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AGENDA

FOR THE WEST COAST DHB COMMUNITY AND PUBLIC HEALTH ADVISORY COMMITTEE MEETING TO BE HELD IN THE BOARD ROOM, CORPORATE OFFICE, GREYMOUTH ON WEDNESDAY 13 OCTOBER 2004 COMMENCING 10.30 AM

1. Welcome / Introductions / Apologies
 2. Standing Orders / Disclosure of Advisory Committee Members' Interests
 3. Agenda Check
 4. Minutes of the Last Meeting – 18 August 2004
 5. Action / Responsibility List, Matters Arising & Updates
 - 5.1 Rural GP Training Programme
 - 5.2 Provider KPIs/Monitoring
 - 5.3 Primary Healthcare Plan
 - 5.4 Child & Youth Health Strategy
 - 5.5 CPHAC Vacancy
 - 5.6 Maori Health Plan – Implementation Report
 6. Correspondence
 7. General Business
 - 7.1 Dunedin Medical School Rural Undergraduate Training Programme
 - 7.2 Health Needs Analysis / District Strategic Plan / DAP 05/06
- Next Meeting – To be advised at 13 October meeting

Note: Andrew Mitchell – Chairman of the Local Diabetes team is unable to make the meeting, however, the latest LDT Annual Report (finalised June 2004) is included in the papers with some commentary and some LDT members may be in attendance.

COMMUNITY & PUBLIC HEALTH ADVISORY COMMITTEE DISCLOSURES OF INTERESTS

Member	Disclosure of Interest
CHAIR Julie Kilkelly WCDHB Member	<ul style="list-style-type: none"> • Member - Pharmaceutical Society • Member - NZ College of Pharmacists • Member - Pharmacy Defence Association • Director - Kilkelly Kartage Ltd • Trustee - West Coast PHO Board – Co-opted Pharmacist • Director - Olsen's Pharmacy
Professor Gregor Coster Chairman WCDHB <i>Appointed February 2003</i>	<ul style="list-style-type: none"> • Director - PHARMAC • Director - Cornwall Management Limited • Director - Cornwall Nominees Limited • Trustee - The University of Auckland Primary Health Care Trust • Chairman - Institute of Rural Health • Trustee - Goodfellow Foundation
Robyne Bryant WCDHB Member	<ul style="list-style-type: none"> • Member - New Zealand Nurses Organisation • Member - New Zealand College of Midwives • Member - Mawhera Maori Women's Welfare League • Employed by Coast Health Care as a Maori Mental Health Worker • Trustee - Board of Coast Care Trust
Tamai Sinclair WCDHB Member	<ul style="list-style-type: none"> • Health and Social Services Representative, Te Runanga o Ngati Waewae • Shareholder - Mawhera Corporation • Member - Poutama Ora • Trustee - West Coast PHO Board • Kaiwhakarite, Te Puni Kokiri • Member - Mata whanui (Maori DHB members committee)
Lindy Mason	<ul style="list-style-type: none"> • Owner - Masons Pharmacy • Member - Pharmaceutical Society
Cheryl Brunton	<ul style="list-style-type: none"> • Medical Officer of Health for West Coast - employed by Community and Public • Health - Canterbury District Health Board • Senior Lecturer in Public Health - Christchurch School of Medicine and Health Sciences (University of Otago) • Trustee - Hepatitis C Services Te Waipounamu • Fellow - Australasian Faculty of Public Health Medicine • Member - Public Health Association of NZ • Member - Association of Salaried Medical Specialists
Greville Wood	<ul style="list-style-type: none"> • General Practitioner – West Coat DHB • Fellow – Royal New Zealand College of General Practitioners
Barbara Greer	<ul style="list-style-type: none"> • Member - Rata Branch Maori Women's Welfare League • Member - Poutama Ora • Member - Runanga O Makaawhio • Shareholder - Mawhera Corporation

	<ul style="list-style-type: none"> • Tumuaki Rata Te Awhina Trust
Sharon Ransom	<ul style="list-style-type: none"> •
Barbara Beckford	<ul style="list-style-type: none"> • Member - Medical Radiation Technologists Board (Responsibility for registration and disciplinary matters) • Member - NZ Medical Council Professional Standards Competence Review Committee • Co-Convenor - Federation of Women's Health Councils Aotearoa (Consumer advocacy interests) • Co-Chair - National Screening Unit Consumer Reference Group • Member - Breastscreen Aotearoa Advisory Group

