

**EPIDEMIOLOGY AND QUALITY ASSURANCE
ADVISORY COMMITTEE
Friday 3rd December 2004**

Meeting held:	Miramar Golf Links, Wellington Airport
In Attendance:	Denise Hutchins (DH) Chair; Cynthia Farquhar (CF); Barbara Greer (BG); Jonathan Jarman (JJ); Sharon Kletchko (SK); Barry Taylor (BT); & Robin Youngson (RY);
Apologies	Jim Vause (JV), Nigel Dickson (ND), Tracey Grose (TG)
Guests:	Chloe Burchell, MoH, Sandra Coney, Catherine Marshall, CEO, NZ Guidelines Group
MoH attendees:	Gillian Bohm (GB),
Secretariat:	Mairead Sweeney (MS)
Agenda Items,	Summary of discussion & decisions
2. Welcome, apologies & agenda confirmed	
3. Confirmation of minutes 7th October 2004 Confirmed and signed	
4. Chairs report	DH briefed the committee regarding: A) Standards NZ. They have requested a meeting with EQ next year and DH is keeping the lines of communication open with them. b) Dr. Nick Baker, President Paediatric Society NB requested a meeting with DH to provide an update on Paediatrics Society activities, particularly the Society's Child & Youth Epidemiology Service. NB indicated that the work of the Society linked with EQ activities and asked that contact be maintained.
Feedback from other committee members	Social Policy Research Evaluation Conference. Action point: MS to get a copy of the Prime Ministers speech and circulate to the Committee. SK reported that she had recently been to a meeting where surgeons had indicated their support of a peri-operative mortality review committee. The models from Australia and UK for the Confidential Inquiry into peri-operative deaths (CEPOD) were referred to the need to include private surgical providers and anaesthetists was acknowledged. Note: The Committee discussed providing advice to the minister on the implementation of a peri-operative mortality review committee in its first annual report. Action Point: include on February agenda for further discussion.
4. Matters arising 4.1 Draft web page	Some tweaking of content and colours is taking place at the moment. The link is expected to go 'live' prior to Christmas. Action point: MS to follow up and circulate the web link as soon as possible.

<p>4.2 Memorandum of Understanding / Service Level Agreements</p> <p>4.3 EQ brochure</p> <p>4.4 Meeting dates for 2005</p> <p>4.5 Budget 04/05</p>	<p>Delayed in MOH Legal. Appears some reluctance to the MOU concept given legislative changes. Suggested by Committee members that alternative Service Level Agreement format may be more useful. Action point: GB to talk to AP re drafting a new Service Level Agreement and circulate prior to February meeting. Action point: BT to send DH a copy of the CYMRC Memorandum of Understanding.</p> <p>The brochure was circulated at meeting. The Committee suggested including some additional quotes & pictures. Action point: MS to make these changes. Distribution plan to be discussed at February meeting.</p> <p>The following dates were agreed by all present for 2005. February 16, 21 / 22 April, June 10, August 12, October 7, & December 9. The venue will continue to be the Miramar Links Conference & Function Centre. Action Point: MS to circulate and confirm dates with venue.</p> <p>Draft budget circulated at meeting. EQ workplan needs to be taken into account when looking at these figures. Action point: For further discussion in February.</p>
<p>5. Correspondence Inward / Outward</p>	<p>None</p>
<p>6. Conference update</p>	<p>CF & SK briefed the committee on the GIN / SPREC conferences they attended recently.</p> <p>The Committee discussed how to influence change on the purchasing environment so that population health priorities eg. reduction in obesity. SK, noted, presentations at the Conference on decision support, systematic approach to incorporating evidence into practice, using tools such as Predict. Mason Durie's work on ethnicity versus race, equity and access and elective services prioritisation are all issues to be considered. SK volunteered to prepare a draft section for the annual report around evidence based purchasing.</p>
<p>7. Draft framework</p>	<p>GB, SK, CF, JV had met in Wellington between EQ meetings to undertake further work on criteria and a set of measures.. The meeting discussed progress to date and spent time confirming a set of criteria against which the "Chartbook" measures could consider. The agreed criteria were as follows:</p> <ul style="list-style-type: none"> ▪ Availability ▪ Feasibility ▪ Valid ▪ Importance ▪ Amenability ▪ Comparability ▪ Understandable

	<ul style="list-style-type: none"> ▪ Reliability/accuracy <p>It was agreed that the range of measures would include:</p> <ul style="list-style-type: none"> ▪ Health status (individual & population) ▪ Healthcare system <ul style="list-style-type: none"> -primary community residential care/long term care acute elective mental health pregnancy/childbirth palliative population <p>All measures would use the Framework of system, team, individual and continuity and collaboration.</p> <p>Action point: GB to test current measures against criteria and a further draft to be circulated prior to the Feb. meeting. SK to work with GB. GB to also go through the Indicators from the NZ Guidelines Group.</p>
<p>8. Consumer Representation in the Health Sector, Sandra Coney</p>	<p>SC presented an overview of her research she has completed on Consumer Representation in the Health Sector. This work was commissioned by the NZGG. C M, CEO, NZ Guidelines Group, also attended. SC and CM were advised to send a copy of this report to the DHBs for their information. It was also suggested that a few lines or a paragraph on DHB's be included in the Executive Summary of the report. Action point: MS to load SCs presentation onto EQ Quickplace.</p> <p>Action Point:</p>
<p>9 Reporting on Protected Quality Assurance Activities</p>	<p>BG, BT, updated the committee on a recent teleconference with David Dunbar (MoH) and Wendy Brandon (MoH) to discuss reporting template. Reports from two colleges are due within the month. It was agreed to await the outcome of these initial reports before deciding on a final format. Further discussion to take place at the February meeting with a view to having the final template ready for circulation prior to the March deadline when some DHBs were due to report. It was agreed that the framework / template needs to focus on competence, multidisciplinary teamwork, learning to prevent further mishap. Action Point: Further discussion at the February meeting. MS and AP to source the select committee debates on HPCA and circulate.</p>
<p>10 Annual Report template</p>	<p>A first draft of the annual report was circulated for comment. Suggestions for content included under the 'activities of the committee' section, to include who we have invited to meetings and what the outcome was. Further discussion will take place at the February meeting, with a two day planning meeting scheduled for April 21 / 22 2005.</p>
<p>11. General business</p>	<p>1. The Public Health Committee have issued a publication</p>

	<p>'Prioritising Health Services'.</p> <p>Action Point: SK will do a summary of the report and circulate to EQ members.</p> <p>2. SK raised the issue of the recently circulated document from the Public Health Advisory Committee, "Future of Public Health". She thought EQ should consider. It was agreed JJ would summarise and circulate comment to EQ.</p> <p>Action Point: JJ to summarise and circulate to EQ members</p>
Meeting closed	The meeting closed at 16.30
Minutes approved	<p>Signature:</p> <p>Date:</p>

Next Meeting: Wednesday 16 February 2005

Venue: Miramar Links Conference and Function Centre (Ph: 04 801 7649)
Location is adjacent to Wellington Airport Car Park & directly opposite exit closest to baggage retrieval area).