

**ACP Steering Group Meeting Minutes
3 May 2018**

Present

Jane Goodwin (Chair)
Arthur Te Anini
Carla Arkless
Ellen Fisher
Helen Rigby
Jane Pou
Kate Orange
Rachel Haggerty
Sue Cooper

Commission

Deon York (joined the meeting for part of the time)
Clare O'Leary
Leigh Manson
Lizzie Price
Ricki Smith

Apologies

Barry Snow
Kendra Saunders
Jane Large
Courtenay Mihinui
Noel Tiano
Kate Grundy
Jenny Hill
Mariana
Kirstin Pereria
Barry Snow

1. Welcome and apologies

Jane Pou opened the meeting with a karakia.

Jane Goodwin welcomed everyone to the meeting, and in particular new member Jane Pou. Group members introduced themselves to Jane, welcomed her, and said what their main wish for advance care planning (ACP) was for the next two years.

2. Matters arising from meeting 5 April 2018

- a. Terms of reference: These have been finalised and will be put on the website.
- b. Membership: We have the following new members:
 - i. Jane Pou
 - ii. Noel Tiano (unable to make today's meeting)
 - iii. Marianna Churchward (unable to make today's meeting)
 - iv. Courtenay Mihinui (unable to make today's meeting).
- c. Future meetings will probably be by zoom, because of the cost of getting everyone together for a face-to-face meeting.
- d. The NZ Aged Care Assn has confirmed a representative for the advisory group. There was discussion about whether we also needed input from the aged care sector at an operational level. It was agreed that regional facilitator reps will link in with ARC and feedback on any issues. It was also noted that there were several members of the steering group with good links into aged care. ARC providers will also be a key part of our stakeholder engagement.
- e. Train-the-trainer:
 - i. The Commission provided Rachel Haggerty with a summary of the DHB ACP train-the-trainer issues to raise at the GMs planning and funding meeting on Monday 9 April. Rachel said the meeting ran out of time to discuss this and it is on the agenda to be discussed in the May meeting.
 - ii. The Commission is drafting a letter for DHB planning and funding managers to send to DHB human resources managers about what DHBs need to do to support train-the-trainer and Serious Illness Conversation Guide training. A similar letter will be sent to directors of nursing and chief medical officers. **Action: The Commission to finalise and send the above communications.**
- f. ACP IT systems:
 - i. The Commission met with the Ministry of Health about capturing ACPs electronically. There was discussion on the benefits of developing a standard for capturing the data in a standard way.
 - ii. The Ministry is going through a review about what information is held as part of an NHI number. There is the opportunity to propose that an 'ACP alert' is added to the NHI info. There is also the possibility that an ACP alert is added to the national alerts data.
 - iii. The Commission will write to DHB chief information officers, on behalf of the steering group, making them aware of the Ministry of Health's involvement in potentially developing standards for the electronic sharing of ACPs, and of the MedTech ACP developments. **Action: See below.**
 - iv. The steering group agreed that an IT expert would be contracted to undertake a project on behalf of the Commission to investigate the different options for electronic storage and sharing of ACP and develop recommendations for the steering group. **Action: Commission to contract an IT expert. They will help draft the letter to DHB chief information officers referred to above**
- g. Local implementation resource requirements:
 - i. Ellen Fisher, Jane Large, Ricki Smith and Carla Arkless will be meeting on 15 May to develop the 'minimum package for ACP' concept further and

bring it back to the next meeting for further discussion. **Action: Group to meet and report back to steering group at next meeting.**

h. ACP promotion:

- i. The Commission developed a campaign brief which was circulated to members of the steering and advisory groups for comment. There was a request that group members are given more time for feedback in future, which was noted. Feedback that came in after the deadline will still be taken into account when the final brief is agreed with the successful provider.
- ii. The Commission will have a booth at the GP conference in Auckland in July which will include ACP; we have had an abstract accepted for the Hospice NZ Palliative Care Conference in September. Clare is going to the Innovation and Compassion conference in Sydney in June (with thanks to Clare for funding her own flights and accommodation).
- iii. We will continue to gather stories of people keen to share their experiences of doing an ACP. If you have some, please contact Clare.
- iv. The Commission is seeking feedback about the navigation of the new website, before it goes live. We have only had one consumer feedback.
- i. ACP guide and plan review – this is a work in progress.
- j. A sub group that included Leigh, Ricki and Helen met with a number of people about the different learning management systems (LMS). Because there are standards for these systems, all LMSs should be able to access the ACP modules hosted on the ACP LMS seamlessly from the four DHB LMSs. There will be a further meeting about adding the face-to-face courses, so data can be used to ensure quality and uptake of training.

3. Confirmation of the minutes of meeting of 5 April 2018

Jane Goodwin confirmed the minutes from the last meeting, seconded by Carla Arkless.

4. State of the nation resource

Leigh outlined the current status and spoke about the document circulated with a potential measures framework for ACP. There was discussion about the most important things to focus on – the key things we need to be able to measure to show progress. Not measuring these things is a big risk to the programme. **Action: Jane Goodwin is to send Rachel Haggerty information from Canterbury DHB about capturing advance care plans.**

5. Proposed train-the-trainer contract with DHBs and training schedule

Jane talked to Maureen Allan who is a train-the-trainer educator based at the Ministry of Education. Maureen said the key things for success were rigorous quality and safety oversight. For the Commission, maintaining the integrity of the programme and what is being delivered is extremely important.

There was discussion about how to optimise the delivery of the programme across DHBs. Arthur Te Anini said the steering group needs to set a standard, which would be the only standard. There was discussion on how to deal with someone from a DHB who was trained but was not able to safely deliver the training. It was agreed that we need to do as much as we can upfront to prepare DHBs for the possibility that all trainers may not get through the course. We also need to be explicit about how the DHBs need to

support training and what criteria trainers should meet. **Action: National team to pull together requirements for quality ACP train-the-trainer training to support the process of training DHB trainers.**

6. Ryman Healthcare

Ryman Healthcare have made ACP implementation a priority in all their villages. Action: The Commission to meet with them see discuss how we can support this.

7. Close

Jane Pou closed the hui with a karakia. The hui finished at 11.40am. The next meeting is 7 June.