

Midland Regional Senior Administrator 4th Quarter Report (April – June 2012)

Overview

Activities for this quarter have been very busy, we have seen an increase of meeting that are occurring to support our specialist groups and regional forums. The last Real Skills Plus Seitapu workshop concluded on the 13 April and Bay of Plenty on the 24 April. During the month of April we recruited the new Midland Workforce Development Coordinator, this was great to ease the pressure of supporting this role and my own.

I have also been privileged to undertake my very first “Health” tohu/certificate in Hauora Maori with Tipu Ora PTE which is run 3 days a month over a period of 8months – this came about as part of my professional development.

Service Development

- Midland Mental Health Older Persons Dementia Workshop
 - Reconfirm details for venue & catering
 - Attend to provide administrative support by way of minute taking & technical support
- Midland Youth Forensics
 - Organise teleconferences and face to face meetings
 - Attend to provide administrative support by way of minute taking & technical support
- Midland CAMHS Project face to face meeting
- Midland & Central NASC video conference

Relationships and Partnerships

- Coordinate the Midland forums for month of May and organise venue, catering & accommodation and attended to provide administrative support
 - Midland Addictions Forum
 - Midland Nga Purei Whakataa Ruamano forum
 - Midland Generating Action for Family Whanau
 - Midland He Tipuana Nga Kakano (consumer)
- Re-canvassing of the Midland Regional forums – organise EOI teleconference and other
- Coordinate monthly meetings via teleconference or face to face from April to June 2012
 - Midland Clinical Governance network
 - Midland Portfolio Managers forum
- Attended the Whakatau for Rachael Aichinson & Vicky Aitkens Te Puna-a-Tane, Waikato DHB
- Attend the Whakatau for the new CEO for HealthShare Ltd

Workforce

- Coordinate and organise the Real Skills Plus Seitapu – Engaging Pasifika workshops in the BOP and Taranaki districts
 - Coordinate registrations
 - Organise venue & catering
 - Attend workshops to represent Midland team and support trainers
- Organise the teleconference for Midland Workforce Advisory Focus group and attend to record minutes
- Commenced the Hauora Maori Certificate – 3 days a month over 7 month period

Administration / General

- Organise team meetings for the quarter plus minute taking
- Organise travel arrangements for the Midland team and regional forums
- Preparation of invoices through the requisition system and process invoices for payment
- Responding to email requests from Midland team and the region
- Supporting colleagues from other departments as requested

- Update Midland website

Professional Development

- 18 to 20 April – Hauora Maori Wananga, Rotorua
- 30 April – Managers in Action: Leave Management Training, Lakes DHB, Rotorua
- 23 May to 25 May – Hauora Maori Wananga, Rotorua
- 11 to 13 June – Prince2 Foundation Training, Auckland

1st Quarter Activities

July

- Attend Lakes DSAC meeting to support the Midland MH&A team
- Performance appraisal catch up
- Organise the Midland Clinical Governance face to face meeting
- Youth Forensic Technical Reference Group face to face meeting
- Hauora Maori Wananga
- Mini Conferences for Midland Regional Forums:
 - Organise venue & catering
 - Organise travel and accommodation for stakeholders
 - Organise flyers and coordinate registrations

August

- Attend Mini Conferences to provide admin and technical support
 - Midland Consumer network – He Tipuana Nga Kakano
 - Midland Addictions network
 - Midland Maori Advisory network – Nga Purei Whakataa Ruamano
- Midland Stakeholders forum meetings for month of August
- Midland Clinical Governance teleconference
- Midland Portfolio Managers face to face meeting
- Midland Youths Forensics workshop
- Hauora Maori Wananga

September

- Mini Conference for Midland Generating Action for Family Whanau network and Day two Stakeholders meeting
- Midland Clinical Governance teleconference
- Te Ia o Tu Kaha 2012 Conference in Wanaganui
- Midland Youth Forensics workshop
- Midland Workforce Advisory network
- Hauora Maori Graduation