

## Midland Regional Senior Administrator 3rd Quarter Report (Jan – Mar 2012)

### Overview

The beginning of the year began on a quiet note with everyone on leave, this was a good opportunity to catch up on much needed work prior to going on leave on the 11 January. Returning fresh from leave on the 31 January straight into regional events with the Midland ED disorders on the 01 February followed by all our main regional forums during the month of February.

The regional projects have kick started with the MHSOP workshop held in Hamilton on the 08 February, closely behind the CAMHS Continuum project with the organisation of teleconferences and a face to face meeting in March.

In a nut shell, it's a very busy quarter for the regional team.

### Service Development

- Organise Midland Mental Health Older Persons Swap Shop on 08 February 2012
  - Coordinate and confirm registrations
  - Reconfirm details for venue & catering
  - Attend to provide administrative support by way of minute taking & technical support
- Organise Midland Mental Health Older Persons 2<sup>nd</sup> workshop for April
  - Organise venue & catering
- Organise the CAMHS Continuum teleconferences for February & March and face to face meeting for 27 March
- Te Ao Maramatanga Maori Mental Health Nurses Caucus 28 March to 30 March 2012
  - Organising staging, lighting, sound and IT for event
  - Coordinate the areas for workshops

### Relationships and Partnerships

- Coordinate the Midland forums for month of February 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)
  - Midland Portfolio Managers forum
  - Midland Clinical Governance network
- Overseeing the administration and phone lines for the Corporate Services floor during December & January
- Assist Lakes Mental Health with Te Ao Maramatanga Maori Caucus B-annual National MH Nurses Wananga

### Workforce

- Coordinate and organise the Real Skills Plus Seitapu – Engaging Pasifika workshops in the BOP, Tairāwhiti and Taranaki districts
  - Coordinate registrations
  - Organise venue & catering
- Assist trainers for the Real Skills Plus Seitapu – Engaging Pasifika workshop in Tairāwhiti
- 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
- Study – Level 4 Hauora Maori Certificate (22 to 24 February and 21 to 23 March)

**4<sup>th</sup> Quarter (Apr-Jun 2012) Activities**

- Attend the MHSOP meeting to provide administration support
- Organise and attend Midland Regional Forums for month of May
- Real Skills Plus Seitapu – Engaging Pasifika workshops in Bay of Plenty & Taranaki
- Level 4 Hauora Maori Certificate (18 to 20 April and 23 to 25 May)