

**Perinatal and
Maternal Mortality
Review Committee**

*He matenga ohorere, he wairua uiui,
wairua mutunga-kore*



Minutes DRAFT ONE
Friday 7 November 2008
Airport Conference Centre, Wellington
Airport

In Attendance:	Cindy Farquhar (CF), Dawn Elder (DE) (left after lunch), Deborah Harris (DH), Jane Zuccollo (JZ), Anja Hale (AH), Lesley McCowan (LM)
Guests:	Vicki Masson (VM) National Coordinator, Glenys Needs (GN) Mortality Database Manager
Secretariat:	Aphra Green (AG), Shelley Hanifan (SH)
Apologies:	Vicki Culling (VC), Stephanie Palmer (SP), Jacqui Anderson (JA), Ted Hughes (TH)
Agenda Items	Summary of Discussions and Decisions
Welcome	CF welcomed everyone to the meeting and asked AG and SH to introduce themselves. Action: <ul style="list-style-type: none"> • AG to provide Committee with an outline of management structure within the Systems Improvement Group and Population Health Directorate.
Previous Minutes - 17 Sept 2008	Approved – Cindy proposed a couple of minor changes.
Chair's Report	<ul style="list-style-type: none"> • The 2006 annual report has been completed and is going through editing/printing process. • Maternal Mental Health Workshop was held in October – Committee has had lots of positive feedback. • Continuing work on 2007 PMMRC Annual Report. • CF responded to letter from RANZCOG regarding review of Australian maternity services. No response from College. CF took part in radio interview and had letter published in Christchurch Press. • CF and VM to do DHB visits in November. • CF attended Health Innovation Awards in the week of 3 November, and suggested that PMMRC enter an aspect of its work in the awards next year (Panui and increased post mortem rate, or the PMMRC local coordinators network). Action: <ul style="list-style-type: none"> • Secretariat to explore options for publicly releasing Annual Report.

Correspondence	<p><i>In:</i></p> <ul style="list-style-type: none"> • Letter from RANZCOG requesting feedback on Australian Federal Maternity Services review. Response from CF to RANZCOG (sent 23 October 2008) sighted. • DE received an email from the Head of Paediatrics at Whanganui DHB wanting DHB to have further involvement in review of perinatal and maternal deaths – DE to provide local Coordinator details.
National Coordinator's report	<p>VM tabled her report (copy is attached).</p> <p>Actions:</p> <ul style="list-style-type: none"> • AG to follow up with Christine Fowler (Mortality Collection, NZHIS) regarding changes to the death certificate. • AG to follow up with Karen Vaughan (National Manager, Coronial Services Unit) regarding: <ul style="list-style-type: none"> ○ letter from CF to Chief Coroner, sent March 2008 ○ CF attending 2009 meeting of all Coroners. • LM and VM to email twins case example to local coordinators.
Working Groups	<p>NE Working Group</p> <ul style="list-style-type: none"> • Teleconference for early December to be organised. <p>Maternal Mortality Review Working Group</p> <ul style="list-style-type: none"> • Meeting on 24 November 2008
Perinatal Death Classification Form	<p>The Committee discussed a number of minor changes to the Perinatal Death Classification form, and agreed changes electronically. GN hopes that form can go live 1 February 2009.</p> <p>Actions:</p> <ul style="list-style-type: none"> • CF/VM to send to AG, to send around to all Committee members for agreement. • DH and VM to do case examples at Coordinators Workshop to train on new form. • Introduction planned for 2009. Otago need to include on website by 1st February 2009. Local coordinators will need communication with by teleconference once the website is up. Also plan further education at the 2009 local coordinators meeting.
Data for 3rd annual report	<p>The Committee discussed data tables presented by GN, suggested minor changes (noted by GN and VM) and discussed the ordering of the tables in the report.</p> <p>Actions:</p> <ul style="list-style-type: none"> • VM, GN and CF to agree on the final changes to mother and baby forms as agreed at the meeting and circulate once to the