DRAFT MINUTES OF THE COMMUNITY & PUBLIC HEALTH ADVISORY COMMITTEE MEETING

**Held 18 AUGUST 2004, in the BOARDROOM,
CORPORATE OFFICE, GREYMOUTH at 10:37 am**

PRESENT: Julie Kilkelly, Chair
Robyne Bryant, WCDHB member
Barbara Greer
Lindy Mason
Greville Wood

IN ATTENDANCE: Kevin Hague, General Manager Planning & Funding
Melanie Penny, Research and Planning Analyst
Shona McLeod, Planning and Funding Analyst
Gerri Vanderzanden, Community and Public Health
Marguerite Moore, WCDHB member

Alison McDougall, Minute Secretary

APOLOGIES: Gregor Coster
Tamai Sinclair
Cheryl Brunton
Robin Williams
Christine Robertson, Deputy Chair, WCDHB
Lindy Mason (for lateness)
Greville Wood (for lateness)

1. WELCOME, APOLOGIES

The Chair welcomed all committee members, Board members and management. Apologies were received from Gregor Coster, Tamai Sinclair, Cheryl Brunton, Robin Williams, Christine Robertson, and Lindy Mason and Greville Wood for lateness.

2. DISCLOSURES OF INTEREST

The following changes were made to the disclosures of interest.

Barbara Greer

- Member - Rata Branch Maori Women's Welfare League
- Member - Poutama Ora
- Member - Runanga O Makaawhio
- Shareholder - Mawhera Corporation
- Tumuaki Rata Te Awhina Trust

3. **AGENDA CHECK**

- Meningitis roll out
- Scholarships

Greville Wood joined the meeting at 8:41am

4. **MINUTES OF PREVIOUS MEETINGS**

Minutes of Meeting Held 16 June 2004

Moved: Robyne Bryant, Seconded: Barbara Greer

It was RESOLVED that the Minutes of the Community and Public Health Advisory Committee meeting held 16 June 2004 were a true and correct record.

Minutes of Meeting Held 21 July 2004

- Page 13, Item 4, replace "19 May" with "16 June"
- Page 13, Item 4, resolution should read, "It was MOVED that the Minutes of the Community and Public Health Advisory Committee meeting held 16 June 2004 were a true and correct record to be formally resolved at the next meeting"
- Page 14, second paragraph, third sentence, replace "wise" with "wide".
- Page 15, Item 6, last paragraph, last sentence, add "Robyne Bryant raised concerns about issues of double dipping regarding community services card use, free alcohol and drug counselling and methadone counselling programmes."

Moved: Robyne Bryant, Seconded: Barbara Greer

It was RESOLVED that the Minutes of the Community and Public Health Advisory Committee meeting held 21 July 2004 were a true and correct record subject to the amendments listed above.

4.1 **Action & Responsibility List**

Obtain data from New Zealand Health and Information Service on the number of people calling Quitline from the West Coast as available

The General Manager Planning and Funding advised that there is no new information. The Chair noted that the Ministry of Health indicated information would be available around July. The General Manager Planning and Funding will go back and see if more information has now come through. The Chair advised that this information would be a useful baseline measure for CPHAC to look at in terms of rolling out smoking cessation programmes on the West Coast. The Chair advised it would be useful to include a quarterly update of these figures in papers. The Chair suggested pharmacies could provide information on the number of cards redeemed and a Committee member suggested that information could also be obtained through PHO reports. The Chair advised she will be attending a Smokefree project meeting this afternoon and will mention provision of baseline data prior to programme rollout.

Investigate the use of an email distribution list to advise health professionals of upcoming education sessions

AND

Investigation a co-ordinator to distribute training events, etc. on the WCDHB website.

The General Manager Planning and Funding advised the WCDHB website does have the facility to list training events. The distribution list isn't running yet but should be completed shortly and in the meantime if people have events they would like to advertise they should advise the Community Liaison Officer. Training providers will be advised the resource is available when it is finalised.

Provide comment on Child & Youth Health Strategy to General Manager Planning & Funding

Now a standing agenda item for reporting therefore to be removed from the Action and Responsibility List.

Investigate the success of smoking cessation initiatives for Maori and plans put in place to achieve objectives

In Tamai Sinclair's absence, the Chair requested Committee members advise her if they hear of any initiatives that may be of interest to CPHAC. Carried over.

Liaise with the Chair to prepare a press release on the role of CPHAC and it's current vacancy

Completed .

Identify provider performance indicators and social determinants of health performance indicators for CPHAC

The General Manager Planning and Funding tabled copies of the interim PHO reports. He had requested the PHO comply with the quarterly report requirement starting with the April to June quarter of this year. This information has still not been received though was due 20 July 2004. He also asked the PHO to prepare consolidated reports from the start of PHO through to the beginning of the April quarter. The General Manager Planning and Funding advised he will go through the reports and provide a more developed version. The report tabled deals with matters that the PHO is required to report on as per it's contract and this information will help to build new KPIs for the next contract.

