

MINUTES

Hawera Hospital Recruitment Steering Committee
 29th November 2007, Conference Room, Hawera Hospital

PRESENT: Ben Nieuwoudt (MOSS Hawera Inpatients), Joy Farley (General Manager Hospital Services), Gillian Campbell (Acting Manager Hawera Hospital), Jan Dunlop (TDHB Board representative), Ken Horner (Community Representative), Brenda Sturgeon (Staff Representative), Grant Goodman (Goodman Consulting), Debbie Taylor (GM Human Resources)

MINUTE TAKER: Linda Smith

	ACTION/DECISION
1.0	APOLOGIES Neil Walker.
2.0	<p>PREVIOUS MINUTES Matters arising: <i>Retention Package for Doctors</i> – Gill acknowledged Dr Ben Nieuwoudt’s comments in the previous minutes around implementation of ideas were more to do with workplace issues rather than recruitment and retention improvements.</p> <p>Terms of Reference –</p> <ul style="list-style-type: none"> i) Removal of “Steering” from the title of this Committee. Discussion held regarding the change of title for this committee <ul style="list-style-type: none"> - Brenda had received community feedback wanting to keep the current title feeling this is well recognised by the Hawera public. - Joy Farley & Ken Horner were keen to remove “Recruitment” and “Steering” from the title and more reflect the community role within this committee. - Suggestion was made to call the committee “Hawera Hospital Community Committee”. This name confirmed with majority in agreement. - This change of title will be communicated to the board via Joy Farley’s report. Joy will also write to the community representatives in Stratford and Hawera. ii) Ngati Ruanui representative – Neil Walker had raised this as an agenda item previously. He had received a request to have a representative from Ngati Ruanui on this Committee. Joy has met with T.W.P.K. who endorse a Ngati Ruanui representative. Joy will write to Ngati Ruanui asking for a nomination and the Terms of Reference will be amended accordingly. She will also seek advice on the correct wording for these T.O.R. iii) A Public notice advising of Steering Committee meetings to go into the Hawera Star paper prior to each meeting – Gill to organise

	<p>Single Charitable Trust Fund – Gill and Ken to arrange a meeting to progress this issue. Initial step is to get a stock take of what currently available.</p> <p>Hawera Hospital Position Paper – This was circulated to this committee prior to it being presented at last TDHB board meeting. To be re-distributed with these minutes.</p> <p>Hawera Hospital website- The Hawera Hospital page has been updated on the TDHB website. This also has links to local Council, local organisations and information about the area etc.</p> <p>Welcome packs for new medical staff – Gill will meet with Ken to discuss what we can put in place to welcome new staff. Jan offered the help of the Business Professional Womens Group to assist in welcoming partners of new staff to the area. They have already captured the wives of the new doctors offering them support, information etc.</p>
<p>3.0</p>	<p>GENERAL BUSINESS</p> <p>Manager Hawera Hospital – Joy advised the recruitment process for this position will commence in the New Year. The job description will reviewed.</p>
	<p>Medical Workforce Development Plan– Grant Goodman and Debbie Taylor have commenced a project to look at the Medical workforce development for South Taranaki. This as a response to concerns raised by the community and this committee around the recruitment and retention of doctors in South Taranaki. They have met with some of the stakeholders and a draft discussion paper has been circulated looking at GP, Medical Officer and Emergency Department doctor workforce issues. This includes the problems recruiting to “rural” areas. Similar models have been looked at nationally and globally. The focus is on “workforce” not “service” development. It has been identified that nursing recruitment will be flagged for future development. The key for this paper is to get ideas from the community. Once everyone has had a chance to look at the discussion paper, an amended document will be distributed.</p> <p>Grant emphasised that Hawera is not alone in trying to recruit doctors. It is documented that Hawera has the lowest number of GPs per head of population. It is a South Taranaki issue not just Hawera. The paper includes what is the ideal candidate and what do they need to retain them in this area. Remuneration has been excluded from the document because of industrial negotiations. It is recognised that Hawera has a strong community spirit that needs to be included as a recruitment and retention factor.</p> <p>After meeting with all stakeholders including the Mayor, General Practitioners, the Steering Committee and other interested parties, the 1st phase will be a gap analysis, 2nd phase a draft report to Management and then this will be sent out to stakeholders. The 3rd phase planned is a discussion workshop on the draft report. The final stage will be a prioritisation project looking at a 3 year workforce development project for implementation.</p> <p>The draft report will be out early next year. An updated version of the discussion document to be sent to Steering Committee members.</p> <p>Grant & Gill will arrange a meeting to go through the discussion document with the Steering Committee this month.</p>

	NEXT MEETING: THURSDAY 28TH FEBRUARY 2008
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