

Attention all managers - here's the year-end cut off dates

In order to assist financial staff with their increased workload at year-end here are the processing department's cut-off dates, which will allow transactions and processes to be completed by 30 June.

If you are able to provide documents to the processing teams earlier than these dates, please do so.

Purchasing and Distribution

- All receipting to be completed in Oracle before 4pm on Wednesday 29 June

Accounts Payable

- All invoices and final claims for petty cash reimbursement must be with Accounts Payable by 12noon on Tuesday 28 June
- Final imprest account reimbursement will be actioned by the Banking Administrator at 4pm on Thursday 30 June

Payroll Services

- All staff expense reimbursement claims must be with Payroll Services by 12 noon on Friday 24 June

Revenue/Cashiers

- All sundry charges to be forwarded by 5pm on Friday 24 June
- All manual invoices and credit journals to be forwarded by 5pm on Wednesday 29 June for processing into Oracle
- Copies of all manual invoices and credit journals for 30 June to be sent to management accountants by 4pm Friday 1 July for accruing into Oracle
- Final daily banking to be forwarded to Revenue by 5pm on Wednesday 29 June
- Staff banking for Te Kuiti, Matariki, and Rhoda Read - fax all details of cash lodgements to Revenue officer by 5pm on Wednesday 29 June
- Staff banking for Thames, Taumarunui and Tokoroa to be completed by 5pm on Thursday 30 June
- Final imprest account reimbursement will be actioned by banking administrator at 4pm on Thursday 30 June

If significant items e.g. receipt of late invoices come to light after these deadlines, please refer them to your management accountant.

Please contact me if you have any queries relating to the above on ext 23587.

Rowan Cramond
Group Financial Accountant



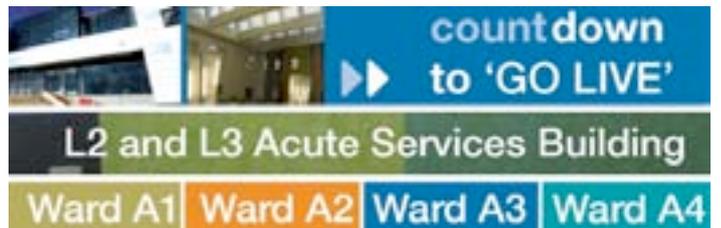
Media visit L2 and L3

Local and national media recently visited Waikato Hospital to view levels 2 and 3 of the Acute Services Building opening on July 19.

The Acute Services Building will be the new home for the Acute Medical Unit, Wards 5, 22 and 23. The Medical Short Stay Unit will now be known as A1, Ward 22 as A2, Ward 5 as A3 and Ward 23 as A3.

The media were given a tour of the new wards and shown the features of the wards such as:

- Larger single rooms with ensuite facilities.
- Ceiling mount hoists.
- Negative pressure rooms.
- Bariatric patient facilities.
- A system for mobile computing and clinical devices
- An electronic clinical whiteboard
- Full medical services at each bed
- Allied health assessment and treatment rooms
- The atrium
- Whanau/family rooms
- Staff kitchens, lockers, procedure rooms, and meeting rooms.



Due to the growing obesity rate one of the most significant things about the new wards are the bariatric rooms. The media was able to see how the bariatric hoists enable patients of up to 500kg to be raised and lowered anywhere in the room and prevent staff from injuring themselves when lifting heavier patients.

Chief Operating Officer Jan Adams says Waikato Hospital is building up to date facilities that will benefit the hospital today and in the future.

“We believe the facilities we have built are the blueprint for the future”. She said.



L2 and L3 Acute Service Building update

Only four weeks to go until Levels 2 and 3 of the Acute Services Building go live on the 19 July.

Project manager, Chris Baker has the responsibility of ensuring that 240 ward and support staff (ward nurses, agency nurses, allied health HCAs, and clerical staff), 70 doctors and 120 attendants are familiar with what to do and where everything is when they move into their new facilities.

Orientation starts on Monday 27 June and involves four-hour training sessions on emergency management, electronic whiteboard and ceiling hoist training and a treasure hunt to help staff become familiarised with their area.

Training has already started for some equipment. Edward Bishop from Active Rehab Equipment showed occupational therapists, Gilda Longid, Jenna Courtney, physiotherapy assistant, Tracey Meehan and orderly, George Youkhana how to use the GH2F portable ceiling hoist and the GH3 bariatric hoist. These are set up in all the new wards.



From left: Edward Bishop, Jenna Courtney, Tracey Meehan and George Youkhana



Recruitment and retention of midwives

A stakeholder group has been established to address midwifery recruitment and retention issues at Waikato Hospital. The aim is to begin to reduce the vacancy rate and thus improve the work conditions of our very valued midwives.

