Healing environment – what it looks like for consumers</p> <p>Needs to be a place that is welcoming - not threatening</p> <p>Feel supported - that feeling needs to be visual and felt</p> <p>Co-design - a very important part of it, and every step needs to be with consumers, working with architects</p> <p>Being able to find somewhere - off site close but not there, i.e. do labs need to be here, library, have we got enough wards</p> <p>Affordable and close Whānau accommodation - like Ronald McDonald house, what's in place, provision for family stays</p>	All members	Done
	Follow up with 4-5 organisation invited to nominate potential NHCC members	All members	Done
	Sign Terms and Conditions of Appointment and return to Corrina	All members	Done
2.	Presenter – Sunitha Gowda and Neil Croucher presenting on Fluoridation		
2.1	<p>A recent government announcement proposed changes to legislation that District Health Boards make decisions on whether to undertake water supply fluoridation. The Legislation could take until 2018 to come into effect.</p> <p>Fluoride occurs in our water naturally. There is a misperception that the Whangarei water supply is already fluoridated. Most major legal barriers have been tested through the courts and thrown out.</p>		

	<p>We are advocating nationally that the costs of fluoridation are not passed down to the rate payers.</p> <p>Attached:</p> <ul style="list-style-type: none"> • NDHB fluoride position statement • Power point presentation 		
3.	Patient and Whānau Centred Care – Update on Changes - Alan		
3.1	<p>In 2013 there was a Quality Safety Review and a section of the recommendations was around patient and whānau centred care and how we deliver services. One recommendation was that we set up a consumer council. A steering group was set up for PWCC moving towards a more patient and whānau centred care. How do we make sure NHCC is as successful as possible, the governance of the council, review of Terms of Reference, we need to take this opportunity to have this conversation around the table. NHCC will be moved to business as usual and it is timely to re-evaluate the council.</p> <p>Kevin said the honeymoon feeling has been discussed over the last couple of meetings. All Chairs of the consumer councils are getting together 29 September. Graham Norton, Hawkes Bay has organised the agenda (agenda attached). Unofficially Hawkes Bay has been around the longest and has made all the mistakes that we will try to avoid. The master site plan is really something where we can make our biggest mark. We need to make good recommendations and have some strong ideas.</p> <p>Debbie did not feel the same about NHCC effectiveness. Debbie is involved in a lot of other NDHB project groups throughout the month and feels that is where the value is. The consumer council model could be a mix of volunteer and non-volunteer. Renee from Waitemata is the strength of the council and we don't have that, she is dedicated employee to their consumer council. In order to grow, the whole model needs to be reviewed. Waitemata have been going a bit longer then we have been.</p> <p>Kevin said most of the work we do is on the co-design and project boards, our monthly meetings is where we have presenters to give us the knowledge so we can go out and have the conversations. Looking at the master groups, most decisions/input has come from individuals of this group, not this group as a whole.</p> <p>Margareth said there are other models we could look at and perhaps we could do a bit of a survey about how we are functioning.</p> <p>Alan said the council needs to be the voice from within, the council should be part of NDHB not something that is separate. Alan feels it is premature that this is moved to business as usual. Kevin agrees and feels it is premature to move to business as usual at this point. Kevin said that the support that they get from Corrina, Alan and Margareth is crucial. Our relationship at a senior level will improve with two members now attending the Clinical Governance Board and will strengthened our awareness.</p> <p>Tania sees this meeting as a catch up and when we go out to the groups we are part of the decision making. Debbie thought this meeting would be more about what is happening within the organisation. There needs to be feedback about what we attend and what we are doing.</p> <p>Kevin finds he gets his update from the register and this gives an overview of what the members are involved in. Do we need a monthly report at a Chair level? If we were going to do a survey for our own council members possible questions could be:</p> <ul style="list-style-type: none"> • what have we done well • what things would you like to see different • what else could we do • what are the top things we should look at 		

