



How healthy is our workforce?

English entrepreneur Richard Branson, best known for his Virgin brand, believes his employees are the most important part of his company. "It just seems common sense that if you have a happy, healthy and well motivated workforce, you're more likely to have happy customers."

It's a view the BOPDHB shares. With a history of high levels of sick leave, senior management decided to ask a cross section of staff from the BOPDHB to participate in a review to see how their health status stacked up.

One of the ways in which the health status of a workforce is measured is by comparing the age at which they are functioning (their functional age) to their actual age. A healthy employee will have a functional age equal or lower than their actual age.

Along with Janine Barr in Whakatane and Priscilla Wellburn in Tauranga, occupational health nurse

coordinator Colleen Waugh ran the test by Azion Corporate Wellness Services on 208 BOPDHB staff. Colleen had the test done herself as part of the training and would like to see it available to all staff in the future.

"Everyone enjoyed taking part and many asked for a six month review to see how they were progressing," she says. "We looked at overall health and wellbeing based on physical health and lifestyle behaviours. This included checks such as blood pressure, total cholesterol, blood glucose, body mass index and a fitness test."

A surprising 73 per cent of those tested had a functional age higher than their actual age, i.e. they were in poor health. Following the survey 27 per cent of the staff were advised to see their GP about their health, with four people demonstrating critical health issues.

DHB staff were most interested in boosting energy,

weight loss and boosting fitness. The two areas they said they'd most like to have help with were exercise programmes and nutrition consultation.

Based on the information found, a proposal has been put to the Executive Council to provide ways of increasing the healthy living profile of staff. An update on this will be announced soon and thank you to everyone who took part in the test.



Occupational health nurse coordinator Colleen Waugh was part of the team which ran the staff wellness test.



Toi Te Ora staff 'walk the talk'.



Staff want more opportunities to improve their fitness, such as pilates in Tauranga and turbo-jam at Whakatane.

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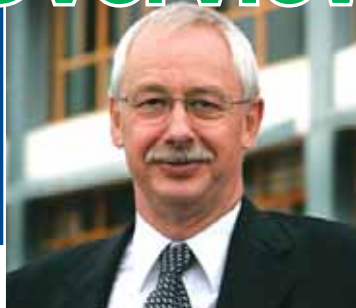
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Overview



Being the CEO of a DHB is a challenging and satisfying role and I count myself fortunate to head such a vibrant organisation.

Recently I have become aware, (via feedback to the Pulse survey and the Refocus evaluation), that some people think I am not a very visible CEO. I have reflected on this and thought that it might be worth examining a little history to see why that might be staff's perception.

Prior to 1999 Tauranga and Whakatane Hospitals and their associated community services operated independently. Each hospital had its own CEO, who was based in the respective hospital environment, and had responsibility for predominantly hospital-based services.

In 1999 the two hospitals were merged and a single CEO appointed. This was followed closely by the creation of DHBs and CEO responsibility grew to include not just hospital and community services but also the purchasing of primary services. This merger and the creation of DHBs more than trebled the size of the CEO's role and limited the day to day contact previous CEOs had been able to enjoy.

As there is almost a 50/50 allocation of resources between the two roles of the DHB, planning and funding health services and delivering them, it is crucial that I maintain a neutral position to overseeing them. I can assure you that the contract external healthcare providers make sure that I am not "provider arm captured".

My approach to this has been to appoint key people to the provider arm executive to manage the daily operations and it is important to me that they are visible and available to you. I do hold regular meetings with all my executive team and through these meetings they keep me updated and informed so I can ensure the DHB is delivering on its goals.

Please be assured that I do value my interactions with staff and as far as possible I will traverse the hospital corridors at both sites and through staff forums, orientation and other staff group meetings, make myself available to you.

The report on the evaluation of Refocus is due out shortly. This evaluation of the changes made in the provider arm has highlighted a number of positives but also significant areas where there is room for improvement.

The Pulse survey was another good process where staff views have pointed to some areas where we can make changes that help us operate more effectively. Action planning groups have been formed to address areas which staff identified, that have had the potential to lessen feelings of engagement with the organisation.