The group's strategy includes:

- Focus group interviews of midwives and nurses to gather information from staff about the reality of working in the maternity service and how recruitment and retention rates of midwives can be improved. The focus groups are in early July and will be facilitated by Linda Hutchings, an external consultant. Themes identified through the focus groups will then be put into a survey to midwives, nurses, administrative/managers and health care assistants in the service to see how widespread these themes are.
- Providing easier access and support to contracted lead maternity cares (LMCs) to complete essential competencies.
- Education days for midwives focusing on IV management (a separate day from nursing).
- A scholarship for a student midwife in their final year, with an expectation they enter into our graduate programme and stay another year after this has been completed.
- A possible advertising campaign in the South Island offering three and six month temporary contracts for those midwives.

Read more about one of our midwives, Gina Chaney ([link to news item](#))

New templates for selection phase of recruitment

A new format for position descriptions (PDs) has already been introduced.

Now these are joined by templates for the selection phase of the recruitment process. The templates are part of building leadership competencies into organisational processes.

The select templates rank candidates against the appropriate leadership competencies for that position level and also allow for technical and professional competency questions.

The aim is to make things easier and more consistent.

The select templates include:

- Short listing templates
- Interviewing templates
- Reference checking templates

If you are recruiting, the select templates and guidelines will be emailed to you by the recruitment coordinator when your advertisement has closed and applications and CVs are sent to you. Your Human Resources consultant or advisor will be copied into that email, so they can provide assistance if needed.



Workforce Development product manager Anne Welsh who developed the templates as part of embedding DHB values, vision and leadership competencies into the recruit and select process.

www.warmwelcomehere.co.nz promotes rural health jobs

The Waikato District Health Board and the North King Country Health Workforce Group have launched a website promoting the North King Country as a preferred destination for health professionals. The website and the brand “warm welcome here” was created as part of the Waikato DHB’s sector workforce plan to support rural health initiatives.

Workforce product manager Bee Pears said the brand has potential to extend across Taumarunui and Tokoroa areas as well. “It has to be more than just a slogan to recruit people. It is based on a real desire to make newcomers feel welcome and to settle into the community as well as the job.

“It’s a community-based, sector-wide approach – and that’s very different from what we’ve traditional done.”

The website outlines the benefits of living and working in the region and shows medical professionals that the North King Country is a modern, supportive community, committed to providing the best health care.

The North King Country region consists of: Otorohanga and Te Kuiti and smaller towns such as Taharoa, Mokau, Marokopa, Benneydale, Piopio and Kawhia.

The website domain name "warmwelcomehere" captures the essence of the community and addresses health professionals concerns that by moving to rural areas they will be isolated professionally or personally.

The North King Country Workforce Group involves stakeholders from health and education providers, district councils, iwi and the NZ Rural Institute of Health. Te Kuiti hospital manager Thia Priestly is one of the driving forces in the group, which started in 2006.



Security update - what we're doing to help you

From a security perspective we have three main problems that face us at the moment:

- verbal/physical abuse of staff
- theft of property from wards or offices
- theft of and from cars on site.

We have made great strides on the first two.

Staff throughout the Waikato DHB are becoming more aware that they are in no way expected to accept verbal or physical abuse.

If at any time during your workday you fear for your physical safety, due to the behaviour of someone else, please do not hesitate in calling 99777 or the appropriate emergency number for your site.

There has been a decrease in the number of reported thefts.

This is due to increased staff vigilance. Regardless of whether you are at Thames, Te Kuiti, Vialou Street, Waikato Hospital or any other Waikato DHB site, the key is to maintain that vigilance.

Murphys law of criminal behaviour states that the day you let your guard down is the day some lazy slob tries your unlocked office door.

The curse that pervades us at the moment is cars, the theft of them and the theft from them. This is a major issue.

Having a major asset such as your car stolen or damaged is traumatic - we are working hard to combat it.

What you need to know

- there were 35 reported thefts from cars or thefts of cars on the Waikato Hospital campus in past last six months
- 95 per cent of those thefts were between 11pm and 6am
- we've been involved in three different groups of 13-16 year olds being apprehended
- these three groups were either walking or on bikes and most were wearing hoodies
- one of the apprehended pairs were responsible for nine car break-ins in one night
- we've had two on-foot chases with suspicious people, who jumped into waiting cars and fled in the Selwyn St area
- Waikato DHB Security are running surveillance operations
- Police have an enhanced response and send a dog unit to any report of suspicious behaviour on our campus.

What you can do?

- report anybody suspicious, particularly young people in hoodies or on bicycles in any of our carparks
- park in areas that can be easily viewed and are well lit
- don't park in areas out on the boundary of the site that are dark and will not have people walking past - this is an important guideline for your physical safety, especially at night
- ensure your car is locked and any valuables are moved out of sight - a recent check of cars parked in the Taylors carpark located a laptop, mobile phone rechargers, label sports bags and sports gear all in plain sight.

We are also reviewing Security within the carpark building at the present time, with a view to making it harder to get a stolen vehicle out, including:

- recording all vehicles entering and exiting on CCTV
- recording ID shots of drivers when they drop their window to swipe at both entry and exit barriers on CCTV
- fencing off the ground floor to stop unauthorised entry, particularly at night.

If you have any queries, feel free to contact me.

Dean Ria
Security Manager



Stalwart duty manager takes a rest

After almost half a century working at Waikato Hospital duty manager Jean Tabrum has retired with 'still more left in the tank', reports Jonathan Carson of the Waikato Times.