	<ul style="list-style-type: none"> • how we will evaluate • identify 3 keys things - how the council been effective over the last 18 months • When you think of consumer engagement what are the words that come to mind. • What are the 5 top priorities for the council over the next 12 months? <p>Alan said in the original terms of reference it states that there will be a work plan programme, and have a focus every month, i.e. signage, have someone down to give an update.</p> <p>Kevin said we need to put together a work plan. Alan agrees we need a Renee type dedicated person.</p> <p>Brian said we have been a lot more effective when we think, following a ward tracer audit, the surgeons are more patient and whānau aware because of the grand round that Kevin spoke at. All that is partly the weight of the council, Brian can see it changing. And this can't be measured. Kathy has helped with the change of signage through PIC. We should put together a document of achievements over the last 12 months.</p> <p>We need a work plan to focus on. When we get requests to be involved with different things, we need to decide what we want to be involved in. Acknowledge that this group is a core group but there are other consumers out there that Corrina co-manages. What other opportunities exists. Just like the PIC policy came to this group to be co-designed and co-signed off.</p> <p>Alan said other DHB's that have done this very well, have said it takes 3-5 years to get there.</p> <p>May said at least we are on people radars now, but we need to move to where everyone thinks of us on a partnership level not an afterthought.</p> <p>The site master plan workshop on 30 August who else would like to go 9.00am to 12.00pm. The following meeting is on the 13 September 8.00am to 9.00am. Margareth to get them to put them on the invitee list for the meetings. If you can come please turn up to the workshop on the 30 August.</p>		
4.	Conflict of Interest		
4.1	No additions or changes to note.		
5.	Topic of the Day – Open Forum		
5.1	We are getting applications coming in for people wanting to join the council. Kevin has a couple, need to make sure process and the criteria are right. There are some strong applicants. A list of the organisations were handed around at the last meeting and members present where asked to follow up.		
5.2	Marilyn said her partner was in Ward 14 and the level of care was of an extremely high standard, the staff, nurses and doctors where fantastic. Marilyn would like her comments to be noted.		
5.3	Kevin ended up at ED this week, in about 7 minutes everything was done and bloods due back in 1 hour. Staff where brilliant, the discharge letter was exemplary. The discharge was clear and a good representation of what was said to him. By the time he got to his GP (same day) (booked on manage my health) the notes where already there and drug changes adopted by the GP. Well done to ED, reception staff, nursing staff and doctor.		
5.4	Brian and Debbie said when people are on wards there are a raft of tests done that are not always necessary, it is about choosing the tests wisely. The Choosing Wisely campaign is around how do we stop everyone with a headache wanting a CT scan? It is about those sorts of decisions. You should have options presented to you and you get to choose what tests you want. Patients need to be given		

<p>5.5</p> <p>5.6</p>	<p>confidence to say they don't want it. How do we get better at making decisions and communicating options?</p> <p>Kevin will try and get back to our next meeting asap from the Consumer Chairs meeting in Auckland next month. Brian will start chairing the meeting on Kevin's behalf. Debbie gave apologies for the September meeting.</p> <p>What are the 3 key messages for the Executives:</p> <ul style="list-style-type: none"> • getting on the invitee list, • council developing own survey for self-assessment, • developing work programme. <p>Action Point: CD to send results of the feedback on value.</p> <p>Closed 7.12pm</p>	<p>Corrina</p>	<p>Done</p>
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Next Meeting Thursday 29 September 2016 at 5.00pm
Venue: Waipoua Meeting Room, Tohorā House

Agenda for meeting 29 September Chairs of the DHB Consumer Councils.

At the June teleconference we all agreed that the purpose of the collective was for

- Mutual support and information sharing about Consumer Councils and consumer engagement,
- supporting the development of Consumer Councils in areas where they are not established,
- developing shared resources relating to Consumer Councils, consumer engagement and co-design.

Out of the earlier list of questions that Wendy circulated plus some others before and since we (Wendy, Renee and I) have come up with a provisional outline for the day.

