

**ACP Steering Group Meeting Minutes
1st November 2018**

In attendance

Kirstin Pereira
Kendra Sanders
Jane Goodwin (Chair)
Arthur Te Anini
Kate Grundy
Helen Rigby
Jane Pou
Ros Capper
Loma-Linda Tasi
Karlynnne Earp
Diana Nicholson
Carla Arkless
Kate Orange

Commission staff

Leigh Manson
Lizzie Price
Clare O'Leary
Ricki Smith
Deon York

Apologies

Marianna Churchward
Jane Large
Rachael Haggerty
Noel Tiano
Sue Cooper
Chelsea Sirs

Welcome

Jane Pou opened the meeting with a karakia.

Welcome, introduction, apologies

Jane Goodwin welcomed everyone to the meeting and Clare welcomed and introduced the new members Ros Capper, Loma-Linda and Diana Nicholson.

The group did a round robin introducing themselves.

Minutes and actions from previous meeting

The minutes from October's meeting were confirmed by Helen Rigby and seconded by Jane Pou.

New agenda items

Nil.

Questions from pre-meeting update document

Kirstin asked for some clarity around the plan for the national training co-ordinator role. Lizzie advised this had been put on hold as the Commission needed to clarify what the new role would need to look like for the Commission prior to seeking guidance on how the person would support the DHBs with local training. Internal processes are currently being reviewed and once this has been established, a consultation process with the DHBs will go ahead.

Diana asked if the cohort for the Maori resource review had been finalised as she has in mind some people who may like to be involved. This was addressed in the resource discussion.

Karlynne updated the group that Ben Lenting from Waikato DHB & Sangita Shah from Medtech Global will be presenting *"IT Connectivity to share an Advance Care Plan (ACP) across Organisations whilst ensuring a Patient Centric Approach"* at the HINZ conference this month.

Helen Rigby clarified that Oceania Health Care were paying their staff to complete the L1 online modules. A great incentive.

Promotions

Nil

Resources

Health literacy review and co-production approach

Clare welcomed feedback, comments or any issues found with the review. The review has raised questions around;

- The language and tone used in the current ACP and guide
- The feedback that the guide has mixed target audiences.

The purpose of the review is to inform and help guide any strategic plans in the future when looking to develop new ACP resources.

Clare said a meeting had been held with the Commission's co-design specialists to discuss a shorter version of an advance care plan. They advised that a co-production process could be used to develop the new resource.

Clare proposed using *Te whare tapa wha* as a framework to base this work on and suggested forming a focus group to work towards this.

Loma-linda felt this was a good idea and expressed her interest in being a part of the group and linking in with a Pacific perspective.

- Kirsten agreed this was the right way forward but asked how the specific recommendations of the review would be used. Clare said the review was a very important part of the resource review process and will help align all future ACP resources.
- Karlynnne said the demand for ACP in the PHO was increasing and that they used the shortened ACP from Taranaki, as the process with the longer national ACP was not very clear. Karlynnne asked if this was the intention with the revised document, to produce something shorter and easy to process. Clare said yes and that we are also waiting for the outcomes of digital scoping project to ensure everything aligns together.
- Carla suggested a shortened ACP would be good for people who are unwell as the 16-page document is too long for people to cope with. Carla uses the 4-page ACP document to reduce the large process for unwell people.
- Helen Rigby asked if the revised document would be in both paper and smart form. Clare said yes, we need to be catering for everyone.
- Arthur commented that he found the review very interesting and agreed the language used in the current ACP was not consumer friendly and felt that most consumers require support and translation from a health care professional.
- Ros Capper agreed it needed to be shorter.
- Jane Pou said the consumer language was a very important thing to consider and felt the revised document needed to be concise and understandable, without technical language.
- Helen Rigby felt the review highlighted the complexity of what we are dealing with.
- Jane Goodwin said it was important to understand that the current guide had consumers heavily involved with its development, and it would appear the needs of consumers are changing.

Jane Goodwin summarised that the purpose of the review was to help streamline future resources and that the group felt the current ACP is too long and needs to be simplified.