Jean Tabrum was born at Waikato Hospital and after working there for almost half a century she's finally retired.

Mrs Tabrum got her start as a trainee nurse as a teenager in 1954 and has worked on and off for about 46 years.

Read the full Waikato Times story at www.stuff.co.nz/waikato-times/news/5104634/Stalwart-takes-a-rest/

Below is the release we put out:

Retiring duty manager Jean Tabrum has had a long association with Waikato Hospital.

She was born here, and as a teenager in 1954 Jean began working at the hospital as a trainee nurse.

She has worked at Waikato Hospital on-and-off ever since, and today (Wednesday June 1) is her last day.

Jean is retiring as one of the Waikato District Health Board's longest-serving duty managers, with more than 20 years in the role.



*Jean pictured with some of her long-serving colleagues.
L to R: Rena Burgess, Maria Roberts, Jean Tabrum and Carolyn Gibbs*

Calling all Waikato University graduates

Did you graduate with a degree or diploma from Waikato University?

We are keen to work closely with Waikato University to profile Waikato DHB staff.

Email news@waikatodhb.health.nz with your name, year graduated, and the degree you obtained - and include any information about the job you are doing now in the DHB.



THE UNIVERSITY OF
WAIKATO
Te Wānanga o Waikato

Denim Days to raise funds for 2011 Countdown Kids Hospital Appeal

Waikato DHB staff are supporting the 2011 Countdown Kids Hospital Appeal with denim.

Last year's Denim Days were such a success, raising thousands of dollars for the appeal, so from now on every Friday will be known as Denim Day.

All staff are encouraged to wear their denim proudly and make a gold coin donation to Countdown Kids Hospital Appeal. Clinical staff (and those who aren't a fan of denim) are encouraged to purchase a Denim Day sticker with their donation. All wards and areas should get their collection together each Friday and then drop it in to Lorraine Reid, L9 Elizabeth Rothwell Building. Please do not send in internal mail.

Visit our website for more information about the Countdown Kids Hospital Appeal.



New look posters for Hand Hygiene campaign

Look out for the 'new look' posters (pictured below) promoting good hand hygiene practice – they will be coming to clinical areas across Waikato DHB soon.

The new look posters include a simple message for staff, patients and visitors, to help everyone know when is the best time to clean hands and prevent spread of infections.

Clean hands provide safer care for patients, reduces cost of expensive treatment and extended length of stay, and provides a safer working environment for staff.

Successes so far include:

- a 29% improvement in hand hygiene practice across the DHB since the campaign began in June 2009. This level of improvement has a significant effect in reducing risk of spread of infection
- zero 'outbreaks' of damaging organisms spreading between patients and staff in all areas where best practice hand hygiene has been introduced
- zero ward closures in 2010, and so far in 2011, a significant improvement on former years
- positive feedback from patients and visitors who report feeling reassured and confident as they see staff cleaning their hands

Well done to everyone on these improvements, which make a difference to the quality of care our patients' receive and help keep ourselves safer.



Can you kick it like Carter? Pass it like Piri? Run like Rokocoko?

For the next 10 weeks Waikato DHB is joining a number of DHBs to run a "Show us your Rugby" competition as a means of leveraging off the big rugby event for potential recruitment – and to have a bit of fun along the way.



The competition is simple: either individually or in teams, create an entertaining video or photo that has a core rugby theme **plus** some sort of health link.

www.showusyourrugby.kiwihealthjobs.com

Weird and whacky we don't care, but it might not get past the "tact and decorum" committee so needs to have a degree of taste and avoid rude words! The key thing is fun and passion for rugby!

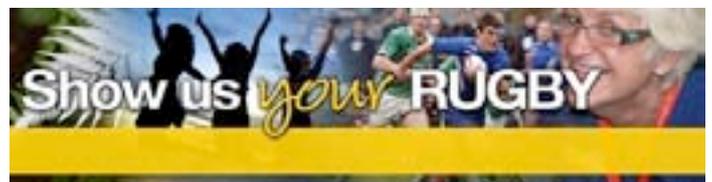
Some obvious thought starters might be you or your colleagues doing the haka or singing an ode to rugby, imitating the Johnny Wilkinson kicking stance or singing the national anthem – anything to do with rugby, but with a health link somewhere (e.g. wearing your scrubs, or shot in an obvious hospital corridor or alongside the sign at your community base etc). Entertainment is the key – we want viewers to pass it on around the world!

Participants will load competition entries online and create global fame (but without the fortune!). This is also a chance for us all to showcase New Zealand and also Waikato DHB as a great place to work in. After all some of our international guests and rugby followers will work in health (or know people who do) and therefore may respond to our added invitation to have a chat about working in NZ - yes there is a sales pitch aspect to the campaign!!)

And there is even a winning prize of a "Jucy Getaway" (kindly donated by Jucy Rentals) for the most voted video or photo!

Get into it! Check out the "Show us your rugby" competition website for more information:

<http://www.showusyourrugby.kiwihealthjobs.com/>



For further information on anything in Our Korero contact:

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