10.00am - 10.15am	Opening
10.15am - 11.15am	<u>Governance</u> (eg where does the power lie, voice come from, pecking order)
11.15am - 12.15pm	<u>Relationships</u> (eg who is key and how to garner, maintain support)
12.15pm – 12.45pm	Lunch
12.45pm – 1.45pm	<u>Co-design</u> (eg group/committee/service opportunities)
1.45pm – 2.45pm	<u>Housekeeping</u> (eg expectations, support for members)
2.45pm – 3.00pm	Closing and next steps

Register of Matter Brought to the Attention



Status	Date Brought to Attention	Request	Comment/Action/Outcome	Reported By	Member Assigned 1	Member Assigned 2	Member Assigned 3	Time/Date commitment	Venue	Additional information	NDHB staff contact
●		Current									
●		On-Going Meetings									
●		Membership on the Rheumatic Fever Clinical Governance group	This group oversees the clinical aspects of prevention and management of rheumatic fever. We are keen to have the voice of whanau represented and would like a consumer council member in addition to representation from whanau with experience of RF (which we are organising).	Dr Clair Mills Public Health	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz			Quarterly meetings at maximum. First meeting likely second half of August. Could mainly be by telephone or VC.	Tohora House or teleconf.	Still to do	Miriam Vance (ask via switchboard 09 4304100, she works 9-2pm Mon-Thurs). Clair Mills 021461039 but away til August 8.
●		One or more consumers to help redesign the Transfer of Care document (Discharge summary) used to convey information to patients and GPs when a patient is discharged from hospital. Will require attendance at one of more meetings	1. Inform changes to the "Advice to Patients" section of the document 2. Inform the processes and culture around the TOC process and document (we are trying to reorient the process around patients and GPs needs rather than hospital needs (which can be met in other ways)	Win Bennett	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz	Brian Vickers 09 436 5735, 021 445 330 email diandbri@mac.com		Next meeting is Friday 26th Aug at 11.00am. Venue 3rd Floor Hospital, Auckland University Meeting Room. I appreciate this is very short notice but it is when clinicians are available. Will confirm future dates at that meeting and let you know	TBC	Will pay for parking	Win Bennett 0274807893
●	01/07/16	Reduction in Readmissions Children Ward	This is a NDHB quality account around the reduction of readmissions to the children's ward. There is a MDT working party just about to be established.	Martina Ackermann	Chelsea Edmonds 021 150 9388 email shelsea0312@gmail.com	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz	unknown at this stage	TBC	not as yet	Martina 021830911
●	28/04/16	Project Control Group	Site master plan consumer representation	Margareth	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz		2nd Tuesday every month 8.00am to 9.00am		Ongoing monthly meetings	
●	25/02/16	Consumer representative for the NEHR (Northern Electronic Health Record) consumer group.	The NEHR project includes an advisory working group of consumer engagement staff and experienced consumer advocates. The working group will connect with a wider pool of consumer subject matter experts (SMEs). There are other advisory working groups focused on the clinical, administrative, business and technical aspects of an EHR. Those groups may also raise some questions that need consumer input. All the working groups report to a coordinating Programme Steering Group. The Consumer Working Group is led by the project's independent Consumer Lead and the Director of the programme team. It will have between 10 and 15 members.	Margareth Broodkorn	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	Brian Vickers 09 436 5735, 021 445 330 email diandbri@mac.com	Consumer working group meetings will be once or twice a month, by videoconference and teleconference. Total time commitment is expected to be about 6 hours per month, including reading	Tohora House,	not at this stage - it will be discussed at the next meeting	Margareth - 021470141
●	25/06/15 25/05/16 updated new 25/02/16	Clinical Governance Board	Kevin has been unable to attend due to other commitments on the meeting times. The Chair of NHCC unanimously voted to be included on the Board	Alan Davis	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz			3rd Wednesday every month 11.00am to 1.00pm		Ongoing monthly meetings	
