


<b>In Attendance:</b>	Cindy Farquhar (CF), Mollie Wilson (MW), Deborah Harris (DH), Dawn Elder (DE), Stephanie Palmer (SP), Jacqueline Anderson (JA)
<b>Apologies:</b>	Vicki Culling (VC), Jane Zuccollo (JZ), Lesley McCowan (LM)
<b>Secretariat:</b>	Bridgette Connor (BC), Faith Roberts (FR), Gillian Bohm (GB)

<b>1. Confirmation of minutes</b>	Minutes from the meeting held on 24 July 2006 will be confirmed at the next meeting held on 31 October 2006.
<b>2. Collection of perinatal mortality data on website</b>	<p>CF commented that she was happy with the way the data collection was going. CF stated that the first report from the data was confusing as people had been testing the new site.</p> <p>DE commented on how Capital &amp; Coast DHB are working towards collecting perinatal data, they need to find a person to take charge of filling in the forms. CF responded that the LMC had the main responsibility in completing the forms and that the local coordinators should not feel that it was their sole responsibility.</p> <p>JA did a presentation at a Multidisciplinary Maternity Forum hosted by the New Zealand College of Midwives. The group had representation from Royal Australian and New Zealand College of Obstetricians and Gynaecologists, the College of General Practitioners, the Paediatric Society of New Zealand, the College of Radiologists, Society of Anaesthetists, the Perinatal Society, DHB Maternity Managers, New Zealand Association of Neonatal Nurses, Parents Centre, Maternity Services consumers Council, La Leche League, Plunket, Federation of Women's Health Councils and NZCOM. JA received positive feedback from the group on the collection of Perinatal data.</p> <p>Counties Manukau DHB has not started collecting Perinatal data because of legal issues. They are concerned about confidentiality. If Committee members have any concerns regarding other legal issues, please forward them to FR.</p> <p><b>Action:</b> FR to finalise legal issues before coordinators teleconference.</p>

<p><b>3. Classification form</b></p>	<p>The classification form has been amended and shortened. GB said that the systems issues within the form have been taken out, as further consultation was needed. Barry Taylor (Chair of the Child and Youth Mortality Review Committee) suggested that the classification form be the same for both Committees.</p> <p><b>Action:</b> BC to post updated forms and guidelines on Quickplace.</p> <p><b>Action:</b> FR to find out from Glenys Needs when forms will go on website.</p> <p><b>Action:</b> BC to organise teleconference with BT, CF, LM and GB regarding classification forms.</p>
<p><b>4. National Coordinator</b></p>	<p>The role for the National Coordinator has been advertised. Hopefully an appointment can be made by the end of September. If any members can suggest someone for the role, please forward on to CF.</p>
<p><b>5. Maternity and Newborn Information System Advisory Council (MNISAC) meeting</b></p>	<p>CF and SP recently attended a meeting for the MNISAC. The Council is hoping to put a business case forward by January 2007 regarding the improvement of the information systems for all births in New Zealand. The next meeting will be held in four weeks time.</p> <p><b>Action:</b> If any Committee members have any questions or comments for the next MNISAC meeting regarding current or future databases for collection of information on all births, please forward to CF or SP.</p>
<p><b>6. Hypoxic Ischemic Encephalopathy (HIE)</b></p>	<p>Still collecting information on what information DHBs collect on HIE.</p> <p><b>Action:</b> BC to collate and circulate to Committee.</p>
<p><b>7. Maternal Working Group</b></p>	<p><b>Action:</b> BC to schedule time on next agenda for HIE.</p> <p>CF has written invitations to the members of the Maternal Working Group. Now waiting on Claire McLintock (Chair) to Schedule the first meeting. JA expressed that she wished to be on this working group.</p> <p><b>Action:</b> BC to add JA to list and send letter.</p>
<p><b>8. Liz Craig</b></p>	<p>Liz Craig will be attending the next meeting. She will be discussing some of the issues around the indicators of DHB performance and whether it would be possible to include perinatal/neonatal mortality indicator in the next cycle. Liz Craig is also happy to discuss any of her past work.</p> <p><b>Action:</b> BC to add to agenda and email Liz Craig with details.</p>

	VC is still working on this. To be carried over to next meeting.
<b>9. DHB Still birth protocols</b>	VC is still working on this. To be carried over to next meeting.
<b>10. Logo and Pānui</b>	<p><b>Action:</b> BC to add to agenda.</p> <p>SP, VC and DH are continuing work on the logo and pānui. SP to start process. Drafts to be made, then SP, VC and DH will meet. Once a full draft of the Pānui is complete, it will then go to Arnster Reedy for consultation.</p> <p><b>Action:</b> BC to add to next agenda.</p>
<b>11. Kaitiaki Group</b>	<p>SP has been talking to David Tipene Leach (CYMRC) regarding the Kaitiaki Group. He stated that both Joanne Baxter and he were interested in being involved. FR has scheduled a meeting for all relevant parties to attend on 27 September.</p> <p><b>Action:</b> SP to report back to committee at next meeting.</p>
<b>12. Planning for the Coordinators meeting</b>	<p><b>Agenda</b></p> <ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Levels of Review</li> <li>3. Feedback to improve performance</li> <li>4. Death packs/investigations</li> <li>5. Classification forms – practice scenario</li> <li>6. Progress report</li> <li>7. Database demo</li> </ol> <p><b>Action:</b> BC to do agenda.</p> <p><b>Action:</b> FR to talk to Barry Taylor regarding database demo.</p>
<b>Minutes Approved:</b>	<p><b>Signature:</b> </p> <p><b>Date:</b> 20/11/16</p>