

**Hospital Advisory Committee Meeting of the  
Wairarapa District Health Board  
Held on Tuesday 22 June 2010 at 1pm,  
Board Meeting Room, Wairarapa District Health Board Office  
Blair Street, Masterton**

**Present:**

Vivien Napier (Chair), Janine Vollebregt, Liz Falkner, Helen Kjestrup and Mavis Mullins

**In Attendance:**

Tracey Adamson (Chief Executive), John Kirkup (Performance & Analysis Manager), Kieran McCann (General Manager Clinical Services), Helen Pocknall (Director of Nursing, Midwifery & Allied Health), Cate Tyrer (Director of Quality, Safety and Risk) and Diane Chesmar (Minute Taker)

**1. Apologies**

Apologies were received from Robyn Brady, Gretchen Dean, Bob Francis, Pamela Jefferies, Eric Sinclair and Stephanie Turner.

**2. Conflicts of Interest**

There were no changes made to the Interests Register.

**3. Confirmation of Minutes of the Meeting held 18 May 2010**

THE MINUTES OF THE MEETING HELD ON 18 MAY 2010 WERE CONFIRMED AS A CORRECT RECORD OF THAT MEETING.

**Matters Arising**

- The purpose of the FOCUS redesign was to provide cover across specialities. The FOCUS caseload expectation is 250 active clients per 1.0 FTE.
- The Tamiflu stock is part of the Ministry of Health stock and will have only been obtained through prescription. It would have been used at the time to treat the symptoms of ILI and not purchased from the Pharmacy on a "just in case basis". Consequently there is no need to inform the public that stock they bought last year may have expired.
- The Wairarapa DHB sent a submission on 25 May 2010 regarding the Ministry of Health proposal on removing tobacco products from public display in retail outlets.

**4. Chairman's Report**

The Chairman advised that she had no matters to report.

**5. Provider Arm Overview**

- The Provider Arm had a surplus of \$264k for the month, which is \$70k surplus to plan.
- Blood products were not as unfavourable as some previous months.
- Clinical supplies were \$87 favourable due to lower prostheses costs.

**Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**RECEIVE THE PROVIDER ARM OVERVIEW FOR MAY 2010**

**6. Provider Arm Balanced Scorecard ~ May 2010**

- A breakdown of DNAs to first assessments compared to follow up appointments was requested for the July HAC meeting.
- Discussion took place on the Caesarean rate of 25% over all ethnicities. Although still high, it has reduced from 33%. No national average is available at present.

**Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**RECEIVE THE PROVIDER ARM BALANCED SCORECARD FOR MAY 2010**

**7. Nursing and Allied Health Directorate Report ~ May 2010**

- *Releasing Time to Care* Project – two modules *Put it Back Jack* and *Sort it Out Jack* commenced in May.
- A new .2 FTE educator for midwifery has been appointed and has joined the education team.
- Safe Medicines Management Programme – Wairarapa DHB is putting together a proposal to pilot e-prescribing.
- A planned initiative in TrendCare is voice messaging for patient enquiries. It is hoped that this will reduce the number of interruptions to nursing staff

**Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**RECEIVE THE NURSING DIRECTORATE REPORT FOR MAY 2010**

**8. Quality and Risk Report ~ May 2010**

- Business Continuity Plans will be undertaken for GP practices in the Wairarapa.
- There continues to be no complaints under investigation by the HDC.

The Chief Executive advised that the complaints process is now very robust and credit for this must be given to the Director Quality, Safety and Risk along with her team.

- Text messaging feedback in ED is very favourable. Feedback is given directly to staff and this has helped raise staff morale.
- Six DHB staff members are now trained and can perform in-house de-escalation and breakaway training for frontline staff.

**Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**NOTE THE QUALITY AND RISK REPORT FOR MAY 2010**

**9. Human Resources Report ~ May 2010**

- The Annual leave project between NZNO and WDHB has proved very constructive.

**Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**NOTE THE HUMAN RESOURCES REPORT FOR MAY 2010**

**10. Report Back from Public Excluded Meeting**

**Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

- (A) **NOTE THE SLT MONTHLY FINANCIAL OPERATING REPORT – GM CLINICAL SERVICES**
- (B) **NOTE THE SLT MONTHLY FINANCIAL OPERATING REPORT – GM SERVICE IMPROVEMENT AND CLINICAL SUPPORT**
- (C) **NOTE THE PAPER REGARDING THE CURRENT STATE OF DHB / UNION EMPLOYMENT AGREEMENTS**

The meeting was declared closed at 2.42pm

\_\_\_\_\_Chairman

\_\_\_\_\_Date