

## Midland Regional Senior Administrator 4<sup>th</sup> Quarter Report (Apr – Jun 2011)

### Overview

This quarter has been busy with the regional forums and workforce development within the Midland region. There has been an interest from the region around some of the workshops coordinated by the team with consistent registration pouring through for the Takarangi and Co-existing trainings. Additionally the PRIMHD NGO workshop was received well from the region with a steady flow coming in from all over the region excluding Taranaki.

### Relationships and Partnerships

- Coordinate the Midland forums organising venue, catering & accommodation and attended to provide administrative support
  - Midland Addictions Forum
  - Midland Portfolio Managers forum
  - Midland Workforce Advisory group
  - Midland Nga Purei Whakataa Ruamano forum
  - Midland Generating Action for Family Whanau
  - Midland Clinical Leadership meeting with Midland CE & GM and MRCL forum
- Organised the Midland NASC workshop and attended to provide administrative support
- Organised the Midland MHSOP teleconference and attended to do minute taking
- Organised the Midland Needs Assessment Steering group teleconferences
- Organised the Midland Fono which was held in Lakes district by way of:
  - Produce flyer and disburse within the Midland region
  - Coordinate registrations
  - Organise the venue and catering
  - Organise accommodation for attendees as required

### Workforce

- Ensure all flyers and other documentation re evaluations and other are proofed and edited as required
- Organised venue, catering, flyers and registrations for the Takarangi Phase I workshop for Taranaki district and attended to provide support
- Coordinated the facilitators travel arrangements for roll out of workshops for the month of June
- Coordinate the Midland scholarships for the Mind and Body – Motivation to Change & Supervision Workshops by way of:
  - Coordinate registrations
  - Organise travel arrangements for attendees as required
- Organised the venue, catering, flyers and registrations for the CEP Case Formulation workshops in the Tairāwhiti district and attended to provide support

### PRIMHD

- Organised the Midland PRIMHD NGO workshops for each of the districts and coordinate the following:
  - Organise venue and caterings
  - Coordinate registrations (receive and confirm)
- Organised the farewell of the PRIMHD coordinators
- Organise interviews for the Midland PRIMHD Decision Support position
- Organise finalisation of paperwork for payroll to close off employment of PRIMHD Coordinators

### Administration / General

- Prepared documentation for annual performance appraisal

- Organised team meetings and meetings with Mary Smith for the quarter plus attended to take minutes
- Organise travel arrangements for the Midland team, Regional forums and scholarships
- Preparation of invoices through the requisition system and process invoices for payment
- Finalise the following reports:
  - Midland Needs Assessment report
  - Midland NASC Assessment report
- Responding to email requests from Midland team
- Supporting colleagues on D Floor as requested
- Update Midland website

#### **4<sup>th</sup> Quarter (July – Sept) Activities**

- Midland Eating Disorders forum
- DHB training for Administrators
- Lakes DSAC presentation
- Midland Regional forums – strategic planning day
- Addictions Clinical Qualifications Discussion Paper finalisation (editing)
- Midland Takarangi Phase I rollout – refreshers to the region (excl Lakes)