	<p>PMMRC.</p> <ul style="list-style-type: none"> • Detailed discussion of the data. Some tables will be dropped. CF and GN to work with Lynn Sadler on preparing the next version of the report once the NZHIS data is available.
SUDI Workshop	<p>CF and DE on SUDI Working Group and should have received agenda. Important to ensure Pacific, Breastfeeding Authority and midwifery input.</p> <p>Action:</p> <ul style="list-style-type: none"> • CF to comment on programme for Workshop when available.
Maternal Mental Health Workshop	<p>Very good attendance and feedback. The following needs were identified:</p> <ul style="list-style-type: none"> • A mother and baby unit for the Auckland region • A 'hub and spoke' model for maternal mental health services • Coordinated planning of referrals using an agreed national pathway to ensure appropriate and timely referrals are made • National guidelines for serious mental illness with standards • Every DHB to have a plan in place for serious mental illness <p>Actions:</p> <ul style="list-style-type: none"> • AG to organise report write-up from Workshop. • Report to be considered at next Committee meeting and be used to engage Minister/other teams in Ministry on follow-up actions.
2009 Workshops	<p>Actions:</p> <ul style="list-style-type: none"> • VM to do agenda for local coordinators workshop, AG/Secretariat to organise venue/catering etc. • Perinatal Mortality Workshop 2009 – proposed date 2 November 2009.
Maternity Action Plan	<p>Actions:</p> <ul style="list-style-type: none"> • AG to send Maternity Action Plan to Committee and Working Groups seeking comment. • AG to collate comment for feedback to Maternity Team within the Ministry of Health, CF to approve final letter.
Panui	<ul style="list-style-type: none"> • CF noted that the Secretariat's new Group Manager had suggested that the Panui on Post-Mortems pamphlet be edited down so that it is more readable. • May end up with two versions – one for families and one for LMCs. • Important for LMCs to have detailed information as they will be the ones providing the information to bereaved parents. <p>Action:</p> <ul style="list-style-type: none"> • AG to send Panui to plain English editors to have it edited down for consideration at next Committee meeting.
Meeting dates for 2009	<p>The Committee agreed the following meeting dates for the Committee and Working Groups for 2009:</p>

11 February - SUDI WG
25 February - NEWG
2 March - PMMRC Coordinators
11 March - PMMRC
6 April - Maternal WG
22 April - SUDI WG
4 May - PMMRC
29 May - SUDI Workshop
19 June - PMMRC
22 July - NEWG
28 August - Maternal WG
21 September - PMMRC
2 November - National Perinatal Mortality Workshop (proposed date)
20 November - PMMRC
25 November - Maternal WG

Meeting Closed 3pm

Next Meeting

11 March 2009 – Wellington Airport Conference Centre

**Action Points
17 September 2008 Meeting (remaining) and
7 November 2008 Meeting**

Agenda Items	Person	Action Point	Date due
Meeting 17 September 2008 (remaining)			
Post Mortem Examinations & Workforce	AG	Pathology Report – send to Workshop participants, CTA and Minister.	ASAP
Terms of Reference	AG	Forward changes to committee for agreement of changes.	ASAP
	AG	Forward to Minister for approval of changes.	ASAP
Meeting 7 November 2008			
Ministry of Health structure	AG	Provide Committee with an outline of management structure within the Systems Improvement Group and Population Health Directorate.	11 Mar 09
Annual Report PMMRC	Secretariat	Explore options for public release of 2006 Annual Report.	ASAP
National Coordinator's report	AG	Follow up with Christine Fowler (Mortality Collection, NZHIS) regarding changes to the death certificate.	ASAP
	AG	Follow up with Karen Vaughan (National Manager, Coronial Services Unit) regarding: <ul style="list-style-type: none"> o letter from CF to Chief Coroner, sent March 2008 o CF attending 2009 meeting of all Coroners. 	ASAP
	LM & VM	Email twins case example to local coordinators.	ASAP
Perinatal Death Classification form	CF & VM, AG	Send Perinatal Death Classification form to AG to send around to all Committee members for agreement.	11 Mar 09
	DH & VM	Do case examples at Coordinators Workshop to train on new form.	2 Mar 09

	Secretariat	Plan form introduction for 2009.	1 Jan 09
	Secretariat	Include Otago on website by 1 February 2009. (Local coordinators will teleconference once the website is up)	1 Feb 09
	Secretariat	Plan further education at the 2009 Local Coordinators meeting.	2 Mar 09
Data for 3rd Annual Report	VM, GN & CF	Agree on final changes to mother and baby forms as agreed at PMMRC meeting.	ASAP
	CF	Circulate forms once to the PMMRC.	ASAP
	CF & GN	Work with Lynn Sadler on preparing the next version of the report once the NZHIS data is available.	ASAP
SUDI workshop	CF	Comment on programme for Workshop when available.	29 May 09
Maternal Mental Health workshop	AG	Organise report write-up from Workshop. (Report to be considered at next Committee meeting and be used to engage Minister/other teams in Ministry on follow-up actions.)	11 Mar 09
2009 Workshops	VM	Do agenda for Local Coordinators Workshop.	16 Feb 09
	Secretariat	Secretariat to organise venue/catering etc.	In time for Workshops
	Secretariat	Record on calendar the proposed date 2 November 2009 Perinatal Mortality Workshop 2009.	
Maternity Action Plan	AG	Send Maternity Action Plan to Committee and Working Groups seeking comment.	ASAP
	AG	Collate comment for feedback to Maternity Team within the Ministry of Health.	ASAP
	CF	Approve final letter.	ASAP
Panui	AG	Send Panui to plain English editors to have it edited for consideration at next Committee meeting.	ASAP