

Midland Regional Senior Administrator 1st Quarter Report (Jul – Sept 2015)

Overview

With the conclusions of the workshops being run during the 3rd and 4th quarter it was time to acknowledge people's efforts by organising attendance certificates and reconciling evaluations for the evaluation report. Also it was an opportunity for the Midland team to sit back and breathe for a moment.

With the refurbishment of the Lakes Mental Health inpatient service this prompted us to look for other premises to house our office. During the month of July we relocated office to the main hospital where we currently reside.

Service Development

Midland Infant Perinatal Workshop Two & Three

- Develop attendance certificates for all participants for both workshops
- Reconcile evaluations for both workshops to contribute to the evaluation report
- Return on investment for all workshops

Midland Co-Existing Workshops

- Reconcile evaluations for both workshops to contribute to the evaluation report
- Return on investment for all workshops

Midland Youth Map of Services

- Support PMgrs – electronic development of maps of youth services

Relationships and Partnerships

- Coordinate the Midland forums for month of August/September 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
 - Midland DAO Network
 - Nga Hau E Wha
 - Edit report to MoH
 - Reconcile financial report
 - Provide budget options to recover overspend
- Edit minutes for all unattended regional meetings & Nga Hau E Wha

Administration / General

- Organise travel arrangements for the Midland team and regional networks
- Organise timesheets for payroll
- Preparation of invoices through Oracle and submit for payment
- Responding to email requests from Midland team and the region
- Provide support to regional projects
- Update Midland website updates