I urge staff to participate in these action groups to ensure their thoughts and ideas can be incorporated and help us decide how to progress.

Phil Cammish
Chief Executive Officer
Bay of Plenty District Health Board

Exercise Ruaumoko

When Auckland hypothetically blew up last month, the BOPDHB spent two days in an exercise which tested our response and support.

The BOPDHB was involved in supporting exercise Ruaumoko. This was a National Civil Defence Emergency Management exercise based on a volcanic eruption in Auckland. Unlike last year's Exercise Cruickshank (which tested the New Zealand Influenza Pandemic Action Plan) health was not the lead agency and our role was to support the Civil Defence Emergency.

Operations Co-ordinator Martin Buet says that the nature of the Auckland volcanic area means an eruption will only occur in a new location and not at an existing volcanic site. Volcanic activity prior to an eruption would pinpoint the location and precise preplanning would start from that point.

"The BOP had to plan to receive numbers of evacuees from the stricken region. From a DHB perspective this meant planning for the impact of initial and ongoing healthcare for evacuees, whilst maintaining services for the resident population," says Martin.

Planning also had to allow for specialist services utilised by the DHB in the Auckland area not being available due to the evacuation.

Prior to the exercise non-clinical staff were invited to be part of a DHB emergency response team. The DHB Emergency Operations Centre (EOC) was set up in the

Property Services meeting room with emergency response equipment including laptops, role cards and emergency plans.

More than 36 members of staff were directly involved, including Graham Dyer, Gail Bingham, Christine Payne, Paul Malpass and Kerrie Freeman who acted as Incident Controllers. John Tootell, Joce Stowers and Lois Austin represented the DHB at the local and group Civil Defence emergency centres and Martin Buet provided exercise planning and facilitation with support from Dwight Elmsly.

"It was great to get such an enthusiastic response and even those new to the roles appeared to enjoy themselves," says Martin.

"Exercises such as this give the DHB the opportunity to test existing plans, practise our response to emergency matters and modify plans and processes where necessary."



The Emergency Operations Centre during the exercise.

Inspiring our new graduate nurses

Coordinator of the Graduate Nurse Programme for Tauranga and Whakatane hospitals, Wendy Tustin-Payne, is passionate about training and inspiring new nurses.

Now Wendy has the Professional Development and Recognition Programme (PDRP) Portfolio to prove it.

Wendy is the first senior nurse in the Bay of Plenty to complete the Portfolio and is understandably proud, "My role is to encourage and support the nurses once they have graduated from their training. I wanted to complete the PDRP programme myself so that our graduate nurses could see the benefits and would want to get involved."

In compiling her portfolio Wendy was proactive at a national level as well as across the BOPDHB. Completion of the portfolio meant meeting the Nursing Council of New Zealand competency requirements relating to 'Nurses in Education' and evidence of reflective writing, teaching plans, feedback from nurses, national conference presentations and Wendy's professional development.

Wendy completed the accreditation independently and hopes her efforts will inspire other nurses to do the same. Registered Nurse Diane Crockett and Enrolled Nurse Robyn

Luscombe have also achieved within the programme and completed their clinically based portfolios.

Director of Nursing Julie Robinson says Wendy is a role model. "I hope that this inspires other senior nurses to complete their PDRP as well. It's International Nurses Day on May 12th and we will be doing our bit to acknowledge and recognise a range of achievements amongst our nurses. This includes Masters Qualifications, Post Graduate Diplomas and of course a formal presentation to celebrate Wendy's success."



From left to right: RN Diane Crockett, EN Robyn Luscombe and senior nurse Wendy Tustin-Payne.

Overseas doctors enjoy success

Five junior doctors are one step further towards completing their Fellowship of Royal Australasian College of Physicians (FRACP).

Tauranga Hospital's Saireddy Ramakrishna, Sukumar Navanathan, Lilantha Basnayake, Dilhar Samaraweera and Clare Tibbatts (not pictured) have passed their Part 1 written exams. The group has completed their internships and are now at different stages as 'basic trainees'.

The next step is clinical exams in June which involve practical assessments with patients.

Director of physician training, Dr Maung Khant says the doctors' success is great for the

reputation of Tauranga Hospital which helps with the recruitment and retention of new doctors.

