

# MINUTES

Hawera Hospital Recruitment Steering Committee  
 13th September 2007, Conference Room, Hawera Hospital

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**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)

**MINUTE TAKER:** Linda Smith

	ACTION/DECISION
1.0	<p><b>APOLOGIES</b>            Rosemary Clements, Tony Foulkes, Neil Walker, Brenda Sturgeon.</p>
2.0	<p><b>PREVIOUS MINUTES</b>  <b>Matters arising:</b>  <b>Workforce Development Plan:</b></p> <ul style="list-style-type: none"> <li>▪ A workforce development plan has been completed for TDHB.</li> <li>▪ South Taranaki is considered within this plan, however as discussed at the steering committee meeting of November 2006 a specific plan for the Sth Taranaki medical workforce needs to be developed.</li> <li>▪ Joy Farley commented that this is now to be progressed. Grant Goodman (Project Coordinator) to review South Taranaki medical workforce issues and develop a plan for ongoing management of workforce requirements relevant to this area. A project scope will be circulated for comment prior to commencement.</li> </ul>
3.0	<p><b>GENERAL BUSINESS</b></p> <p><b>H.R. RECRUITMENT:</b></p> <ul style="list-style-type: none"> <li>▪ Summary report of recruitment activities for Hawera Hospital were received from Charles Hunt (Medical Recruitment Manager) at the last meeting but were not discussed due to insufficient time. Charles will continue to provide a summary at each meeting. No further comments noted.</li> <li>▪ Joy Farley reported that Dr Jens Peter Link has settled in well. Hawera Hospital and the community provided excellent support for the family including the organisation of transport and accommodation.</li> <li>▪ To assist Drs Link and Nieuwoudt there is additional cover for weekends by Drs Eloff and Benipal. This has resulted in the permanent doctors back working a 1 in 3-weekend roster. This remains in place until November when Dr Eloff will return to fulltime Hawera Hospital MOSS position. The weekends covered by locums includes the Friday, which has meant that the permanent doctors have been able to be released for CME.</li> <li>▪ Dr Eloff is looking at being available to work in Hawera Hospital for at least 8 months from November.</li> </ul>

- Dr Eloff has been able to work across both the E.D. and the Inpatient Ward. This has provided benefits to both areas allowing flexibility to assist where the need is. Registration requirements of the medical council limit which areas doctors can work. Dr Eloff's general registration and ongoing experience allows this ability to work in multiple areas. This type of position will be considered in the ongoing workforce planning.

**TERMS OF REFERENCE REVIEW:**

- Held over from last meeting.
- Tony Foulkes has advised that he is happy with existing terms of reference.
- Joy Farley received feedback from Neil Walker. He has been approached from Ngati Ruanui who would like representation on Hawera Recruitment Steering Committee. Joy has referred this to TWPK for comment.
- Ken Horner said he is happy with the Terms of Reference. He feels any issues should be brought to, and discussed at this meeting first, before going any further.
- Joy asked if the committee felt this group should be enlarged. It was felt that the board representation on this committee ensures a good link through to the board. Ken Horner & Jan Dunlop felt the community was happy with representation on the committee having received no negative feedback. Ken suggested that advertising meetings and inviting submissions from the community, is preferred to enlarging the committee.

**TDHB August Board Meeting:**

- Ken Horner requested copy of Dr Devadhar's notice of motion presented to the board. This will be sent as requested and is also available on the TDHB website and in the minutes of the respective Board meeting.
- Outcome of the notice of motion is that Joy Farley has been asked by the Board to develop a position paper for the November board meeting to provide a response to this notice of motion.

**RETENTION PACKAGE FOR DOCTORS:**

- Dr Ben Nieuwoudt felt that nothing concrete has come out of these meetings as far as getting a good recruitment and retention package as an incentive for new doctors. He believes that the community needs to contribute if they want better services and more doctors, there is a limitation to government-funded money available. However he agrees that some of his suggested ideas over recent years have been implemented.
- The TDHB website Hawera page is under development. This is being set up with dual purpose of information about the hospital and its services as well as a site for prospective employees to gain information. It will include links to the local South Taranaki sites for use by prospective employees
- Ken Horner said there are various trusts for Hawera Hospital with money sitting there that can be accessed. He suggested setting up a single Charitable Trust. As a number of the trusts are relatively small, this may be the more beneficial way in which to manage this money. It would require winding up individual smaller trusts. Rotary and Dr Keith Blayney are aware of the trusts available to support Hawera Hospital. This trust money could then be used to attract and support Doctors to the area, retain them and be utilised for research projects. Ken felt it would be important that direction came from the Hospital around how this would work practically.
- A welcome package for new staff needs to be developed. Ken is happy to offer his help in putting together this welcome package. Gill Campbell said we need to

	<p>ensure information and support is available while being careful not to overwhelm new doctors, they need time to settle in especially if coming from a different culture.</p>
	<p><b>Actions:</b></p> <ul style="list-style-type: none"> <li>▪ To develop a paper around practical suggestions of how a single charitable trust could support recruitment and retention at Hawera Hospital - Joy Farley, Gill Campbell and Dr Nieuwoudt to complete by the end of October.</li> <li>▪ Welcome package be developed – Gill Campbell and Ken Horner</li> </ul> <p><b>The following items for discussion at the next meeting are:</b></p> <ol style="list-style-type: none"> <li>a) Remove “Steering” from title of this committee (suggested by Ken Horner).</li> <li>b) Steering committee representation – community members.</li> <li>c) Advertising of steering committee meetings and how to contact community representatives.</li> <li>d) Single charitable trust fund.</li> </ol>
	<p><b>NEXT MEETING: THURSDAY 29<sup>TH</sup> NOVEMBER, 1230 P.M.</b></p>