

Northland Faculty Meeting Minutes 11th July 2018 6.15pm

Northland Faculty for the Royal New Zealand College of General Practitioners
Kawakawa Hospital

Present

**Norma, Chris, Amanda, Kyle, Geoff, Tanya,
Tara via link**

Apologies

Steve Main, Emma Clare, Mike Hogan,

Declarations of conflict of interest

nil

From previous minutes

House Officer teaching,

Chris and Emma update – ongoing efforts

Discuss the outcomes of urgent care access workshop at the symposium – Tanya to invite Peter Vucich to one of our meeting to discuss any issues or ideas he has regarding this or other issues that we can look at.

Financial

Yet another accountant change at the college

Cost of the college speaker \$4600 for GP18,

Large expense on sheet is that the income for the conference as everyone is paying early goes on last years accounts

Purchase of projector 1450.47

Cables \$26.89

Purchase of projector screen \$157.95- put on a blog, lending policy- Tanya to arrange with Kyle
Decide against purchasing sound as hard to keep up to date

Promotional costs of exhibit at GP conference \$770 +\$ 4025

Pending Lynn Harvey's request for payment of educators day at the conference approx \$200
5x reimbursements for our early bird winners

GENERAL BUSINESS

From the members

Concern was raised about issues around mental health services and how these services should be supported and who are those that provide our mental health services. -- further address how we should action this at the next meeting – re address this – submission into the mental health commission likely to late for that. As a Northland Faculty we would like to draft a bullet point letter around the board and contribute an sign and send to DHB. *Chris to do this*

Issues around accreditation not being either rewarded or recognised – any further to add - *There are changes about to happen in this area from the college. The college has been listening. Encourage Northland members to be part of accreditation working group at college level.*

Questions raised about generic drugs not working - Chris to take to NAC – feedback - Chris has dealt with this and closed – Pharmac issue

There is a pending research conference with primary and secondary care - need further details on this – update from Kyle, Win Bennett is organising this.

Discussion about records such as reflective learning logs and peer group minutes being privileged information. Amanda to follow up on this – *College to do the PQAA (protected quality assurance activity) on behalf of the peer groups*

Spending of funds

- promotions have already started and certainly reducing the funds
- discuss the suggestions from the AGM once promotion spending eased – for the next meeting

Registrars/students

The sub committee, ie Tanya Chris and Lynette need to find a way to reduce the cost of students cancelling their attendance at the conference. - Decided following discussion that we should book the numbers we have had before and that should cover us, irrespective of the students/registrars that turn up. There is evidence that a nominal fee would sort this problem out and not deter students and registrars from attending. We will plan that for the next event. - ongoing - completed

Kapa Kaiaka discussed. Gabby felt that the role was too much for her and it was suggested that we use our conference organiser to arrange the actual events to take the pressure off. It was all agreed to pay Lynette for those events that may be 2-4 per year. - Tanya to approach Lynette

- *Lynette happy to help*
- *NAC raised that having an honorarium to those that organise faculty events.*
- *Chris moves that the IT /Chair and secretary have an honorarium - Discussion about culture and payment. Other faculties have a meeting honorarium but they don't necessarily perform. As it is those who attend meetings do not take up the reimbursements and kyle doesn't invoice his IT time properly. Agree for Kyle to invoice his IT work perhaps consider a set rate a few times a year. Board members reminded to invoice for travel. Discussed that an honorarium may help attract members to join the board, discussion around the culture of that. The costs of going to the NAC meeting need to be claimed and Chris is doing this finally. Meals and drinks are provided at the meetings and travel can be claimed. Honorarium is offered to Kapa Kaiaka coordinator. Discussion concluded that an honorarium could be considered if requested. - Review for the next meeting after some consideration ?see if anyone claims travel – if not then perhaps something that covers unclaimed travel for example rather than having to fill out a form -Tanya to discuss at the next meeting*

Website

For conference preparation regarding the online registration process for CME events – Terms and conditions need to be clarified. - Lynette to decide them and discuss with Kyle - *completed*. Items would include late registrations, rules around cancellations - Kyle to add to website as discussed – check actioned – *actioned*

To use the college website for sending out blogs etc as more updated than ours for our members.

Clinical Governance

Chris expressed his concern, regarding the NAC briefing paper – Learning Group update, T Moki, that the allocation of registrars should have no relationship with VLCA practices. Their statements need to be about being funding neutral. - Chris to follow through with concerns about this

Political Advocacy

Education-

GPEP – 192 registrars, 8 first choice Northland – arrange meet group

**Training program GP for the future- discussed refresh of fellowship – send out in a blog
Chris to blog with summary of NAC**

What do the registrars and next wave of Gps want from a training program

Educational Advisory Group

Request to define urgent care and after hours care by Chris at NAC

Conference Planning

Summary from 2018 –

The most attendees and the most dinner guests

Difficult to get everyone to be satisfied with after dinner speaker choices, perhaps not have a speaker after dinner

More vegetarian options

Hot meals for lunch preferable worked well.

One of our speakers this conference was upset that he was not aware of a reporter at our conference. Usually we do make a general announcement. Chris has spoken with the speaker and the reporter. The outcome is to create a media policy and clarity with all speakers of this individually before the conference, speakers can then opt to alter talk or have media sit out of their presentation, we have done this before. We would expect that the reporter would discuss with presenters if they are reporting their work and how they plan to do so. It is considered that media attention to our conference is very beneficial to our conference and Northlands GP profile – Tanya and Chris to source policy and bring to next meeting

Eary bird works

Late registrations still difficult to chase their payments etc perhaps higher prices for late registrations or do not accept them

?Student feedback – get numbers to Amanda , or via email

Need to get fresh team???

Meet and greet feedback –

Issues regarding students for the conference – Tanya requests feedback from those involved in the students if they find the conference enjoyable, the meet and greet and would like feedback on the Kapa Kaiaka events.

The Duke is booked 2019 – send out the dates,

We have screen and projector - ?offer to members to borrow?? Worked well at the conference – Tanya to put on a blog during the year

Symposium

Planning with Norma

- 15 minute talks – Med Talks
- Complex with trying to attract Whangarei attendees to Kaitaia,
- Emma has welcomed and spoken to the registrars experience about presenting their audits at the symposium. - anyone agreeing – Norma
- Chris to check the DHB for the charter plane
- WiFii access at Te Ahu
- Use Kahoot trivia during
- GP art exhibit - to shoulder tap
- November 3rd and 4th
- Will have the Te Ahu museum opening during the lunch hour
- The library will be open
- Speakers – Randal Cork (pain management) -
- Registrars will do their Audits, 5minutes 5 slides, potentially 8 registrars,
- Discussed various speakers, Norma to delegate colleagues and board to contact suggested speakers and find local ones. The focus should be to drum up as much local support with local speakers to get at least 30 attendees usually makes it worth it rather than relying on doctors from out of the area. This would then model the day as we attempt to get other areas to host the symposium. Chris thought we could charter the DHB plane.

Faculty Direction

Pastoral Care

CORRESPONDEN CE

email as above regarding concerns about speakers not being aware of reporters at the conference.

End meeting - 8.45pm