"If we have a good teaching programme and pass rates, we will attract local graduates. The hospital is currently being accredited as a level 2 hospital but is being considered for promotion to level 3. This means we would have trainee doctors here for a longer period of time and at a later stage of their training."

Sukumar, Lilantha and Dilhar are part of a postgraduate training programme from Sri Lanka. Saireddy is originally from India and Clare is from the UK.



From left to right: Saireddy Ramakrishna, Sukumar Navanathan, Lilantha Basnayake and Dilhar Samaraweera.

New TaxiCharge vouchers available now

New TaxiCharge vouchers will make it easier for DHB staff catching taxis to pay for their business-related travel. Corporate Services General Manager Paul Conder says this voucher system will save the DHB money and make it easier for staff.

"We have introduced the vouchers to make travelling by taxi a lot easier for staff, and by partnering up with taxi companies across New Zealand we can negotiate good rates."

TaxiCharge vouchers are available from travel coordinators in Tauranga and Whakatane, who will require a signed Travel and Accommodation booking form authorising their use. The Travel and Accommodation form has been updated and is available under Forms on Pacentral.

"It's very important to note that TaxiCharge vouchers are only for use with approved partner taxi companies," says Paul. The partner companies are listed below and staff will need to look for the TaxiCharge partner logo (below) to make sure they are using a taxi that accepts the vouchers.

Staff wishing to use the voucher system can find more details of the process on Pacentral; go to Departmental Info, Corporate Services then Transport.



Information day for senior managers

Medical leaders and heads of departments got together recently to discuss quality initiatives within the DHB. The meeting was arranged by John Kyngdon and Anne Anderson from the Medical Directorate.

This is the third gathering and Anne says the main objective is keeping senior clinicians up to date with the business.

"They are incredibly busy with clinical issues so this gives us an opportunity to gather the group together and discuss issues of mutual interest" says Anne.

DHB Chairperson Mary Hackett opened the

meeting and CEO Phil Cammish spoke on the importance of quality in our organisation.

"As an organisation we do a superb job on quality, but it's not just a tick in the box exercise, everyone has to take personal responsibility," he says.

Joan Crawford, strategic programme manager at the Medical Council of New Zealand, gave a comprehensive overview of the Medical Council's current priorities. The group also heard from Mental Health Business Leader Rod Perkins, who is also a Senior Lecturer at Auckland University.



DHB leaders and heads of department discuss quality with CEO Phil Cammish.

North Island

- A1 Cabs (Whangarei)
- North Shore Taxis (Auckland)
- Auckland Co-op Taxis (Auckland)
- Hamilton Taxis
- Fast Taxis (Rotorua)
- Napier Taxis
- New Plymouth Taxis
- Energy City Cabs (New Plymouth)
- Palmerston North Taxis
- Porirua Taxis
- Hutt & City Taxis (Wellington)
- Wellington Combined Taxis

South Island

- Nelson City Taxis (Nelson)
- Gateway Taxis (Blenheim/Picton)
- Blue Star Taxis (Christchurch)
- First Direct Taxis (Christchurch)
- Gold Band Taxis (Christchurch)
- Queenstown Taxis (Queenstown)
- City Taxis (Dunedin)
- Dunedin Taxis (Dunedin)

Historical items to be recorded

Work is underway to catalogue historical objects, records and artefacts held by the DHB.

Records Manager Sue Foster says the DHB holds a relatively small, but significant collection of items that reflect the history of its hospitals and of the region.

"At the moment, some items are at risk," she says. "They are not stored in suitable areas and unfortunately, over time, some of these items have gone missing."

Recently, the bellows from the iron lung stored in the hospital's basement have disappeared. This is particularly upsetting for surplus goods officer Joan Taylor who has been "keeping watch" over the iron lung for many years until a permanent home could be found for it.

Items to be catalogued include old medical

instruments, teaching models, registers, hospital board china and cutlery, posters, gifts and signs. A committee has been established for this task and it will begin cataloguing items at Tauranga Hospital. All items and their location will be recorded in a register and this will be available on Pacentral.