CPHAC discussed the information provided in the PHO reports including diabetes. The General Manager Planning and Funding advised that there does not appear to be adequate numbers of diabetes annual checks occurring. Southlink Health report that their estimate is approximately 800 diabetics on the Coast. Each of these people should be receiving an annual review. The information in the report indicates that around half appear to have actually received a review. The Chair queried how many reviews are done by the hospital diabetes team. This may be an issue for the GP Liaison Officer to explore and requested the General Manager Planning and Funding liaise with the GP Liaison Officer on the number of diabetes reviews conducted at the hospital.

Action: General Manager Planning and Funding

The General Manager Planning and Funding will provide data on reviews undertaken by hospital staff at the next meeting then look at the total number of people who received a review so that CPHAC can then look at whether the Committee is satisfied with the proportion of diagnosed diabetics on the Coast receiving reviews. If CPHAC is not comfortable with the data then it could look at whether the mix between PHO and DHB service is appropriate. A Committee member suggested that not only the PHO should report but nurses and WAKA could also report on the number of people screened or referred for screening as we do not really have an accurate picture of those people who remain undiagnosed. These figures may then give a picture of expected numbers. The Chair advised this would be useful to estimate targets. The General Manager Planning and Funding advised there were no targets set in the PHO contract. CPHAC could look at this data by obtaining information from the DHB, PHO, Rata and WAKA. This information could

also be broken down geographically to ensure appropriate and equitable levels of access, targets agreed with the Ministry and benchmarking data on expected level of diabetes prevalence. A Committee member suggested this type of reporting could eventually be used to monitor prevalence and treatment of other diseases. The Chair requested Rata and the DHB be approached to provide figures.

Action: General Manager Planning and Funding

CPHAC discussed diabetes screening and the Chair suggested that once all additional data is reported CPHAC can then identify if health promotion or education around risk factors, etc. is needed and make recommendations to the Board as appropriate. The General Manager Planning and Funding suggested that in addition to receiving new data CPHAC could also invite the local diabetes team to present at the next meeting.

Action: Chair

A Committee member suggested that other community providers could be invited to submit data such as primary care nurses with the Appetite for Life program and Rata Te Awhina on various work within their area. The Chair requested that data also be obtained from other providers as required.

The GM Planning & Funding advised that it appears that the PHO is underspent in some areas possibly due to few GPs and Practice Nurses taking up opportunities provided in the contract. The Chair requested that the General Manager Planning and Funding as funder ask if GPs and Practice Nurses know these opportunities exist. The General Manager Planning and Funding will follow this up with the PHO.

Action: General Manager Planning and Funding

CPHAC discussed underspent areas in the PHO's budget including terminal care and rural health practice development. The General Manager Planning and Funding suggested he can query if the PHO has plans for how this money will be spent and as funder signal categories for spending and agree plans for how the underspend is to be used. The Chair suggested it would be helpful if reports were provided in a form more closely aligned with identified provider performance indicators.. A Committee member suggested CPHAC could have an ex officio PHO representative on the Committee. This would give the PHO the opportunity to give broader advice to CPHAC on issues being discussed. A Committee member suggested that CPHAC could write to the PHO with a standing invitation to attend meetings. The Chair agreed that it would be useful for CPHAC to have a PHO representative at meetings. The Chair mentioned that other providers have been formally invited to attend meetings in the past but they have not taken advantage of the offer and reiterated that CPHAC meetings are public and ideally the media and Community Liaison Officer should also attend.

Moved: Lindy Mason, Seconded: Robyne Bryant

Motion:

THAT CPHAC write a letter to the PHO extending a standing invitation to attend CPHAC meetings.

Motion carried.

A Committee member queried if the PHO underspend is ring fenced for each budgetted area. The General Manager Planning and Funding advised that the PHO is not required to report on this however based on the information that has been reported it would appear the money is being ring fenced. A Committee member queried how many people are now enrolled with

the PHO on an NHI basis? The Chair advised the number is approximately 27,000. The Committee member advised that she is aware of NHI duplicates becoming more of a problem. Many people have two numbers, one for hospital treatment, one for GP treatment. Barbara Greer advised she is attending an NHI Advisory Group meeting and will present this information at the meeting. The Chair suggested that if the Committee member identifies anyone with two NHI numbers then she should notify Bill Eschenbach at the PHO.

Liaise with the PHO to assist with the development of a website and other communications functions

The General Manager Planning and Funding informed the Committee this has not been actioned yet. He is looking to ensure WCDHB has the capacity to assist the PHO.

