

Midland Regional Senior Administrator 3rd Quarter Report (Jan-Mar 2011)

Overview

During the earlier period of January many staff were on leave which enabled an overhaul and clean up of the Midland office and catch up on various tasks that required completion. This was also an opportunity to develop templates to ensure consistency of processes within the Midland team.

February and March the preparation for the Midland Regional forums and supporting of PRIMHD initiatives and Midland projects.

Relationships and Partnerships

- Prepare teleconference for Midland Needs Assessment steering group
- Prepare video and teleconference for Midland NASC and Needs Assessment projects with Midland Clinical leaders for feedback on reports and attended to take minutes
- Attended the Henry Rongomau Bennett Foundation Launch on behalf of Midland MH&A
- Organised and provided administrative support for the CFU Model of care and IDF Changes meeting
- Attended the Midland Pacific Fono in Tauranga
- Organised venue, catering and accommodation for He Tipuana Nga Kakano forum and followed up as required and provide administrative support by way of minute taking
- Organised venue, catering, accommodation and registrations for Nga Purei Whakataa Ruamano forum and followed up as required and provided administrative support by way of minute taking
- Organised venue, catering, accommodation and registrations for Midland Addictions forum and followed up as required and provided administrative support by way of minute taking
- Organised venue, catering and registrations for Midland Addictions forum and followed up as required and provided administrative support by way of minute taking
- Organised venue, catering and registrations for Midland Generating Action for Family Whanau forum and followed up as required and provided administrative support by way of minute taking
- Team meeting to critique Midland Needs Assessment report and give feedback
- Prepare and organise the Co-existing Competency Developments workshop venues and participants list for the Midland team
- Organise PRIMHD regional meetings

Workforce

- Organised venue, catering, accommodation and registrations for Midland Workforce Advisory group and followed up as required and provide administrative support by way of minute taking
- Organise venues, catering and registrations for Takarangi Phase II trainings in the Midland region – *this was eventually cancelled*
- Provide support to the Midland Workforce Coordinator with workshop flyers/scholarships, venue, catering and registrations:
 - Maudsley workshops
 - Co-existing workshops
 - KINA: Family Inclusiveness workshops
- Organise Lets get real evaluations workshops in the region and provide administrative support where required

Administration

- Organised team meetings and meeting with Mary Smith for the quarter plus attend to take minutes
- Organise travel arrangements for the Midland team, Regional forums and scholarships
- Organise all regional forums for 2011 and or prepare requisitions to support forums
- Preparation of invoices through the requisition system and process invoices for payment
- Edit the following reports:
 - Midland Needs Assessment report
 - Midland NASC Assessment report
 - Midland CEP Competency Developments
- Responding to email requests from Midland team
- Update Midland website

4th Quarter (April – June) Activities

- Midland Clinical Leadership meeting with Midland CE & GM and MRCL forum
- Midland Fono in the Lakes district
- Takarangi workshop, Taranaki
- Midland NASC workshop
- Midland Portfolio Managers forum
- Midland Workforce Advisory forum
- Midland Addictions forum
- Midland Generating Actions for Family Whanau forum
- Midland Nga Purei Whakataa Ruamano forum
- Midland CEP Case Formulation workshop, Tairawhiti