Sue says items already in a safe environment will remain where they are. Other items will have to be moved to safer storage areas.

Historical records will also be recorded on the register.

"Under the Public Records Act some may be transferred to Archives New Zealand, where they will live happily ever after as archives," Sue says. "An example is the old patient registers."

Anyone with items to be recorded in the register should contact Joan Taylor, Raewyn Adams or Sue Foster.

Art returns to hospital walls

More than 100 pieces of art removed from Tauranga Hospital walls last year have been restored and are being re-hung in its new buildings.

All art – including paintings, murals and tapestries – were removed from walls in the west wing, maternity and radiology and catalogued by the hospital's art committee.

Chairperson Mary Hackett says many of the paintings were damaged and needed to be restored and reframed. She says the results are impressive.

"Now we have a superb collection of art that has come from some very dilapidated stock," Mary says. "In many cases pieces we thought were beyond repair have been reframed, restored and have been transformed into quite beautiful works of art. Staff who are familiar with how paintings looked before they were restored will be delighted to see their favourite pictures back on the walls and looking so wonderful."

Art is not necessarily being returned to its original locations, but the committee has noted any requests for art of special significance to be returned to specific wards.

Mrs Hackett says placing art in public areas is a priority for the committee.

"We have received many positive comments about the art that was hung in the outpatients' waiting area," she says. "Putting these paintings in this area has made it an attractive space for staff and the public."

The art committee must approve any art donated to the hospital before it can be hung in the hospital.

Fundraising to buy more art for the hospital is an ongoing process, Mrs Hackett says.

The art committee is working with established Tauranga artists who have indicated they are willing to make paintings available to the hospital.

Regional planning good sense

It makes sense to take a regional approach rather than just a local approach when planning future development according to Diane Newland, who has recently taken on the role of Midland regional service plan implementation lead.

A regional approach covering the five Midland DHBs (BOP, Lakes, Tairāwhiti, Taranaki and Waikato) has been agreed upon for the areas of Diabetes, Cardiac and Renal. Regional service planner Jan Barber has been instrumental in putting together the regional plans for these three areas and identifying the key priorities. Now it's over to Diane to make it happen. "I have been pleasantly surprised at how much work has already been done. For example, all five Midland Group DHBs have signed up to a Regional Collaboration Principles document outlining how they might work together on the priorities and get the best out the plans.

Colleagues from across the three service areas were consulted when putting the plans

together and identifying the priorities. This means that everyone is already very much on board which is largely thanks to Jan," says Diane.

With all Midland DHBs involved, Diane says it's crucial that we have a forum which gives everyone an opportunity for input. The first big task is to set up a chronic care regional network across all five DHBs which will include appointing sponsors to support decisions at a local level.

Diane will be based in Tauranga, she has a nursing background and brings a wealth of experience to the role including an in depth knowledge of the primary care sector, and recent experience in the secondary care sector.

Diane has been an expert advisor to the Health and Disability Commission and is currently editor of The Practice Nurse journal, expert advisor for Nursing Council competence reviews and a new member of BOPDHB's CPHAC (Community & Public Health Advisory Committee).



Diane Newland brings a wealth of experience



Jan Barber was instrumental in putting together the regional plans



Art committee member Shelley Baker with some of the reframed art which is being hung in Tauranga Hospital.

Making your life easier

Electronic access to policies and protocols on Pacentral has been upgraded. All policies and protocols can now be accessed directly from the BOPDHB homepage by clicking on the button from the list on the left-hand side – see right.

Once you are in the policies page you can:

- select from an alphabetic list
- do a keyword search or
- sort by topic

Brief instructions are available by clicking [Help?](#) on the policies homepage.



Keeping our volunteers up to speed

Volunteer advisors enjoyed an education day recently to both upskill and gain professional recognition for their champion efforts.

Clinical educators Debbie Smith (Whakatane) and Anna Walsh (Tauranga) recruited the volunteers to support staff in restraint minimisation and manual handling.

“These people have a wealth of knowledge and experience to share and they do a fantastic job in their areas,” says Debbie.

The education day was deemed a huge success by those who attended. “It was great to be able to organise a day especially for them to show our appreciation and help keep them up skilled and enthused. We are looking at holding an education day every six months on the strength of the positive feedback received,” she says.