Discuss the establishment of a working group to assist Greville Wood with the Rural GP Training Scheme with EMT

The General Manager Planning and Funding advised that EMT have not yet discussed the establishment of a working group but he is aware that Greville has met with the Chief Financial Manager. The Chair requested EMT discuss and action the matter to report back to the next meeting with a steering group.

Raise the issue of pharmacy subsidies and special areas with the Ministry and discuss an amendment to the charging policy with the General Manager Primary Services/Director of Nursing

The General Manager Planning and Funding advised he has not discussed this item with the General Manager Primary Services/Director of Nursing yet as she has only just returned from leave. The General Manager Planning and Funding advised he did flag the issue to the Ministry and has not had any feedback. The General Manager Planning and Funding is preparing a paper to be presented to the Ministry recommending a way forward for special areas in order to smooth them into the mainstream system.

A Committee member suggested that the Board should advocate for over 65s in special areas to be entitled to a community services card and request the Prime Minister retract the letter she has written or write a new letter clarifying the situation.

Gerri Vanderzanden left the meeting at 12:00pm

Moved: Greville Wood, Seconded: Robyne Bryant

Recommendation:

That CPHAC recommends the WCDHB Chairman raise with the Minister of Health the inability to deliver on the benefits for those over 65 in special areas as outlined in the Prime Minister's personal letter to them and address ways of removing this anomaly.

Carried.

Liaise with the Community Liaison Officer to explore a media campaign on the meningitis vaccine rollout

AND

Liaise with Rata Te Awhina Trust to ensure they are involved in a media campaign on the meningitis vaccine rollout

Completed and further discussion as per agenda item 8.

Primary Health Care Plan

The General Manager Planning and Funding advised that SISSAL is working on the Plan and a draft should be completed in a few months. The General Manager Planning and Funding suggested the item is left on the Agenda for regular updates. The PHO doesn't have a Primary Health Care Plan and once the DHB's plan is formulated then it will hopefully spark greater involvement/engagement from the PHO on this issue. Drafts of the Plan will go out for discussion once completed.

CPHAC Vacancy

The Chair advised she is conducting interviews for the CPHAC vacancy next week with the General Manager Planning and Funding.

5. CORRESPONDENCE

No correspondence was received or sent.

6. CHILD AND YOUTH HEALTH

The Chair read from a media release by the WCDHB calling for participants in a working group of young people for the Child and Youth Health Strategy. The General Manager Planning and Funding advised that the first meeting of the Committee went well with good energy and people enthusiastic about the work programme

7. ORAL HEALTH

Research and Planning Analyst (Melanie Penny) provided an update on oral health matters. She advised she attended the launch of the new adolescent oral health initiative on 1 July in Christchurch, which was also attended by the Minister of Health. This initiative is the first of its type to be implemented and is a collaboration between WCDHB, CDHB and SCDHB. The initiative has been now picked up nationally and will be funded nationally. There are television advertisements being shown and posters and pamphlets made available to nurses, dentists, etc. The Research and Planning Analyst played the television advertisements for the Committee.

The Chair queried whether there was anything further that CPHAC could do at present to aid with the progression of the Oral Health Recommendations from the recent Hui. The Research and Planning Analyst said things were progressing well at this stage.

The Planning and Funding Analyst joined the meeting at 12:05pm

8. MENINGITIS VACCINE ROLLOUT

The Chair tabled copies of a paper prepared by Cheryl Brunton on the Meningitis Vaccine roll out. Shona McLeod (Planning and Funding Analyst) is the co-ordinator for the West Coast roll out. The Planning and Funding Analyst informed CPHAC that public awareness campaigns have not yet been started but campaigns will be based on raising awareness of meningococcal disease. The Ministry has not released all resources yet and information will be disseminated as the roll out progresses nationally. It is expected more information will be received about the vaccine and where to go for vaccination closer to the time. At this stage the roll out is expected to be in July 2005 and awareness and training for primary health providers and public health nurses will start at end of this year. The Chair noted that there have been 11 cases of meningitis on the West Coast in the past 4 years and 4 of these were

Type C (the most common strain which the vaccine actually doesn't cover) and it would be good to include these figures and information about different types in education campaigns.