●		Consumer representation on partners in care working group, meeting fortnightly until end of April	Contribute planning and development of toolkit for implementation of partners in care policy	Keri	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz		Thursday 24 March 11.30 to 12.30pm	Ruapekapeka Room		Keri Linklater 021 518 087
●		Health of Older People Management meetings as a consumer representative- as per meeting dates below.	The Health of Older People Management Meeting is where our HOP senior management team, plan and review progress on key projects, service development, and discuss key or emerging service changes, gaps and action plans. The consumer voice is key to this and inclusive as they bring the experience of the community, in our case older people.	Lyn Rostern	Marilyn Edwards 021 435 391 email me539@xtra.co.nz			all meetings 11am-12.30pm. 21 March 2016 2 May 2016 27 June 2016 8 August 2016 19 Sept 2016 14 November 2016	Pohutukawa Room, Maunu House	Parking exemption card as mtgs are one and a half hours.	Michelle Crayton-Brown, 021 454 113 Lyn Rostern 021446203 lyn.rostern@northlanddhb.org.nz
●	19/01/16	The Equity Kaitiaki Group requires a Maori consumer representative as part of the membership for this group, and TOR endorsed by the NHSP Oversight Group.	The consumer representative will be actively contributing to the NHSP EKG work programme delivered within an equity framework prescribed by the Equity Kaitiaki Group. All projects of the NHSP work programme are focussed on eliminating inequities.	Elle Berghan, Populati on Health Strategist Maori	Chelsea Edmonds 021 150 9388, email: shelsea0312@gmail.com			2 monthly meetings of 2 hours duration, held in NDHB venues, typically Maunu House. First meeting for 2016 tbc for end of February 2016.	As per agenda sent a minimum of 5 days prior to the scheduled meetings. Whangarei, NDHB	Parking exemption cards Koha-petrol vouchers.	Elle Berghan, 021 583 957
●	14/12/15	The Bay of Islands hospital is being redeveloped and NDHB would appreciate the input of the Consumer Council at the design and planning stage.	Feedback will be used to ensure that patient and visitor flow through the hospital has been considered	Corrina	Chelsea Edmonds 021 150 9388 shelsea0312@gmail.com, Hikurangi Cherrington 09 405 4864 hiku_venus@clear.net.nz, Brian Vickers 09 436 5735, 021 445 330 diandbri@mac.com and Isabelle Cherrington 0274041260 or (09) 4041551 work isabelle@haurawhanui.co.nz			There will be a consumer user group meeting in the new year to discuss plans. The plans will be sent to all prior to the meeting for a review period.	Tohora House, Whangarei Hospital	This can all be arranged once a date and time is confirmed.	Justine Lapper 021 813 644
●	12/03/15	Martina Ackerman	Child Health Service clinical governance group requesting 2 x consumer representation	Keri	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	Tania Moriarty 021 714 252 email tmoriarty@uriohau.co.nz		03/02/2016, 27/04, 08/06, 24/08, 12/10 and 30/11 at 9.30am to 11.30am	Child Health Centre		Martina Ackerman Quality Facilitator 021 830 911 martina.ackermann@northlanddhb.org.nz
●	23/10/15	Deb Pittam	Focus is on ensuring appropriate maternity services which meet the needs of our Women, babies and Whanau. Consumer input within these meetings to guide this is critical.	Kevin	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	Liz Cassidy-Nelson 027 436 4022 email lnelson@clear.net.nz		Meeting first Tuesday of each month from 1.00pm to 3.00pm	Tohora House	Parking and Honorarium will be arranged	Deb Pittam, Chair 021435033 or Sarah Hummel Admin Support 4304101 ext 8478
●	27/08/15	Quality Improvement Directorate	Requested 1-2 consumers to attend QID monthly meetings and provide input in Tracer audit review and other projects as required - happy for this to be rotated among council members	Keri	Brian Vickers 09 436 5735, 021 445 330 email diandbri@mac.com			2.5 hours+ monthly (3rd Thursday of month from 9-11.30am)		QID TOR to be provided. Brian is already attending these meetings.	Christina Ross (Quality manager)