Speaker Jane Pierce, manual handling coordinator at the Lakes DHB travelled from Taupo for the two days. Jane’s talk about bariatric (grossly obese) patients was particularly well received, judging by comments such as:

“Brilliant presentation, could have listened for a lot longer,” “An amazing presenter,” “Energetic speaker, want to learn more about the topic”.

Since the education day Elizabeth Helsby, ICU nurse at Whakatane Hospital has decided to do her expert portfolio on bariatrics because Jane’s talk was so inspiring.

Elizabeth (known as Lilibet), says she decided to focus her expert portfolio on bariatrics after identifying the lack of awareness and needs required for this increasing client base. “I am doing an audit to identify the need for further education regarding accessing resources and the appropriate equipment required to safely care for these patients.”

Cancer centre update



The Tauranga Project Hope cancer centre is progressing well, since the last shot of a clear site in March. The roof is nearly complete and the external cladding and the windows are being installed. Initial electrical, plumbing and mechanical services are also underway.

Shared morning tea St Patrick's day



The DHB Office shared morning tea on this year’s St Patrick’s Day. Everything had to be green, from clothes and hats to green pancakes with green cream, green jelly and green banana bread.

Staff forum updates in Check UP

A clever staff member recently suggested that information from staff forums be presented in Check UP or on Pacentral.

This is a great idea, particularly for those who find it difficult to attend the forums.

Staff forums occur regularly and provide a good opportunity for the CEO and senior management to update staff with developments and initiatives within the organisation. It’s also a chance for staff to ask questions and offer views.

A chocolate fish to DSA Earnsy Liu for the idea.

DHB staff raise money for Cancer Society

Last month's Relay For Life is a fun-filled, overnight event to raise funds for the Cancer Society, as well as celebrate remembrance, hope and thanks.

Lots of DHB staff took up the challenge for teams of 10 or more to complete a relay-style walk or run at selected venues throughout New Zealand.

The donations collected at Relay For Life will be used for cancer research, to continue the free services that the Cancer Society offer to those people in our community living with cancer, their families and the health professionals that support them, and for cancer prevention programmes.

Teams from both Whakatane and Tauranga Hospitals took part in relays last month.



New editor for Check Up

New communications officer Rebecca Silvester has been charged with taking the staff newsletter, Check Up, to new heights.

Rebecca started this month and will work alongside communications manager Carol Wollaston on communications initiatives, and communications for the HEHA campaign.

Originally from the UK, Rebecca has extensive internal communications experience in a large retail company and is enjoying applying her skills in the health sector. She is looking forward to meeting lots of staff in her pursuit of great Check Up stories and for help with answering media queries.

Arriving in Tauranga late last year, Rebecca loves the Bay lifestyle, in particular the opportunity to fulfil one her favourite hobbies - mountain biking.



Walking the talk with HEHA, Rebecca took part in the SPARC Real Woman's Duathlon in Rotorua last month.

Valentines surprise



Nurse Steve Gregory was certainly surprised by the Barbershop Quartet who turned up to wish him a Happy Valentines Day. It was organised by Steve's wife Julie who said "Steve was on an afternoon shift hence no Valentine's dinner! The quartet was great. Steve loved it secretly; he just pretended to be embarrassed!"

Are you taking Advantage?

If you are going shopping, renting a car or thinking of taking up surfing anytime soon, check out the outlets that are part of our Advantage staff benefits scheme. These stores offer a discount to BOPDHB employees, so make sure you have your ID badge with you.

TAURANGA

Bakers Delight - Gate Pa, Bay Batteries, Bay Body fit, Baymedia, Baywide Drycleaners - Greerton, Carpet Court, Doctor Dent, Export Meat Warehouse - the Mount, Fitco, Flowers by Trish, Freedom, Greerton Aquatic Centre - Greerton, Greg's Pharmacy, Hertz rent a car, ITM, Jacobson Hyundai, Kingsview Resort, Liquor King, Midas Car Care, Mount Surf shop, Olivea Anstis Hair Studio, On Road - the Mount and Tauranga, Stewart Browne Electrical, Technology Centre, The Gym, Tulloch Photography, Tyre Express, Verve Cosmetic Centre, Vivid Lighting & Design, Warehouse Stationary, Wayne Rush Bodywork, Weathermaster, World Spa, Absolutely Precious Paws, Wright Sports, Betta Electrical.

