

## ACP Steering Group Meeting Minutes 7 June 2018

### Present

Jane Goodwin (Chair)  
Kendra Sanders  
Kirstin Pereira  
Jane Large  
Sue Cooper  
Jane Pou  
Kate Orange  
Carla Arkless  
Ellen Fisher  
Noel Tiano

### Apologies

Clare O'Leary  
Deon York  
Arthur Te Anini  
Barry Snow  
Courtenay Mihinui  
Kate Grundy  
Mariana Churchward  
Helen Rigby  
Rachel Haggerty

### *Commission*

Leigh Manson  
Lizzie Price  
Ricki Smith  
Chelsea Sirs

## 1. Welcome and apologies

Jane Pou opened the meeting with a karakia.

Jane Goodwin welcomed everyone to the meeting. Group members introduced themselves and talked about their backgrounds.

## 2. Matters arising from meeting 3 May 2018

- a. Letters to DHB HR managers about ACP DHB train-the-trainer and Serious Illness Conversation Guide train-the-trainer training were sent. **Action: Chelsea is to forward a copy of the letter to ACP facilitators.**
- b. Letters to CMOs, DONs, allied health and quality leads about the Serious Illness Conversation train-the-trainer approach were sent.
  - Kendra's DHB has pulled together a one-pager showing at a glance what the difference is between the two trainings. **Action: Kendra to send this to Leigh Manson.**
  - Leigh is developing a visual of what the training looks like, to make it clearer. **Action: Leigh will attach the visual to the next steering group agenda for their information.**

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- c. ACP data standards and NHI review: The Commission has submitted a proposal for ACP to be considered in the NHI data review, with a request that an ACP alert be added to the NHI. The proposal is being reviewed in mid-June and we are expecting to have feedback towards the end of June.
- There was comment that it would have been good to mention that the ACP may be the only source of information in an emergency. Ricki said that there may be further opportunities to bolster our case through the work the Commission is doing with an IT expert. Jim Brown is going to take on this role. He is also looking at ways having an ACP alert on the NHI can be strengthened. Jim's role is to scope the process for capturing ACPs electronically and sharing of information. He will also advise on the potential/need for a [HISO standard](#) for ACP.
  - There is a survey going out to DHBs to find out how ACPs are measured and reported and stored. It was suggested that regional IT contacts are also be sent the survey as they will be able to advise future state as well as the current state. Leigh suggested ACP facilitators are sent the survey in the first instance, with a prompt to touch base with regional IT contacts and DHB CIOs to find out what current and future state will be. **Action: Ricki.**
  - interRAI: Jane Large has coordinated a discussion around interRAI. Nationally there have been some issues with comparing 'apples with apples' when talking about ACP in relation to interRAI. Jane made contact with the interRAI team and the ACP national team suggesting a discussion. This meeting will take place on 20 June.
- d. A steering group sub-group is developing a 'minimum package for ACP'. This will be a resource for DHBs about what systems are needed for the successful implementation of ACP. The sub group has had two meetings and has developed the document that was sent out to the steering group. Feedback on the document is requested. **Action: Ricki to send email to steering group asking for feedback, due 15 June.**
- e. The national team developed requirements for quality ACP train-the trainer. These were distributed to DHB facilitators and included in the letter to DHB HR leads.

### **3. Update on website going live and communications plan**

The content of the ACP website has been moved to the Commission site, and change-over will be on 1 July. **Action: Ricki will send link to new website to the group. Any feedback around website navigation is to be provided to Ricki before 15 June.**

### **4. Learning management system**

We are waiting for a proposal and quote from Jeremy Fitzpatrick of Learning Works for work to get the LMS to integrate with the current eLearning package.

### **5. Confirmation of the minutes of meeting of 5 April 2018**

Jane Pou confirmed the minutes and Ellen Fisher seconded them.

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## 6. ACP promotion and stakeholder engagement

Clare O'Leary has been doing some great stakeholder management work and making some very valuable connections. A summary of activities is attached to these minutes:

Action: Chelsea.

## 7. Update ACP train-the-trainer

Leigh gave an update on DHBs' plans for training. There has been good update of the training despite the concerns raised and discussed at previous meetings.

- Bay of Plenty DHB and Lakes DHB – 12-13 September
- Capitol and Coast DHB, Hutt DHB and Wairarapa DHB – 18-19 September
- Tairāwhiti DHB – 2-3 October
- Waikato DHB – 10-11 October
- Midcentral DHB and Wanganui DHB – 24-25 October

Still in discussions with South Island DHBs, Hawkes Bay and the Northern DHBs.

South Island DHBs were concerned about how the potential nurses strike might impact on the start of training.

## 8. Serious Illness Conversation Guide

We are working closely with the patient deterioration programme and are in the process of speaking with all the clinical leads about the training in November. The Commission took the SICG training information to the quality and risk managers' meeting two weeks ago and we are speaking at the CMO meeting on 14 June and the DONs meeting in August. There is a strong view that SICG training, process and ownership needs to be sitting with senior management and clinical teams. It should be championed by the CMOs and owned by DHBs. Four to six trainers need to be chosen to continue this training. A call for expressions of interest from trainers has been sent out and Ariadne Labs are supporting Leigh in making decisions on who the trainers will be.

## 9. Customisation of SICG guide customisation

We are looking to form three groups of consumers and health care professionals to look at the language of the SICG, and make it appropriate for a New Zealand audiences, including Māori, Pacific and other ethnicities. The workshops are likely to be held in Wellington, Christchurch, Northland, Bay of Plenty or Waikato, in August.

## 10. Health Workforce New Zealand tender

The level two advanced communications training course is no longer available free of charge to DHBs because of programme funding changes. Alternative funding is being sought from the Health Workforce NZ development fund. An expression of interest is currently being developed.

HWNZ has developed a PowerPoint that includes the priority areas for investment and what will be taken into account in funding decisions.

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Action: Chelsea to send PowerPoint out to group.

Action: Leigh to send ACP submission to group for comment by 22 June.

If the ROI is selected, a business case will be developed by the end of August and the funding will start from 1 January 2019.

## 11. Last years of life research

The research has been accepted for publication and is provided for information. This is the research that we are hoping to expand on by adding ACP information and asking “is there a difference in utilisation of services between people in their last year of life with an ACP and those people without an ACP.

The paper has been published [https://www.healthpolicyjrn.com/article/S0168-8510\(18\)30160-X/pdf](https://www.healthpolicyjrn.com/article/S0168-8510(18)30160-X/pdf)

## 12. Call for items for July steering group meeting

- The group agreed that a key messages summary needs to be produced after each meeting so facilitators can take this back to their regional ACP groups. Action: Leigh and Ricki to create key messages list and send out with minutes.
- There were suggestions about ways to more effectively structure the agenda, including having ‘action’ and ‘update’ headings. Ricki to action.
- It was agreed that agenda items will be called for two weeks before the meeting, giving members a week to add their topic items to the agenda.
- When the agenda is finalised we will discuss how the three-hour meeting will be structured. Suggestions for this are to take a five-minute break after each hour or divide into sub groups in the second hour for a brainstorm.
- Next meeting there will be an agenda item on the development of the Maori resource. Action: Invite Anton Blank and Clare to update the group on the progress of the project to date.

## Risks and issues

- We need to ensure we get different cultural views and perspectives from staff and consumers about what works and what does not in terms of the ACP plan.
- Include a discussion in next meeting about what how we can support family/whānau conversations. Action: Chelsea to add to next agenda.

## Close

Jane Pou closed the hui with a karakia. The hui finished at 11.35am. The next meeting is 4 July.