

## Midland Regional Senior Administrator 2<sup>nd</sup> Quarter Report (Oct – Dec 2014)

### Overview

The Midland team was given the opportunity to participate in a workshop organised by Patricia Bennett (BOP DHB) in Whakatane during the month of October, “Promoting & Preserving Mana Atua, Mana Tangata through Wairuatanga Modalities” – privileged to be part of this event.

The first of the Midland Infant Mental Health Workshops were held across the five DHB areas during this quarter by Dr Denise Guy and supported by the regional team.

The last of our regional network meetings were held in November along with the national meeting Nga Hau E Wha, we finished the year with the Midland Clinical Governance & Portfolio Managers meetings held in December.

### Service Development

- Midland Infant Mental Health Workshops – organise flyers, registrations, venue/catering, travel & attend workshops where required

### 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 OST Network
  - Midland Clinical Workstation Network
  - Nga Hau E Wha
- Edit minutes for all unattended regional meetings & Nga Hau E Wha

### 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
- Responding to email requests from Midland team and the region
- Update Midland website updates including Nga Hau E Wha pages