WHAKATANE

Bouquet Floral Studio, Eastern Bay Site Services, Flower World, Guthrie Bowron, Image City, Placemakers, Sports World, Stewart Motors, Whakatane Outdoor Centre, Windego Pet Lodge, Hamertons Lawyers.

ROTORUA

Breakers, Contours Gym, Evoke Beauty Therapy, Rotorua Toyota, Wonderworld Pet Centre, Wylie Court,



What else is new?

The Advantage section on Pacentral (under Staff Benefits) has a fresh new look and is being updated all the time with new businesses coming on board.

Each staff member will soon be able to get wallet cards listing all the participating businesses so you can keep them with you when you are out and about.

The new Advantage notice board is up outside the staff café in the main Tauranga hospital building so check it out next time you're there.

If you do take Advantage of these great benefits, make sure you enter the monthly draw with a chance of winning \$50 worth of goodies!!

CONGRATULATIONS to the first three winners of 2008



March - Jenny Robertson shopped at Greg's Pharmacy Tauranga and the gift was from Flowers by Trish Tauranga.



February - Ronnie Telford shopped at Placemakers Whakatane and purchased her gift from the Whakatane Great Outdoors Centre.



January - Ursula MacFarlane shopped at John's Photo Pharmacy Tauranga and received a gift from Greg's Pharmacy Tauranga.

Another successful Easter egg run

This year more than 1200 bikers, including some on mobility scooters, travelled from The Mount to Tauranga collecting Easter Eggs to distribute to patients at Tauranga and Whakatane Hospitals.

In its 18th year the Easter Egg Run has expanded to include soft toys and books as a response to healthy eating initiatives. Quality and risk team leader Debbie Brown says while the primary focus

is on children, the bikers visit both the children's and older person's wards delivering soft toys.

"It is a delight in particular to see the responses from the elderly who really appreciate the visit and their gift. A BIG thank you to all those who ensured this was yet again a great event," says Debbie.



Chief Operating Officer Graham Dyer started the event and took to the road to deliver Easter eggs, toys and books to patients at both Tauranga and Whakatane hospitals.

Curtain Bank urgently needs donations for families in need!

The Curtain Bank has opened in the Eastern Bay and DHB staff can help by donating curtains or material and spreading the message about the Curtain Bank.

The Curtain Bank receives free donations of new/used curtains and curtain material, re-makes and lines them and then distributes them free to families in need.

Its aims include keeping homes and families warmer in winter, reducing energy wastage and the amount of money spent on heating.

Donations can be dropped in to the Whakatane Energy Options' offices on corner of McAlister and Bracken Streets opposite Mitre 10.

Energy Options staff will also pick up curtains. For details phone Louise Maple on 0800 15 15 65.



First DHB to join Sustainable Business Network

The Bay of Plenty DHB is the first DHB in the country to join the Sustainable Business Network.

Since before Christmas, Toi Te Ora's sustainability team has been busy working on a framework that will assist DHBs to become more sustainable work places. Toi Te Ora has assessed the DHB to see how sustainable it is and what improvements can be made.

Various activities already take place at Toi Te Ora offices such as cycling or walking to work, using the work bike to get to and from meetings and using conference calls instead of staff cars. New ideas from staff workshops will be developed into an action plan and rolled out to the whole of the DHB. Staff ideas for environmental sustainability were getting rid of polystyrene cups, double sided printing as default and car pooling. Staff ideas for social sustainability were staff benefits, push play meetings and better flexi time – overall there was lots of enthusiasm and very positive feedback.

The key to the success of this project has been having management and staff involvement and support. This has ensured sustainability will be highlighted in the service plan and will gradually be ingrained into all Toi Te Ora practices.

Waste management has been highlighted as one of the first key areas to be worked on. A waste audit will be followed by initiatives on how to reduce the amount of waste that is created. Further down the track other key areas will be energy and travel.

