

Midland Regional Senior Administrator 3rd Quarter Report (Jan – Mar 2014)

Overview

Returning to work on the 06 January after a short break during the festive season the focus was on the evaluation reports for the Midland Summits held in October & November last year. Also timely to ensure the report for Nga Hau E Wha was ready and edited for submission to MoH toward in January. Late December 2013 we were approached by the Child Youth & Family to run an Intensive Clinical Support / Behavioural Therapies workshop in our region which occurred at the end of January. This quarter was very busy as various organising needed to be done prior to taking two weeks leave for personal reasons.

Service Development

- Consumer worker Competency Framework project – finalise report (editing)
- Family Whānau worker Competency Framework – finalise report (editing)
- Perinatal and Infant MH&A Pathway Phase 2 – organise workshops in each of the Midland DHBs
- Midland Summit Evaluation reports – collate and finalise report (editing)
- Midland region and CYFS ICSS workshop – organise the workshop, flyers, registrations and venue
- Midland DAO forum – organise the flyer and venue

Relationships and Partnerships

- Coordinate the Midland forums for month of November and organise venue, catering & accommodation and organise temps to provide administrative support
 - Midland Addictions Network (cancelled)
 - Midland Nga Purei Whakataa Ruamano Network
 - Midland Generating Action for Family Whānau Network
 - Midland Portfolio Managers Network
 - Midland Clinical Governance Network
 - Nga Hau E Wha
- Edit minutes for all regional meetings & Nga Hau E Wha

Administration / General

- Organise team meetings for the quarter
- 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