

Midland Regional Senior Administrator 1st Quarter Report (July – Sept 2014)

Overview

With the hype of multiple workshops that occurred in the previous quarter there was no time to relax this quarter either. The last of the HISO workshops concluded at the end of July, it was time to gather all the evaluations for the Summit, TIC & HISO workshops to collate for the evaluation report and send out attendance certificates to participants.

Another clinical network was assembled in July, the Midland Clinical Workstation Network with meetings that are held once a month.

Relationships and Partnerships

- Coordinate the Midland forums for month of November and organise venue, catering & accommodation and organise temps to provide administrative support where required
 - Midland Addictions Network
 - Midland Te Huinga o Nga Pou Hauora
 - Midland Generating Action for Family Whānau Network
 - Midland Portfolio Managers Network
 - Midland Clinical Governance Network
 - Midland Clinical Inpatient Care Network
 - Midland OST Network
 - Midland Clinical Workstation Network
 - Nga Hau E Wha
- Attended three of the regional network meetings to provide administrative support by way of minute taking
- Edit minutes for all unattended regional meetings & Nga Hau E Wha

PRIMHD

- Midland HISO workshops – attend workshops in New Plymouth & the Waikato districts
- Support PRIMHD Coordinator – meetings with NGO's

Administration / General

- Organise travel arrangements for the Midland team and regional forums
- Organise timesheets for payroll
- Preparation of invoices through the requisition system and manually to process invoices for payment
- Training to use Oracle System
- Responding to email requests from Midland team and the region
- Update Midland website updates including Nga Hau E Wha pages