The sustainability team is ready to get going with all the new initiatives in the next few months so watch this space.

How can you get involved?

In the office environment there are plenty of things you can do to be more environmentally friendly: switch your computer off after use, switch lights off when out of the room, use glasses and mugs rather than polystyrene cups, set computer to print double sided as default... and spread the word!

Small things can make a big difference, so tell your manager about what you would like to do in your office to become more environmentally sustainable.

Contact the Conservation Steering Group if you have any great ideas about how the DHB can become greener!

Contact Paul Conder ext 8817 or paul.conder@bopdhb.govt.nz

Every little helps!

By Lynne Herring buyer/proc trainer, purchasing department.

"As I walked through central stores to start my day in purchasing, I would say to myself "Surely the shrink wrap around all those cardboard boxes can be recycled?" I mentioned it to the store person, Logan Toomer who agreed. That was just enough to swing me into action. I mentioned it to my manager Don Shewan who gave me the green light to go ahead with what needed to be done.

Logan and I met with a consultant from the Tauranga City Council who assured us that it definitely could be recycled. Stores supervisor Barb Nichols and delivery person Peter Minto implemented a process for the shrink wrap to be separated from general rubbish and all stores staff embraced the initiative. With the permission from property services, a skip specifically for shrink wrap was delivered.

3.3 cubic metres of shrink wrap is now being recycled weekly. That's the equivalent of 14 wheelie bins a week!"

The Public Records Act is here

Take note – public records are everyone's business! Public records are records created or received by a public office, including government departments, State Owned Enterprises, Crown Entities and District Health Boards.

Every record that is created or received as part of the DHB is covered by the Public Records Act (PRA), including records of patients, equipment, human resources, finance, property, health and safety, compliance, meetings, public relations, funding, planning and so on.

Everyone at the DHB has responsibility for the records and with an audit by Archives New Zealand approaching in 2010, we need to be ready.

A formal records management work programme is currently being developed. This covers the main areas that need to be addressed to be audit ready.

The programme will be posted on Pacentral and will include regular updates on recordkeeping at the DHB, such as tips on managing email, how to apply the General Disposal Authority to your area and so on.

More details can be found on the Governance and Compliance homepage; from the Pacentral homepage go to Departmental Information, Governance and Compliance, Home.

No Pollute Commute Challenge

Toi Te Ora kick started their sustainability project by taking part in the 'No Pollute Commute' in March. Designed by the Bay of Plenty Sustainable Business Network, the challenge went out to commuters to think about positive action they can take to reduce vehicle related emissions, in turn improving their own health and helping the Bay of Plenty to become cleaner and greener.

As Toi Te Ora is a regional organisation, the challenge was open to all employees to get involved. As not all employees were able to change their commuting patterns, other ideas were thrown around. Jim Miller, Medical Officer of Health came up with the idea of a 'Conference Call Challenge'. The aim of this was to encourage all employees to use conference calling

whenever possible instead of travelling to meetings in cars.

After a series of encouraging emails the results were outstanding. Toi Te Ora reduced commuting by 4113 Kilometres and at least 43 hours work time was saved over a 10 day period. This equated to a reduction in carbon emissions of 198.9 kg carbon. Over a year this would equate to approximately 0.73 tons of carbon being emitted each year that can be reduced by using conference calls. Paul Conder, GM corporate services, estimated the financial saving to be approximately \$4000.

Toi Te Ora came third place in the region after Marexim and Fulton Hogan – what a fantastic result!

NO POLLUTE COMMUTE



The speech and language therapy team were keen to get behind the 'No Pollute Commute' challenge.



Toi Te Ora health promoter Anne-Marie Woolley with medical officer of health Jim Miller.

Contribute to Check UP

Check Up is the newsletter for Bay of Plenty District Health Board staff and stakeholders and is distributed bi-monthly. We welcome articles that would be of interest to staff across all services and locations. If you would like to contribute articles to Check Up, or want to suggest a story, contact communications officer Rebecca Silvester on 07 579 8033 or email rebecca.silvester@bopdhb.govt.nz

Please send stories as word documents and photographs attached as high resolution jpeg files.

