

Midland Regional Senior Administrator 4th Quarter Report (Apr – Jun 2014)

Overview

This quarter new activities and events occurred with the development of additional regional networks for Clinical Inpatient and Opioids Substitution Treatment (OST) – the first meetings occurred during this quarter. The Midland Maori two day Summit planning was underway during with the summit held at the beginning of June. The new HISO codes came into effect on the 01 July, therefore we organised workshops across the Midland region to ensure services were brought up to speed at the same time planning & preparing for the Midland Trauma Informed Care workshops that were delivered in all the 5 DHB areas.

At the beginning of April we farewelled Belinda Walker who took up a new role at Lakes DHB and welcomed on board Ashley Bajaj who joined our team the first week of June just in time for the delivery of Summit and workshops.

Service Development

- Midland Maori Two Day Summit – organise flyers, abstracts registrations, venue/catering, conference material etc and attend to provide support to the event
- Midland Trauma Informed Care workshops – organise flyers, registrations, venue/catering, travel, resources etc and attend to provide support to facilitator
- Midland DAO forum – organise flyers, registrations, venue/catering, and travel

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
 - 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 – organise flyers, registrations, venue/catering, travel and attend to provide support to PRIMHD Decision Support
- Support the process of recruitment new Decision Support – organise Whakataua
- Orientation with new Decision Support

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