9. **SCHOLARSHIPS**

The Chair advised that she raised the matter of scholarships at the last Board meeting. No significant progress was made. She has also been talking with some members of the PHO about ways to assist with recruitment such as providing scholarships to West coast adolescents who are entering University to study medicine and other key health professions. The scholarships could be tailored to wherever a shortage exists and provide scholarships not only to assist students but to also attract them back to the West Coast. The WCDHB did not develop a way forward at their last meeting but there was a general interest in a scholarship programme. The Chair asked for suggestions from CPHAC. A Committee member advised that he developed a paper and gathered data in relation to providing scholarships on the West Coast a few years ago and provided this information to the General Manager Operations. The information is based on programmes that are running in Australia. The Committee member advised that he feels the project could be advanced by a separate trust set up for scholarships possibly under the West Coast Development Trust. The scholarship trust could have contributions from all sectors to a pool for scholarships with the DHB being one of the contributors. The Chair suggested that CPHAC recommend the Board look at formally setting up ways of working with other providers to establish a scholarship programme..

Moved: Chair, Seconded: Greville Wood

Recommendation:

THAT CPHAC recommends that the WCDHB instruct the Chief Executive to further the concept of developing scholarships for West Coast students entering key health professions and, in particular, the concept of a regional trust to administer scholarships.

Carried.

10. **NEXT MEETING**

The next meeting will be held on Wednesday 13 October 2004 at 10:30am in the Boardroom, Corporate Office, Greymouth.

There being no further business the meeting concluded at 12:43 pm

**Action and Responsibility List from the Community & Public Health Advisory
Committee Meeting held Wednesday 21 July 2004**

Page of Minutes	Task	Who Involved/Responsible
Meeting held on 03/12/03	Obtain data from New Zealand Health and Information Service on the number of people calling Quitline from the West Coast as available.	General Manager Planning & Funding
Meeting held on 19/05/04	Co-ordinate distribution of information about up and coming education sessions to various groups of health professionals..	General Manager Planning & Funding
Meeting held on 16/06/04	Investigate the success of smoking cessation initiatives for Maori and plans put in place to achieve objectives.	Tamai Sinclair
Meeting held on 16/06/04	Prepare reports on provider performance indicators and social determinates of health indicators for CPHAC to monitor.	General Manager Planning & Funding
Meeting held on 21/07/04	Liase with the PHO to assist with the development of a website and other communications functions.	General Manager Planning and Funding
Meeting held on 21/07/04	Discuss the establishment of a working group to assist Greville Wood with the Rural GP Training Scheme with EMT.	General Manager Planning and Funding
Meeting held on 21/07/04	Raise the issue of pharmacy subsidies and special areas with the Ministry and discuss an amendment to the charging policy with the General Manager Primary Services/Director of Nursing.	General Manager Planning and Funding
4.1	Liase with the GP Liaison Officer to collect information on the number of diabetes reviews conducted at the hospital.	General Manager Planning and Funding
4.1	Invite the local diabetes team to the next CPHAC meeting.	Chair
4.1	Follow up with the PHO to ensure GPs and Practice Nurses are aware of funding opportunities in the PHO contract.	General Manager Planning and Funding
Meeting held on 18/08/04	Approach Rata Te Awhina and DHB Diabetes Nurse to establish reports on annual diabetes reviews performed in these areas.	General Manager Planning and Funding
Meeting held on 18/08/04	Prepare standing invitation letter to the PHO to attend all CPHAC meetings	Chair

CPHAC CORRESPONDENCE FOR SEPTEMBER 2004

Date:	Sender:	Details:	Response Date	Response Details
8 September 2004	Julie Kilkelly to Andrew Michell, Chairman, West Coast Local Diabetes Team	Invitation to attend the CPHAC meeting being held on 13 October 2004.		
8 September 2004	Julie Kilkelly to Maureen Pugh, Chairperson, West Coast PHO	Thank you letter to Maureen Pugh re Maureen's attendance at a recent CPHAC meeting.		

WEST COAST DIABETES MODEL 2004

The following analysis of diabetes prevalence, incidence and population on the West Coast in 2003 and plans for 2004 is based on data supplied by the General Practices of the West Coast Primary Health Organisation (WCPHO). While this information provides a useful guide to relative percentage rates of diabetes detection and management, it has limitations, as it is not based on a complete dataset for the whole of the West Coast region. People living in areas that were covered by former Special Area General Practices remain outside the WCPHO and their information is not included in the dataset. The areas thus excluded are Karamea, Ngakawau, Dobson and South Westland (south of the Waitaha river). As such, a sizeable section of our community (some 4180 people, or 14.8% of the West Coast population) are not featured in the following analysis or targets; thus limiting the accuracy of the results. This is an area that the West Coast DHB is looking to address for future years in order to gain a more comprehensive understanding of the impact of diabetes in our region.

HEALTH NEEDS ASSESSMENT REGIONAL PROJECT

DISTRICT STRATEGIC PLAN