●	30/07/15	Neighbourhood Healthcare Homes	Breakfast at Pehiaweri Marae, NHH Care Select Launch - NHH project aims to support primary health care to become better connected.	Debbie and Marilyn	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz	Marilyn Edwards 021 435 391 email me539@xtra.co.nz				Ongoing monthly meetings	
●	30/07/15	Hand Washing	Hand Washing Meetings held every 2nd Tuesday of the month (next 8-Sep). Premia checking if May is required for every meeting.	Kevin	May Seager 021 238 5328 email managernpict@outlook.com					Ongoing monthly meetings	
●	27/08/15	Consumer representation on Telehealth steering group	Bi-monthly meetings + other pieces of work as necessary eg, feedback on document and policy reviews	Keri	Tania Moriarty 021 714 252 email tmoriarty@uriohau.co.nz			Meets Bi monthly		Interest in technology would be helpful but not essential	Roy Davidson (Telehealth programme manager)
●		Closed									
●	11/02/16	An additional consumer representative to sit on the PWCC steering group - Liz will remain a member for the new group being formed.	This is a consumer advisory role and their feedback will contribute to decisions around the planning and delivery of patient and whanau centred care	Keri	Liz Cassidy-Nelson 027 436 4022 email lnelson@clear.net.nz	Brian Vickers 09 436 5735, 021 445 330 email diandbri@mac.com		Monthly meetings - first Monday of every month from 3-4.30pm. We may need to call a meeting prior to 7 March and the day and time of this will be different, it will be a one-off - TBC	Tohora house - Waipoua meeting room	Will call you to discuss	Keri.Linklater@northlanddhb.org.nz
●	30/04/15	Patient and Whanau Centred Care	P&WCC project board requesting NHCC participation	Liane Penney	Liz Cassidy-Nelson 027 436 4022 email lnelson@clear.net.nz					Ongoing monthly meetings	
●	25/06/15	Whangarei Hospital Urgent Care Governance Group	Asked to participate in Whangarei Hospital Urgent Care Governance Group project, chaired by Nick Chamberlain around ED Dept. length of stay.	Kevin	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz					Ongoing monthly meetings	
●	30/07/15	Acute General Medicine Services Design and Interim AMAU Project Board	Asked if NHCC would provide consumer input. Trying to improve and achieve targets to speed up and improve the patient journey.	Debbie and Kathryn	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz				Ongoing monthly meetings	

Status	Date Brought to Attention	Request	Comment/Action/Outcome	Reported By	Member Assigned 1	Member Assigned 2	Member Assigned 3	Time/Date commitment	Venue	Additional information	NDHB staff contact
●	25/07/16	Consumer participation (1 x NHCC member and 1 x other consumer) in a 15 steps challenge at Whangarei hospital during the month of August - this involves pre-reading of the 15 steps toolkit and up to 1.5 hours on the day of the challenge to undertake a walkround of a surgical ward and provide feedback.	Feedback will be collated on the day of the challenge and a report provided for ward staff to action as appropriate.	Keri	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	Leanee Sayers 2 consumer		Time commitment: 1 hour pre-reading plus 1.5 hours on day of challenge Date: 23 August 2.30pm to 4.00pm	Whangarei hospital	Parking should be available in the main visitors car parks (1 and 2 on the attached map), entry from Maunu Road. Exemption tickets will be provided for our consumer participants so you can exit the car park free of charge.	Keri Linklater xtn 60588 or mobile 021518087
●	10/08/16	Healthpoint Limited	Healthpoint is the primary site that we have been using for the DHB for information to both Health professionals and consumers. We are migrating the health professional part to Health Pathways (also for discussion) and Healthpoint are looking to become more consumer focussed for two way interactions.	Sarah Hunt	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz			Wednesday 10 August 2016 from 2.00pm to 3.30pm	Tohora House TBC		Sarah Hunt, 021 455 793 or 430 4101 ext 60410, sarah.hunt@northlanddhb.org.nz
●	09/06/16	Stroke Consumer Workshop - Attend a solutions based meeting with staff.	This meeting is follow up from our two initial stroke consumer meetings. Initial request was for attendance at the 4 May Whangarei Stroke Consumer Workshop and this is the next phase.	Lyn Rostern	Marilyn Edwards 021 435 391 email me539@xtra.co.nz			Tuesday 28 June, 9.30am to 12.30pm	Kawakawa	Open workshop Lyn has offered Marilyn an option of travelling with them to Kawakawa	Lyn Rostern 021 446 203 or 470 0000 ext 8404
