**Northland Health Consumer Council**

5.00pm to 7.00 pm Thursday 18 April 2019

Tohorā House, Waipoua Meeting Room

**Minutes**

**Present/Apologies**

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| **Attendance** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Lynne Tucker (Chair)** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Kathy Diamond** | x |  |  | x |  |  |  |  |  |  |  |  |
| **Kathryn Sadgrove** |  |  |  |  |  |  |  |  |  |  |  |  |
| **May Seager** |  |  |  | x |  |  |  |  |  |  |  |  |
| **Leanee Sayers** | x | x | x | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| **Susan Burdett** |  | x |  | x | x | x | x | x | x |  |  |  |
| **Robyn O’Leary** | x |  | x | -- | -- | -- | -- | -- | -- | -- | -- | -- |
| **Kristina Duran** |  |  | x |  |  |  |  |  |  |  |  |  |
| **Penny Franklyn** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Camron Muriwai** | -- | -- |  |  |  |  |  |  |  |  |  |  |
| **Visitor** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Trudi Dahlkamp & Laura Cook** |  |  |  |  |  |  |  |  |  |  |  |  |
| **John Williams & Will Mitchell** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Anthony Pouto** |  |  |  |  |  |  |  |  |  |  |  |  |
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| **In Attendance** | **Jan** | **Feb** | **Mar** | **Apr** | **May** | **Jun** | **Jul** | **Aug** | **Sep** | **Oct** | **Nov** | **Dec** |
| **Michael Roberts** | o | x | x | x |  |  |  |  |  |  |  |  |
| **Dee Telfer** | x | x | x | x |  |  |  |  |  |  |  |  |
| **Kevi Salmon** | x | x |  | -- |  |  |  |  |  |  |  |  |

 = present, x = apologies given, o = no information

**Next meeting : 5.00pm to 7.00pm , 23 May 2019**

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| 1. **Previous minutes 28 March 2019 were agreed** |
| 1. **Matters arising**     1. Apologies: Mike Roberts, Dee Telfer, Kathy Diamond, May Seager, Susan Burdett    2. Conflict of Interest    3. Introductions    4. Introduction by Consumer Council member: Lynne Tucker   This item will be rolled over to the next meeting  2.5 Lynne met with Nick Chamberlain and is now officially the Chair of the Council  2.6 Robyn O’Leary and Leanee Sayers have offered their resignations due to work commitments  2.7 We will continue to keep recruiting new members and interview where appropriate  2.8 The members agreed that confidentiality should be added as an agenda item  2.9 Penny will draft a confidentiality form for members |
| 1. **Presentation: Anthony Pouto – Whanau Tahi implementation update**  * Anthony is based at Tohora House and is the Project Manager for the Whanau Tahi implementation project * The project is about implementing shared care across Northland * Whanau Tahi is a web based software platform and it deals with shared care plans based on the patient’s perspective. This plan outlines what the patient wants and what is important to them, it is about making the plan available to them wherever they go * The software enables access to the patient care plan online and allows the information to be shared across a whole range of services * There are approximately 170,000 Whanau Tahi records in Northland, everyone that has enrolled in a GP practice has a Whanau Tahi record. Data is uploaded each night from the GP practice to the Whanau Tahi record * There are three groups that can access the information: staff in the hospital or GP practice that have access to clinical records,the members of the patient’s care team and the patient * Child Health, Mental Health and the Psychology of Older People team have now come on board and are starting to do care plans. Rest homes are also coming on board * Whanau Tahi can also store advanced care plans and makes them available wherever the patient goes * Anthony demonstrated the software to the members * There are a 1000 users of Whanau Tahi in Northland * There are additional enhancements happening at the moment * The project is being implemented with Iwi providers, Allied Health, Social Services and Hospice * The initial roll was 7000 care plans in Northland, with a 1000 new care plans created last year * If someone tries to access a record it will come up with a screen asking why you are looking at the record. It will then send an email alert to Anthony and Andrew Miller so they can monitor anything suspicious * Anthony has been working with Kathy Sadgrove on how to promote the use of the portal in the community * Anthony is happy for the members to email him for further updates on Whanau Tahi |
| 1. **Schedule of Request for Feedback**   This will be rolled over to the next meeting |
| 1. **Review of Patient Information Documentation: Is the information useful? Is it clear/easy to understand?**   The members reviewed the following documents and comments were noted on the forms:   * 1. Bed Levers   2. Information for contacts of Tuberculosis   3. Results of TB tests (Negative) to patients |
| 1. **Document review process**  * The members discussed the current process for document review. It was agreed that there should be a Document Review Group which will be Penny, Camron, Sue and Kristina. Kim will send doucments to the group and they will provide feedback to Kim. When the document has been finalised it will then be presented to members at the meeting for a final sign off. Kim will create a spreadsheet of documents that have been seen and reviewed * Kim will discuss the suggestions changes with Sophie Cornell, Document Control Support * The members agreed that Documentation should be added as a regular agenda item |
| 1. **Any other business:**  * Penny attended the Workplace Violence Prevention Workshop and gave an update on the meeting. May will attend future meetings * Kathy attended Whanau Tahi and has done some testing * The members agreed to give updates on any meetings attended |

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| **Actions** | | | |
| **Kim will send Anthony Pouto’s email address to the members** | |  |  |
| **Penny will draft a confidentiality statement for members** | |  |  |
| **Kim to prepare a spreadsheet for Document Review** | |  |  |
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**Next Meeting**: 5.00pm to 7.00pm, Thursday 23 May 2019

**Venue**: Waipoua Meeting Room, Tohora House