


Meeting Held:	Wellington Airport Convention Centre
In Attendance:	Cindy Farquhar (CF), Mollie Wilson (MW), Deborah Harris (DH), Dawn Elder (DE), Lesley McCowan (LM), Vicki Culling (VC), Jane Zucollo (JZ), Stephanie Palmer (SP)
Apologies:	Jacqueline Anderson (JA)
Secretariat:	Bridgette Connor (BC), Faith Roberts (FR), Gillian Bohm (GB)

Meeting Commenced:	9:30am
1. Confirmation of Minutes	Minutes from 20 March 2006 and 26 April 2006 confirmed.
2. Matters arising	<p><u>Kaitiaki Group</u></p> <p>Still waiting on the report from the Cervical Screening Kaitiaki Group, recommendations should be in by the end of July.</p> <p>Action: Secretariat to put on Agenda for discussion once report arrives.</p> <p><u>Logo update</u></p> <p>SP discussed with the committee that she had been in contact with Amster Reedy regarding the logo and Panui. SP is working towards having the Panui done within 6 months.</p> <p>The committee decided that a working group was needed to work with SP and Amster Reedy on the logo. DH and VC volunteered to be on this. The committee agreed that it would be good to have the Pacific member involved in this process too.</p> <p>Action: SP to work on Panui</p>
3. Correspondence - Inward	<p>Email from Christine Fowler regarding the query from Gordon Davies was discussed.</p> <p>Action: LM to look into and reply (via secretariat)</p> <p>Representative for the MNIS group of the Ministry of Health. Pat Tuohy is updating the maternal and newborn Information</p>

	<p>(MINS), he is calling for representatives to be on a working group. LM, MW and CF showed interest in being involved.</p> <p>Action: CF to write to Pat Tuohy requested to be involved in the group.</p>
<p>4. Chair's Report</p>	<p>CF reported on her work on getting the perinatal death data collection up and running on 1 July 2006.</p> <p>CF has also been working towards getting the contract for the database finalised with Otago university.</p>
<p>5. Administration and updates</p>	<p>The teleconference is confirmed for 29 August 2006 3:00pm – 4:00.</p> <p><u>Perinatal Local Review meeting – Rotorua</u></p> <p>DH attended a local perinatal death review in Rotorua with Estelle Mulligan the local coordinator. DH commented that the review went well. The committee decided it would be good to add to the flowchart "how feedback takes place".</p> <p>Action: CF to add to flowchart</p>
<p>6. Issues regarding Perinatal Death data collection and feedback on rapid reporting forms</p>	<p><u>General Feedback - database</u></p> <p>The committee reported on general feedback they had received from coordinators and others. There was a consensus that there were some technical areas that needed to be fixed. E.g. the scrolling problem.</p> <p>The committee decided on a list of priorities in which things needed to be sorted on the database:</p> <ol style="list-style-type: none"> 1. To be able to print out what is entered in the database 2. To be able to save drafts on the website 3. To look at different people being able to fill in the forms (how are we going to do this i.e. registration by NHI number?) 4. Content errors and refining <p>Action: FR to continue work with Mortality Data Group on these issues.</p> <p><u>Local Review Processes</u></p> <p>Further to DH's comments on the local review at Rotorua, the committee agreed that more guidance was needed for the local review process. It was agreed that the committee would work on a "best practice guide".</p> <p>Action: BC to add "how to run a local review" to the coordinators meeting in October.</p> <p>It was agreed that we need to get feedback from the local coordinators.</p> <p>Action: CF to send email to coordinators, secretariat to send CF list</p>

	<p>of email addresses.</p> <p>Still missing a coordinator for Whanganui DHB.</p> <p>Action: CF to ring Ken Clarke about suitable person for Whanganui DHB</p> <p><u>Post Mortem issues</u></p> <p>The Committee discussed the importance of a post mortems being done by a pathologist who has had experience with perinatal deaths. It was agreed that CF would write to the College of Pathologists and to the Coroners' Council to request that these Post mortems are carried out by experienced pathologists.</p> <p>Action: CF to draft letter and send JZ for peer review.</p> <p><u>Classification forms</u></p> <p>BC has been working with LM to complete the classification form. The committee went through the forms and made some changes.</p> <p>Action: LM to talk to geneticist regarding grouping Karotypes.</p> <p>Action: GB to review forms, BC to edit classification forms</p> <p>Action: LM is to work on guidelines for classification forms, BC to send template.</p>
<p>7. Maternal Mortality</p>	<p><u>Maternal Working Group (MWG)</u></p> <p>The set up of the Maternal Working Group was discussed. A list of members is attached (see appendix 1). The first meeting will be in October/November.</p> <p>Action: CF to draft letter of invitation to new members.</p> <p>Action: CF to email clinical directors regarding Maternal Deaths.</p> <p>Action: CF to add Maternal death data to National Coordinators job description.</p> <p><u>Maternal Data</u></p> <p>The committee decided that the collection of Maternal Death Data would start from January 2006. The Working Group will need to look at upgrading the previous forms, how they will capture all maternal deaths and how to alert health professionals about the collection of this data.</p>
<p>8. Future work</p>	<p>VC queried if the committee have a long term strategy? VC put forward ideas that she had for future work.</p> <ol style="list-style-type: none"> 1. Education for reduced fetal movements – lots of woman wait and do not go for advice straight away. 2. Consultation and knowledge transfer on stillbirth protocols and

	<p>processes.</p> <ol style="list-style-type: none"> 3. Late miscarriages 4. Guidelines on transportation of babies (deceased) for police and families. <p>Action: VC to get list of Service Managers off MW, VC to write to DHBs asking for stillbirth protocols.</p> <p>Action: discussion around future work to be put on next agenda, including the breakdown of the 2006/07 work programme.</p> <p>MW also mentioned that Dr Liz Craig, Director, NZ Child and Youth Epidemiology Service was interested in talking to PMM/RC, the Committee agreed to this.</p> <p>Action: MW to email CF Liz Craig's email address, CF to contact Liz Craig.</p> <p><u>HIE Workstream</u></p> <p>The committee discussed the need to start looking at Hypoxic Ischemic Encephalopathy (HIE), they agreed to form a working group. This work will be looked at in 2007.</p> <p>Action: GB to add to work programme.</p> <p>Action: CF to write letter to Clinical directors asking how they record HIE.</p>
<p>9. Planning for Coordinators Workshop</p>	<p>The committee discussed the coordinators workshop planned for 31 October 2006. It was agreed that hypothetical cases would be used for all aspects of the meeting.</p> <p><u>Agenda</u></p> <ol style="list-style-type: none"> 1. Introduction 2. Levels of Review 3. Feedback to improve performance 4. Death packs/investigations 5. Classification forms – practice scenario <p>CF will do the introduction this will include a progress report and a demonstration of the database. GB will discuss levels of Review, including Quality Improvement and Risk Management. Classification form practice scenario will be lead by LM.</p> <p>Action: BC to start agenda.</p> <p>Action: GB to find someone to do the "Feedback to improve section"</p>

<p>10. Update on Perinatal mortality literature and reports</p>	<p>The committee discussed the newly published "Report on Maternity 2003" and the proposed Section 88 Notice for Primary Maternity Services. Action: Committee members are to read and provide feedback were necessary. Action: Add "Section 88 Notice" discussion to next teleconference agenda.</p>
<p>11. Meeting Closed</p>	<p>1630</p>
<p>Next meeting: Teleconference 29 August 2006</p>	
<p>Minutes Approved:</p>	<p>Signature:  Date: 30/11/06</p>