●	14/03/16	DHB Shared Services No contact made	Looking for people to interview as part of the Margins Medicine Outcomes Number 6 which relates to pros and cons of surcharging patients.	Ian Hartley-Dade	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz			Telephone interview			Lucille Trewern 027 703 0400
●		Mike Roberts	Assessment of Year 1 & 2 Medical Students	Kevin	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz			10-12 hours			Mike
●		For Consumer Council member(s) to attend 1-3(3 in total) locality meetings for the development of the stroke care hospital to home pathway.	The across northland workshops will be consumer focused with a range of service users and whanau present. Their presence is one of participation as a consumer rep and secondly to ensure other service users present are supported in the process. They act as advocates and support consumers being able to contribute.	Lyn Rostern	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz	Kathy Diamond 0272333008 email kathy@nhht.co.nz	Marilyn Edwards 021 435 391 email me539@xtra.co.nz	6 April, in the mid north(Maori focused hui)10-am-2.30pm. 4 May, Whangarei, 10am-1.30pm 11 May, Far North 10am - 2.30pm.	TBC by mid next week.	We book vehicles and can transport consumer reps if required. We also host the days. We would need to consider any other reasonable costseg petrol vouchers depending on the consumers circumstances.	Lyn Rostern 021 446 203
●	25/02/16	Participation in a 15 steps challenge for ED - challenge takes 1-2 hours and will include some background reading prior to challenge day	Feedback is reported back to ED staff with the expectation that an action plan will be developed to implement appropriate changes	Keri	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz and CD			1.5 hours starting at 9.00am on Tuesday 12 April	Whangarei hospital		Keri Linklater
●	09/03/16	MOH HoP Strategy	All public invited to an informal discussion on the future Health of Older People strategy.	Lyn Rostern	Marilyn Edwards 021 435 391 email me539@xtra.co.nz			Wednesday 9 March 3pm to 5pm	Forum North		
●	18/12/15	Ian Hartley-Dade	Consumer speak about their experiences and how they would see the future of community pharmacy? Event regarding the future community pharmacy services agreement. They want the event to pull together partners from across primary care - including consumers - to have a workshop style event.	Corrina	Kevin Salmon 021 774 828 kevin.salmon@alzheimers.org.nz, Hikurangi Cherrington 09 405 4864 hiku_venus@clear.net.nz, May Seager 021 238 5328 managernpict@outlook.com. Also Isabelle Cherrington 027 404 1260 isabelle@haurorawanui.co.nz, who is not a NHCC but will be joining the other members as a consumer within BOI area. Brian Vickers 09 436 5735, 021 445 330 diandbri@mac.com			4.00pm to 7.00pm	BOI Golf Club, Golf View Road, Kerikeri		Ian Hartley-Dade
●	21/01/16	Consumer feedback on new signs for ED - to be collected during a brief hiko from main car park to ED reception	Contribute to the completion of ED renovation specific to signage	ED renovation project group (Leah Maple / Margaret	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz	Marilyn Edwards 021 435 391 email me539@xtra.co.nz	4.15 - 4.45pm	Whangarei hospital	N/A	Keri Linklater
●	24/09/15	Alan	15 Steps Programme - Oncology	Alan Davis	Liz Cassidy-Nelson 027 436 4022 email lnelson@clear.net.nz			1.5 hours	Jim Carney Centre	TBC	Keri
●	23/10/15	Stephen Kelly, MOH	Feedback on the NZ Health Strategy, the draft Strategy will be publically released on 27 October with consultation running from 27 Oct to 4 Dec.released	Kevin	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	May Seager 021 238 5328 email managernpict@outlook.com	Brian Vickers 09 436 5735, 021 445 330 email diandbri@mac.com	4 November 3.00pm to 4.30pm	Warawara Meeting room-booked 1.30pm to 6.00pm		
●	29/01/15	Visitors Policy	Review of policy and family presence policy	Alan Davis	All						
