

Welcome to this the first of regular email updates to all staff at Waikato DHB.

We're keen to know if you find these useful so there is a voting panel at the top left of this email where you can indicate how often you'd like to receive them. Please vote.

Print this out for people you work with who don't have an email address.

Housekeeping matters

Hopefully you know now that Waikato Hospital is getting a new PABX system and that means four digit extensions are on the way out. It's time to review your email signature – if it shows a four digit number, change it to your direct dial number. Read more about the PABX changes on <http://ourintranet/WDHB/PABX+system+upgrade.htm>

Don't forget about Talking Point – <http://ourintranet/OtherApp/Feedbacks/default.asp?Typeld=1>

There's some great posts doing the rounds about Waikids or Waikidz – by the way the result of that vote was pretty close so keep your eye out for the announcement.

There are also classifieds - <http://ourintranet/OtherApp/Feedbacks/default.asp?Typeld=2>

Seems to work pretty well for our staff. Free advertisements, so give it a go.

Finally keep your eye out on Work Perx – there are retailers and businesses out there prepared to give us a discount because we work at Waikato DHB. Lyn Sadler regularly looks out for deals for us. Check out the latest ones at <http://ourintranet/WDHB/Staff+Matters/Worx+Perx/default.htm>

Why an email newsletter?

Last year Media and Communications ran an internal communications review and out of that we got the following feedback from you.

1. Keep improving the intranet
2. Keep staff informed
3. Encourage managers to communicate better with staff
4. Communicate the DHB priorities in a clearer, more succinct manner.

So we've been working on that. The intranet is Waikato DHB's preferred method of communication. In the last three years, hits to the intranet skyrocketed from 2.66 million hits in December 2007 to 8.73 million hits in May this year.

We believe that's because it's got stuff you want to read on it. There are pages we want you to read more of – policies spring to mind. Recently the auditors told us off when a staff member used the excuse that they hadn't known the policy changed. No excuse for that. Trisha Baird does a great job ensuring there are regular updates.

http://166.83.144.90:84/Policy/default_home.asp

Keeping staff informed is a big one for us. This week Craig Climo and I visited Ngaruawahia and Te Awamutu bases and staff there filled us in on the communications' difficulties they have. Often during the day, they don't have time to access the intranet or their emails and much of what goes on passes them by until someone fills them in. The only time they have is when they get home at night and while we want staff to ensure they have a good work/home balance; the opportunity to catch up with emails can be a Godsend for some people. Well now you can. You're getting this because you have a Waikato DHB email address. Have a look at www.waikatodhb.govt.nz/forstaff - there is an option there to clear

your emails from home using your Waikato DHB log in.

That leads me nicely into the third action point to encourage managers to communicate better with staff about what is going on in the organisation.

Staff who participated in the internal communications review unanimously said that while they valued the intranet and emails, it is their immediate manager they turn to when they want more information.

Suffice to say some felt there was a vacuum there. That's what these regular email newsletters should do – prompt discussion within the organisation and enable you to ask questions about what's going on. If your manager doesn't know then ask us to find out for you – news@waikatodhb.health.nz

And as for the fourth point, yes we've been very clear about getting Craig Climo's priorities out there. We've produced posters, put the information on the intranet and Craig regularly tells people in the café what his priorities are. Just to refresh your memory <http://ourintranet/WDHB/About+the+DHB/vision.htm>

Let me know what more we can do to keep you informed.

Mary Anne Gill | Communications Director | p +64 7 834 3684 | m +64 21 705 213 | e maryanne.gill@waikatodhb.health.nz |



Waikato District Health Board