

**Minutes
Wednesday 29 August 2007
Airport Conference Centre, Wellington
Airport**

In Attendance:	Cindy Farquhar (CF), Mollie Wilson (MW), Deborah Harris (DH), Dawn Elder (DE), Stephanie Palmer (SP), Vicki Culling (VC), Ted Hughes (TH), Jane Zuccollo (JZ) arrive 10.30, Jacqueline Anderson (JA) (<i>Quorum is 7, must include chair or deputy chair</i>)
Secretariat:	Faith Roberts (FR), Gillian Bohm (GB)
Guests:	Vicki Masson (VM) National Coordinator, Glenys Needs (GN) Mortality Database Manager – arrive 10.15
Apologies	Lesley McCowan (LM),
Agenda Items	Summary of Discussions and Decisions
Welcome	CF welcomed everyone and invited SP to deliver a karakia.
Minutes of 9 May 2007 meeting	Some minor corrections, agreed that correct record. ACTION: Secretariat to send CF a copy of May minutes for signing and then publish on PMMRC web page.
Chairs Report	<p>CF reminded members of the requirements for maintaining the confidentiality of the information discussed at this meeting.</p> <p>CF noted that (today) marks 2 years of Committee's existence CF expressed her delight at the great achievements to date a lot of which will be covered in the report from VM (attached).</p> <p>ACTION: National Coordinator's Report to be a standing item on all future agenda - Secretariat</p> <p><u>First Annual Report to Minister</u></p> <p>CF thanked all members for their contribution. The Report was forwarded to the Minister on 24 August 2007 The development of the Work Plan to be discussed later</p> <p><u>Logo:</u> Development completed and will be used on publications in future. <u>Leaflet:</u> with information on the PMMRC to be printed</p> <p>ACTION: Secretariat will forward copies of leaflet to Committee members and local coordinators when printed. ACTION: Members to notify Secretariat if they require more leaflets. All</p> <p><u>Local Review Meetings</u></p> <p>CF had attended some local mortality review meetings. She commented on the variability of these meetings and suggested that it would be helpful to develop a template that local coordinators could use in preparation for local meetings and the provision of more training for Coordinators on how to run meetings. CF will try to attend meetings in further DHBs. CF commented that mortality review meetings need to be more inclusive of <u>all</u> members of the multi-disciplinary team and concentrate on systems issues.</p> <p>ACTION: Template to be developed for discussion at next meeting. VM ACTION: Prepare a training session for local Co-ordinators day in 2008. Secretariat</p>

	<p>Once the education and training session prepared opportunities to present at seminars and workshops e.g. DHBs, conferences should be sort. It would be helpful to develop non-identifiable scenarios to use in the next Annual Report</p> <p><u>EMNIS</u> DH attended last meeting for CF EMNIS Group has decided that auditing phase can finish – move onto “phase 2”. PMMRC members on EMNIS group are concerned that this system may not deliver the improvements that are needed. Believe that a web-based system of 30 data items is feasible. ACTION: CF to discuss with David Galler & Pat Tuohy.</p> <p><u>Maternal Mortality Review Working Group</u> At July 2007 meeting the Group reviewed 4 cases of maternal death. Psychiatrist attended meeting as new member. Useful discussion about suicide & maternal death and the variability of maternal mental health services nationally. VC noted that women are having difficulty accessing services and so they are being referred to community support groups. Group members noted that sadly a maternal death leaves a number of children child-less. Will aim to review about 6 deaths per meeting. It was noted that a review can highlight excellent practice. GB mentioned that Ministry is looking at projects to develop national service planning and suggested that maternal mental health services could be a topic for this ACTION: Discuss this with Jon Foley. GB</p> <p>Also discussed how the deaths will be reported – the definition is different from previous definitions used – so numbers will appear higher because indirect causes are included in totals.</p> <p><u>Availability of Support services – questionnaire to DHB</u></p> <p>ACTION: Secretariat to work with VC on collating this.</p> <p><u>Recent HDC Case</u> Discussion around media issues.</p> <p>ACTION: Secretariat to draft media release that can be added for individual cases and circulate to committee. ACTION: Review availability of media training for Committee Chairs. Secretariat</p> <p><u>Expiry of Terms of Office</u> All members, excepting TH, expire June 2008. Please let Chair know if you will not be standing for second term as nomination process takes a long time.</p>
Correspondence	<p>Inward: CEO College of Midwives re: Confidentiality, Australian group seeking NZ membership on Australian maternal mortality review. Outward: Standards NZ – Committee has feed-back on new draft Core Standard, NZHIS – letter re LMC data</p>

