

ACP Steering Group Meeting Minutes 13 March 2018, 10am to 11am

Present

Kirstin Pereira, Midland region ACP rep
Kendra Saunders, Central region ACP rep
Jane Large, South Island region ACP rep
Ellen Fisher, Midland regional ACP facilitator rep
Helen Rigby, Central region ACP facilitator rep
Jane Goodwin, South Island ACP facilitator rep
Barry Snow, Northern region clinical lead
Kate Grundy, Palliative medicine facilitator
Arthur Te Anini, consumer rep
Sue Cooper, consumer rep
Chelsea Sirs, Commission
Jenny Hill, Commission
Deon York, Commission
Clare O'Leary, Commission
Chris Walsh, Commission
Lizzie Price, Commission
Ricki Smith, Commission
Leigh Manson, Commission (temporary chair)

Apologies

Carla Arkless, ACP training expert
Rachel Haggerty, DHB planning and funding representative

1. Introductions

Steering group members introduced themselves and talked about their role on this group and the value that they hope to bring to the group.

2. Nomination of the Chair

Several potential nominations were suggested, including Kate Grundy and Chris Kalderimis. Kate needs to find out more about the role and to check on other work commitments, and Chris has not confirmed his membership of the group. We will continue this as an email discussion.

Post meeting note: Jane Goodwin was subsequently nominated and widely endorsed by the group. She has now accepted the role of Chair.

3. Consideration of the steering group terms of reference

The group discussed whether amendments or changes needed to be made to the terms of reference. Suggestions were:

Membership

- Have someone who represents the aged care industry, perhaps a clinical lead for one of the private providers. We need to hear their voice and the way they see things. There was also a suggestion that we approach the NZ Aged Care Association for a recommendation
- Need a GP – if Chris Kalderimis isn't able to do it
- Look at having a Pacific and Māori person on the group.
- Still looking to fill these positions:
 - Northern region regional ACP rep
 - Northern ACP facilitator rep.
 - We will continue to work with the Northern region DHBs about filling this role
 - Clinical lead Midland region (Kristin to look into this)
 - Clinical lead Central region (if Chris Kalderimis isn't available)

Other

- Include the role of the chair in the ToR
- Clarified that member reporting responsibility was informal feedback to the group about what is happening locally and regionally
- Liz will update the ToR to make the changes discussed, including correcting the date for the face-to-face. Will also correct 'ACP advisory group' on pg 3
- Send all steering group members a list of the proposed advisory group membership and terms of reference

Actions:

- Lizzie will go back to members of the group for suggestions for Māori and Pacific representation
- Lizzie will send a list of advisory group members and the advisory group ToR
- Lizzie will approach the NZ Aged Care Association for a recommendation
- Lizzie will talk to Kirstin Pereria about finding a Midland region clinical lead
- Lizzie will follow up with Chris about whether he is agreeable to joining the group as Central clinical lead
- Lizzie will update the ToR as per discussions
- Leigh will continue discussions with Northern DHBs re finding a Northern region ACP rep and a Northern ACP facilitator rep

4. Progress report to DHBs Planning and Funding

This was attached to the agenda and there were no questions.

5. Key themes emerging from the regional workshops

Deferred to the face-to-face meeting on 5 April 2018.

6. Risks and issues

Deferred to the face-to-face meeting on 5 April 2018.

7. Structure of agenda for face-to-face meeting on 5 April

The following items were suggested for the face-to-face meeting:

- Short term workplan (two years) and priorities
- Are we linked up and providing consistency and equity over the country in terms of ability to do ACPs and access to them?
- Are we getting lip service but no action from large segments of the health sector?
- Discuss links with other programmes, such as goals of care.

The meeting closed at 11am. The next meeting is the face-to-face meeting on 5 April 2018 at the Health Quality & Safety Commission in Wellington.