

PMMRC


Perinatal and Maternity Mortality Review Committee

TELECONFERENCE MINUTES

Teleconference held:	Tuesday 20 June 2006 3-4pm
In Attendance:	Cindy Farquhar (CF) joined at 3.20pm, Jacqueline Anderson (JA), Mollie Wilson (MW), Dawn Elder (DE), Vicki Culling (VC), Jane Zucollo (JZ)
Apologies:	Stephanie Palmer (SP) Deborah Harris (DH) Lesley McCowan (LM), Bridgette Connor (BC)
Secretariat:	Faith Roberts (FR), Gillian Bohm (GB)

Agenda Items: **Summary of Discussions and Decisions**

1. Quorum of 7	Not reached at the meeting
2. Minutes from previous meeting	Minutes 20 March still to be signed Minutes 26 April need corrections, have not been out to Committee yet Action: Arrange for 20 March minutes to be signed, Correct minutes for 26 April, send out and take both to meeting 24 July BC
3. Collection of Perinatal data from 1 July	Discussion about Nat Coordinator still going on, hope to have someone based in Auckland by August. Concerns about readiness to start on 1 July. Everything has had to be rushed eg. The letter contained errors that may have been avoided with extra time. Feedback has been that paper forms will be needed. Comments have been made about the vast amount of data we are collecting. Information pack needed with clear instructions to follow when a baby dies. Don't have finished forms, or website details. Not sure if trial site (www.pmmrc.otago.ac.nz username tr1al and password flax) will still be functional next week, may not be as real database is set up. If necessary completed forms could be faxed to Cindy. Recommendation from people with similar experience is not to make changes to the forms until after about 6 months of use. Action: Work up flyer and send email all Coords by Friday FR
4. Maternal Working Group	List of maternal deaths from NZHIS seems very incomplete. Need to consider if we will/can do retrospective review of maternal deaths. Explore getting deaths from Coroners. Pathologists may not link death with pregnancy if mother dies after birth. Action: send NHl # of any mothers you know have died to GB ALL Action: talk to Barry Taylor about accessing Coroners' info GB Action: Circulate list of nominees to Maternal Working Group to all Committee Action: Ask NZHIS if they can give NH# of any woman who died up to 3 months after child birth BC GB
5. Job description for Local Co-ordinators	Some of the "Essential Skills" could be removed. Include Liaison with Clinical Director of Child Health. Action: Any more comments to CF ALL Action: Make changes to the Job Description CF

<p>6. Reschedule of meetings</p>	<p>Monday 24 July all day in Airport Wellington (replaces 20 June) Friday 1 September CANCELLED Tuesday 29 August 3pm teleconference (replaces 1 September) Thursday 16 November CANCELLED Monday 30 October all day meeting in Brentwood Motel Wellington (replaces 16 November) -overnight stay Tuesday 31 October all day meeting in Brentwood for Committee and the DHB Co-ordinators to discuss 4 months of perinatal data collection</p> <p>Our quorum is 7 and so meetings cannot go ahead (really) if 2 or more people cannot make them. Action: So please let Secretariat know as soon as able if there are any you cannot make. ALL</p>
<p>Next meeting: Monday 24 July 2006 Venue: Wellington Airport</p>	
<p>Minutes Approved:</p>	<p>Signature:  Date: 30 / 11 / 06</p>