●	07/09/15	Simon Harger-Forde Sexual Health Planning	30min prep, 29/09/2015 9.00am to 12.00pm, 1 hr reading/reflection and mid-end of November 3 hrs	Keri	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz	Brian Vickers 09 436 5735, 021 445 330 email diandbri@mac.com		30 minute prep 3 hrs 29 September 1 hr reflection 3 hrs mid-November			
●	25/06/15	Palliative Care Workshops	Kathy Diamond will attend Kaitaia and Kaipara. Tania will attend the Kaikohe and Whangarei workshops	Kevin	Kathy Diamond 0272333008 email kathy@nhht.co.nz	Tania Moriarty 021 714 252 email tmoriarty@uriohau.co.nz		Attendance at workshops 02-Sep			
●	25/06/15	Advanced Care Planning for Maori	Open to anyone if able to attend	Kevin							
●	25/06/15	Ward 15	Invitation for any members wanting to view the ward with any comments around their 15 Step Challenge	Denise Watene							
●	25/06/15	Outsourcing of Catering Services	Update given by Alan Davis, the NDHB will not be contracting out catering or laundry services they will stay Status Quo	Marilyn							
●	25/06/15	APAC Forum	HQSC has sponsored spots, recommended Debbie Walker to attend the 4th APAC forum, Asia Pacific	Kevin	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz					Attend forum once HQSC has approved 23-25 September. HQSC did not approve, so no attendance	
●	25/06/15	Wellington Conference	MOH supporting Kevin to attend	Kevin	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz						
●	25/06/15	Child Health Quality Group	Have asked if NHCC would provide consumer input. Alan to give members assigned contacts to them.	Alan Davis	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz	Hikurangi Cherrington 09 405 4864 email	Tania Moriarty 021 714 252 email tmoriarty@uriohau.co.nz			Future events, nothing has come up to date	
●	25/06/15	Northland Clinical Governance forum	Asked for NHCC input around discharge and restructure of the documentation to be more consumer friendly	Alan Davis	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.nz					Future events, nothing has come up to date	
●	30/07/15	Cardiac Rehab Redesign Project	Around co-design and reviewing what we have and what we currently don't have and what needs to happen.	Kevin	Chelsea Edmonds 021 150 9388 email shelsea0312@gmail.com					Attendance at meeting 9 October changed to 1 September	
●	30/07/15	Stroke Rehabilitation	Around co-design and reviewing what we have and what we currently don't have and what needs to happen.	Kevin	Chelsea Edmonds 021 150 9388 email shelsea0312@gmail.com	Kevin Salmon 021 774 828 email				Attendance at meeting 26 August	
●	30/07/15	Northern Electronic Health Record (NEHR)	Launch EPIC. EPIC is the tool to an electronic approach to the health records.	Margareth	Marilyn Edwards 021 435 391 email me539@xtra.co.nz	Debbie Walker 027 277 3995 email debz.w@xtra.co.nz				Attendance at meeting 6 August 2015	
●	18/08/15	Advanced Care Planning for Maori	Attendance 2nd Workshop to review National ACP document and its cultural appropriateness for Maori	Jessica O'Donnell	Kathy Diamond 0272333008 email kathy@nhht.co.nz	Hikurangi Cherrington 09 405 4864 email		10 September 2015 9.00am to 2.00pm	Torongare Room, Hauora Whanui, Kawakawa 10-Sep		
●	19/08/15	Karen Hale, Researcher	2 x 45 minutes interviews and 1 60 minute observation on Parent and Professional Knowledge in Relation to Children with Special Needs in Early Childhood Development	Kevin	Kathy Sadgrove 021 081 43744, email ksadgrove@xtra.co.nz			2x 45 minute interviews 1x 60 minute observation		7-Sep	Karen Hale
●	23/09/15	Information for consumers and health providers - Jenni Moore	Consumer representation at a meeting to discuss needs, available options and shared approach	Keri	Marilyn Edwards 021 435 391 email me539@xtra.co.nz	Kevin Salmon 021 774 828 email kevin.salmon@alzheimers.org.n		16 October 1.30-2.30pm changed to 13 October 2.00pm-3.00pm	Warawara room, Tohora House		Jenni Moore

Status	Date Brought to Attention	Request	Comment/Action/Outcome	Reported By	Member Assigned 1	Member Assigned 2	Member Assigned 3	Time/Date commitment	Venue	Additional information	NDHB staff contact
●	24/09/15	Jenni Moore	Shared care planning tool being demonstrated Secondary Care focussed	Alan Davis	Marilyn Edwards 021 435 391 email me539@xtra.co.nz	Brian Vickers 09 436 5735, 021 445 330 email	Kevin Salmon 021 774 828 email	29/09 11.00am to 2.30pm 29/09 3.00pm to 5.00pm		Waipoua Meeting Room	Jenni Moore