Protection of information from non-DHB employed members	<p>Independent Practitioners appear not to be covered in DHB's PQAA's Former suggestion was that the Colleges should cover their individual members. DHBs do not want to cover self-employed clinicians.</p> <p>ACTION: Refer to Damien Cole re PQAA. JA, FR</p>
Consumers Summit 26/11/07	<p>Travel for VC to attend Summit was approved.</p>
Why Mothers Die meeting UK	<p>Attendance by the Chair of the PMMRC or the Chair of the MMWG at the meeting would provide a good opportunity for networking Committee supportive of one person attending if they can meet with UK chairperson. Agreed that if someone attending in another role the PMMRC could contribute to costs.</p>
PSANZ/NZNNA	<p>Conference in Wellington. DH to present</p>
SANDS	<p>VM to attend annual conference</p>
PowerPoint template	<p>Template with PMMRC logo available for conferences</p> <p>ACTION: Secretariat to circulate template</p>
Scientific Group	<p>Main purpose should be quality assurance of data and process for data management and the consideration of applications for use of the data. Māori representative important. Governance role important to guide this group.</p> <p>ACTION: Secretariat to work on Terms of Reference and Data Access Policy and circulate.</p> <p>Discussion concluded that a group that provided services for both PMMRC and CYMRC could work and that an chair independent of the Committee's would be important.</p> <p>ACTION: Feedback to CF what the critical factors needed of this group are. All</p>
National Coordinators report	<p>Local Coordinators teleconference meeting discussion included: NHI numbers for still born babies, one DHB has moved to families taking babies to Wellington as a result of VC presentation at last Coordinators Workshop, many issues about staff shortages, anxious to have leaflet about transport of deceased babies.</p> <p>ACTION Arrange costing for printing of leaflet. Secretariat and VC</p> <p>Classification forms are a bit behind VM will help with these. All DHBs have at least one Coordinator. Collecting information re maternal deaths is very time consuming. Working with coroners about reports on maternal deaths.</p> <p>ACTION: Secretariat to liaise with Ministry of Justice and Coroners to request information re maternal deaths is sent to database.</p>
Review of initial data 1July-31December 2007	<p>CONFIDENTIAL</p> <p>Tertiary centres for PMMRC purposes will be Auckland, Counties Manukau, Waikato, Capital & Coast, Canterbury, Otago Aim to have data published within 2 years ie, 2006 data published in 2008. Plan to have second Annual Report to Minister February 2008</p> <p>ACTION: Send out template for Second Annual Report. CF ACTION: Dedicate next meeting to review of 2006 data.</p>

	Secretariat
	Lunch
Missing data	Data group can identify data fields that are not being completed eg, maternal education frequently not recorded, height and weight information being filled in more regularly.
Pānui/leaflet about post-mortem examination	Committee keen to have one booklet covering issues for non-Māori and Māori There have been requests for this from DHB staff There may need to be training and/or guidelines on how to hand out the leaflets and request a post-mortem examination. ACTION: Work on one leaflet and bring draft to next meeting. GB and SP
Perinatal pathology workshop 12 October 12-5	Need to have central organisation and funding for perinatal pathology services Need to have funding for trainee perinatal pathologist
Maternity Services Strategic Advisory Group	Julia Tinga, Senior Analyst, Ministry of Health was welcomed and spoke to attached presentation.
Neonatal Encephalopathy Working Group	Malcolm Battin has agreed chair the group. Proposed date for first meeting Thursday 8 November 2007 Membership: Cindy Farquhar Deborah Harris ACC – Teresa Sullivan or Melissa Field Colleges of Midwives and Obstetrics & Gynaecology Perinatal Society ACTION: Write to the above inviting attendance. CF and Secretariat. ACTION: Discuss with Malcolm proposed agenda and other suitable attendees. CF
Congenital Diaphragmatic Hernia	Presentation by Deborah Harris. ACTION: Write letter to the Directors of Neonatal Units and Australasian Neonatal Network requesting information and an ongoing contact. Secretariat, CF, DE
SANDS and Consumer Issues	Presentation by Vicki Culling Presented pamphlets that make up the SANDS Support Packs (funded by Tindall Foundation along with training) Showed “What’s happened to baby” book (for 3-7 year olds) – joint initiative with SIDS Wellington, SANDS Wellington and Skylight Gave all present a rubber bracelet inscribed with “Sands – A Little Life. Not a Little Loss” Baby Loss Awareness Week 9-15 October
	Meeting Closed at Meeting Closed 4.20
Next Meeting(s)	Perinatal Pathology Workshop 12 October, PMMRC meeting 9 November
Minutes approved	Signature: Date:

PMMRC National Coordinators Progress Report

August 2007

Local Coordinators

- Teleconference 27th August 13 DHBs represented by 17 Local Coordinators – working on improving Perinatal meetings, Waikato have asked management if they can give NHIs to SB, Midcentral have family transport baby to Wellington works well – query re Sands leaflet for this, quick survey re pathology services
ISSUES staff shortages, some DHBs behind with RRF, more behind with CF, Extra load created by maternal death data collection
- Email sent regarding the storage of forms in notes
- Emailed each DHB Local Coordinators their latest spreadsheet with what we have received and what is yet to be submitted.

DHB'S

- **Rapid Reporting Forms 2006** – 356. We expected 280 from the 2003 Report on Maternity
- **Rapid Reporting Forms 2007** - 337 have been received to date and we are aware of another 62
- **Classification Forms 2006** – 308 received for 2006. The remainder were completed with assistance from Lesley McCowan – thanks
- **Classification Forms 2007** – 152 to date
- All but 1 DHB are submitting forms.
- All DHBs have at least one Local Coordinators for the PMMRC

RAPID REPORTING FORMS

- The review of these began in June 2007 – awaiting further feedback
- Requests to add question to Baby Form re external examination of baby and to block question 26 for stillbirths. Mother form – add shared care as an option or be able to choose two. Add induction of labour. Concern re the wording “Independent Midwife” “Spontaneous Vaginal Delivery”
- Look at further mandatory fields
- Review after 2006 data analysed

MATERNAL DEATHS

- MWG meeting in July began review
- Feedback from clinicians supportive but extra to currently busy ++ workload
- Working with Coroners to get copies of their reports

PMMRC NEWLETTER June 2007

- Sent to Local Coordinators and Committee Members - aimed at Clinicians. Encouraged to send to local COM groups and access holders
- Chairs report
- Information on the Maternal Mortality Review
- Report from Perinatal Society of Australia and New Zealand (PSANZ) Workshop 31 March 2007
- A piece about Deborah Harris
- Further information on completing the PMMRC Perinatal Rapid Reporting Forms

DHB and other visits

- Counties Manukau perinatal meeting
- VM to talk at Waitakere Hospital on the 13th of September
- VM to talk at the Sands conference on the 14th September