Action: Clare to form a focus group to plan and develop a new ACP resource.

Education and training

Nil

Measurement and evaluation

Nil

Implementation

Minimum package for DHBs – Now “Advance care planning – A guide to successful implementation.”

The group was asked on their thoughts of the proposed name change to the document. The group agreed on the change.

The following suggestions were made for the document:

- add te reo translation of ACP to the document – Te whakamahere tiaki I mua I te wa (Clare)
- add an acknowledgement at the beginning of the document on how it was developed, incorporating best practice (Diana)
- remove the words minimum package from page 3
- Karlynnne to give Ricki feedback offline
- add links to the case studies on the ACP website, specifically the quality improvement cases (Jane)
- add the four-quadrant diagram as well as the strategy – including dates (Helen)

Action: Ricki discuss with Karlynnne and to make above suggested changes and send to group members

It was agreed that the document would be distributed through the ACP website and disseminated by the regional representatives.

Leigh and Lizzie suggested that it be included in the next Commissions newsletter.

Action: Ricki to write a short article for the newsletter

Resource ordering

Ricki gave feedback of the survey findings from DHBs –the majority wanted to change resource ordering to a centralised hub. The group felt that the cost of distribution could still be an issue and that the audience who responded to the survey may not have considered this.

- Lizzie suggested a 6-month trial of centralised distribution to see how it would work.
- Kendra said this would be a huge value add for the DHBs but suggested a letter to those who held the budgets in the DHBs to seek feedback. Lizzie said that because of the relatively small distribution costs and because this was coming out of the existing budget, the group had the mandate to make this decision.
- Leigh said that there will be cost implications either way and said it would be included in the 2019 plan.
- Diana asked if 6 months would be enough, as smaller entities may not re-order within 6 months and may skew the data. Lizzie and Ricki to consider this.
- Carla asked if it was practicable to have individuals ordering from the website. Lizzie said consumers would be encouraged to use the online form whereas the hub was more intended for organisations and bulk ordering.

Action: Ricki will get likely costs estimates from Jocasta, and work with her to make an online ordering system live. She will also consider how this change in process will be communicated to stakeholders. Ricki will write a summary of the responses and proposed plan to those from the DHBs who feedback.

Action: Lizzie and Ricki to liaise with Jocasta to discuss further.

Frequency of steering group meetings

Jane asked for thoughts on the current frequency of the steering group meetings.

Kirsten asked how the Commission was finding it.

Lizzie said the Commission would like to propose six weekly meetings as the lead in time to each meeting currently is very short. Lizzie also suggested that emails could be sent if an urgent decision needed to be made.

Clare said she did not want to lose steering group momentum leading up to the February campaign and suggested the next planned steering group meeting (6th December) be shortened and focus on the campaign.

The group agreed with this and felt the existing duration (1.5 hours) and time (10am-11.30pm) for future meetings worked well.

Jane Goodwin summarised the above and that future meetings will be every 6 weeks starting in 2019.

Action: Commission to send an online poll to the steering group to confirm which day suits the best for the first 2019 steering group meeting.

2019 ACP workshops

Leigh suggested that for the upcoming ACP review in June 2019, we organise regional ACP workshops, as we did February/march this year, to pull together information to add to the review and proposal.

The group was happy for this to go ahead.

Action: Leigh and Ricki to liaise with the regional representatives on dates that will work best.

Website and online training stats

Lizzie said that of all the programmes on the Commission's website, ACP gets close to double the hits of the second highest programme. A summary of this has been attached to the minutes.

Lizzie also said that since engagement with larger ARC organisations, the L1 online training stats have increased significantly. A summary of this has also been attached to the minutes.

Other

Jane Pou asked if a decision had been made around the numbers of steering group members and attendance. Lizzie advised that with the quorum of 50 percent recently added to the TOR and having the meetings every 6 weeks (as some people have regular monthly clashes), this should help guide and potentially improve meeting attendance.

Jane Pou closed the meeting at 11:31 with a karakia.