

Records Management and you



Maureen Breukers and Chris Sykes sift through the mountains of records in the old Outpatients Department of the old hospital. They decide whether to transfer records to Archives, destroy or rebox or retain until the minimum retention period is reached.

Last year we developed a strategic framework for records management. "One of the first steps was to conduct a records audit to find out what paper records we have and where they are located," explained Maureen Breukers, the project manager. "The audit has given us a good starting point for the implementation of the General Disposal Authority (GDA)"

Did you know that it is illegal to destroy any records made or received by DHBs without the permission of the Chief Archivist? That's why we needed the GDA; it identifies types of records and how and when they can be disposed. Maureen Breukers and Chris Sykes, supported by the project team, are working on the disposal process of non-patient records and Anthea Lister is working on patient records.

Chris Sykes, Records Management Administrator, began working on the project in February and will be with the DHB until June. Originally from the UK, Chris is visiting New Zealand on a working holiday visa and has spent the last year traveling around South East Asia and Australia with his girlfriend. Chris has experience working in the UK National Health Service as a Human Resources Advisor and says that

he is now enjoying working in the health service on the other side of the world.

Implementation of the GDA is fairly complex because we have a wide range of records going back to the 1880's. Chris says he it is more complex than he expected. "I was surprised at the volume - every time we open a cupboard or look behind a door we find more records but we have a clear procedure to work through which makes it easier. We work with each service to resolve any issues then closed records are transferred to the disposal room in the old hospital where they are rechecked, sorted and labelled, listed and boxed or destroyed. The end result will be the transfer of some records to Archives New Zealand in Wellington and the retention of those records that have not yet reached the minimum disposal period.

The process is highlighting some opportunities for improving recordkeeping practices across the DHB and that will be the next focus for the project team.

Maureen Breukers

Eggs galore



Dietitian, Michelle Dowman, won the biggest Easter egg in the Great Social Club Easter Draw. She assured us that she doesn't eat chocolate but that her husband would definitely enjoy it. All Social Club members were automatically in the to win one of Easter treats.

Health and Safety awards

The Prevention and Management of Falls

This policy guides nurses through the process of analysing a patient's risk of falling or history of falling and assessing whether that risk increases after the condition changes such as after an anaesthetic. To check whether the requirements of the policy were being met an audit of the documentation was carried out over a 6 week period. Enrolled nurses, Sharon Smith and Bron Evans took responsibility for collecting data from patients and determining whether the requirements of the policy were being met. The results have been presented to the Clinical Board and an action plan will be implemented. The Rehab Unit has already added to their assessment tools a section on managing and preventing falls.



Right: Suzie Rogers, Infection Control Coordinator presents Entice lunch vouchers to thank Sharon Smith and Bron Evans for their valuable input into the Fall Prevention Project. Bron Evans (middle) from MedSurg gathered and compiled data for the audit on compliance with the Falls and Management Policy and Sharon Smith (right) from Rehab instigated the addition of the falls risk to the wards BARTEL ADL (activities of daily living scale).

Library move



Helen Smith, Librarian, is moving on to a new job in Wellington as head librarian for the office of the Auditor General. She swaps Medline and CINAHL databases for Lexus Nexus, a huge resource of legal, business and government information. Helen has worked at the DHB for three and a half years helping staff with personal development and study needs as well as seeking information for medical staff. She has guided staff through taxonomy, records management, metadata, medical databases, journal acquisitions and the old-fashioned practice of just finding a book.

Helen says she has been really impressed by the very dedicated people she has met and has had great satisfaction in helping them find the information they need. She will miss the challenge of creating the new library which will be located in the new building on Blair Street, to be finished by the end of the year. However Helen will have exciting new challenges of her own and we will miss her efficient and helpful manner.

Pacific Festival huge

"The day was awesome," organiser and Pacific Community Health Worker from Wairarapa Public Health, Mata Emile said. "It was beyond what we expected. There must have been around 2000 people coming and going through the day and of course the sun shone on the Festival. The performers did a fantastic job –they were all locals except the Cook Island drummers from Auckland and the Laughing Samoans who performed a couple of times during the day. It was a wonderful acknowledgement of Pacific cultures and brought so many people together to share their music, dance, crafts and food."

There were food and craft stalls representing the cultures of Samoa, Cook Islands, Solomons, and Fiji. There was Samoan canoe carving, Tonga tapa, leis, island baskets and jewellery on display and Pacific food for sale. On the soundstage was the beat of the Pacific with school and church groups as well as different cultural groups performing throughout the day. There were also many stalls with messages about good health and social services. It was a good opportunity for health providers to link with the region's Pacific community and there were lots of giveaways. "It was such a great success," says Mata. "We had lots of positive feedback and people kept asking if we would do it again next year. They were blown away by the performances which celebrated the culture of so many people who live in the Wairarapa but are not often visible."

