



**NATIONAL HEALTH EPIDEMIOLOGY AND QUALITY
ASSURANCE
ADVISORY COMMITTEE**

Minutes
26 May 2006


Meeting Held:	The Executive Board Room, Wellington Airport Convention Centre
In Attendance:	Robin Youngson (RY), Cindy Farquhar (CF), Sharon Kletchko (SK), Jonathan Jarman (JJ), Jim Vause (JV), Nigel Dickson (ND), Barbara Greer (BG).
Apologies:	Barry Taylor (BT)
Guests:	Helen Emmerson (HE), David Waters (DW)
Secretariat:	Gillian Bohm (GB), Bridgette Connor (BC)

Agenda Items: Summary of Discussions and Decisions

Meeting Commenced:	9:30am
1. Welcome and Apologies	Barry Taylor was unable to attend
2. Chair's report	Joint Commission International (JCI) has invited RY to join an International Steering Group on Patient safety. RY has accepted and will represent EpiQual at a meeting in Chicago on the 11 & 12 June 2006. RY has been asked to do a presentation on behalf of EpiQual at the Improving Quality Network Forum. This will be held on the 29 June 2006.
3. Planning for EpiQual Workshop with Helen Emmerson	HE facilitated the committee through a planning session for the EpiQual workshop to be held on the 30 June 2006. The workshop is titled " How do we create the conditions for connected and coherent improvement across the health sector? " To give focus to the workshop, the Safe and Quality Use of Medicines (SQUM) Strategy will be used as an example. To facilitate the participants to think in different ways; the use of the 'problem-solving six hats of DeBono' will be used in conjunction with dimensions of quality (access, equity, efficiency, effectiveness and safety). It was decided that the participants should receive pre-reading.

	<p>including the SQUM strategy and an article by DeBono.</p> <p>Action: RY, HE and secretariat to continue planning workshop</p>
4. Confirmation of Minutes	<p>Minutes from the 29 March Meeting signed.</p>
5. Matters arising from minutes	<p>The secretariat's position within the Ministry of Health is in the Quality and Safety team, currently located at 133 Molesworth Street. The team will move to the Terrace in August 2006.</p> <p>The presentation from the Paediatric Society of NZ will be discussed at next meeting when BT is in attendance.</p> <p>The attendance of Jason Whakaari (Manager of NZHS) at an EpiQual meeting has been postponed, due to Jason not being available till October.</p> <p>The committee had asked the secretariat to ensure that we were "in sync" with the requirements of the New Zealand Public Health and Disability Act. In discussion with the committee it was confirmed that we are meeting requirements and that our work fell within the scope of the ToR.</p>
6. Correspondence – inward/outward	<p><u>Inward</u></p> <p>Email of invitation to RY for the International steering group (see chair's report)</p>
7. Administration	<p><u>National Consumer Summit Report</u></p> <p>GB handed out a document from the New Zealand Guidelines Group (NZGG) entitled 'National Consumer Summit Report and Discussion Paper'.</p> <p>The committee agreed to make a submission on the paper.</p> <p>Action: BC to send out paper to committee members.</p> <p>Action: Committee to fill in Questionnaire by 3 July 2006, BC will collate and send to NZGG.</p> <p>GB reported back from the meeting of DHB Quality and Risk Managers. GB referred to a briefing paper prepared for discussion at a meeting held with the Minister. One item in the paper referred to the lack of leadership for quality improvement at the national and DHB and executive management levels. EpiQual discussed this and decided that if Quality and Risk Managers do not see EpiQual as providing national leadership, then EpiQual should address this.</p> <p><u>Outstanding Claim forms</u></p> <p>BC asked the committee if they could send in their outstanding</p>

	<p>claim forms. This is important as the financial year ends 30 June and they can not be carried on to the next financial year.</p> <p>Action: BC to place claim form on Quickplace</p>
8. Update on projects	<p><u>Adult Mortality Review Committee (AMRC)</u></p> <p>Cabinet paper for the AMRC is in process.</p> <p><u>Appointment of new committee members</u></p> <p>This process is under way, will take three to four months to complete.</p> <p>Action: BC to find out when remaining members terms finish</p> <p><u>POAA</u></p> <p>Still awaiting on information on the web enabled form from the Ministry of Health IT section.</p> <p>Action: BC to follow up.</p>
9. Other matters arising	<p>RY suggested to the committee the idea of having a consumer working group. It was decided that the committee would delay looking into this till after the NZGG consumer group submission outcomes.</p> <p>The committee discussed the need to hear more about the PMMRC and CYMRC. It was decided to add a section to the agenda for an update from the Chairs.</p> <p>Action: BC to add to future agendas</p>
10. Teleconference/workshop with Peter Senge	<p>RY told the committee about the opportunity for a video-teleconference with Peter Senge for 90 minutes on the 18 October 2006.</p> <p>The committee discussed if this could be turned into a half day or full day workshop and include other presenters.</p> <p>GB suggested the aim of "commitment and leadership to quality at a higher level"</p> <p>Action: The committee is to suggest any ideas for themes or relevant presenters.</p> <p>Action: RY and Secretariat to follow up with DHB CEOs, regarding meeting dates</p> <p>Action: BC to add workshop to work programme</p>
11. Chartbook	<p>The committee went through the Chartbook with David Waters. There are still some outstanding commentaries these need to be in by 15 June 2006.</p>

	<p>The committee also need to start looking at doing the introduction for the Charbook. RY volunteered, but asked other committee members to forward recommendations to him.</p> <p>Action: RY to start introduction for Charbook, committee members to send recommendations to RY.</p>
<p>12. Workplan 06/07</p>	<p>The committee spent time reviewing the workplan for 2006/07.</p> <p>RY suggested exploring the role of medical professionalism; this has been added to the workplan.</p> <p>Action: BC to add a discussion on the role of professionalism to next agenda.</p> <p>The committee discussed contracting someone to research the Health Innovation award winners; this has been added to the workplan</p> <p>Action: BC to update workplan with changes, and then send out to committee.</p>
<p>13. Meeting Closed</p>	<p>1635</p>
<p>Next meeting: 1 August 2006 Venue: Wellington Airport convention centre</p>	
<p>Minutes Approved:</p>	<p>Signature: </p> <p>Date: 11/10/06.</p>