

Meeting Minutes

Meeting:	Māori experiences of rehabilitation from major trauma meeting
Location:	Zoom.
Date:	Monday 2 November 2020
Time:	10.00 – 11.00
Attendees:	Sharon Pihema, Arawhetu Gray, Gilbert Taurua, Te Raina Gunn, Gabrielle Nicholson, Sandy Ngoy, Siobhan Isles
Apologies:	-
Chair:	Sharon Pihema

Discussion	Actions/ Follow up
Welcome and introductions	
<p>Update on work to date</p> <p>Sharon started 24 August 2020, work to date has been on project set up:</p> <ul style="list-style-type: none"> - Completing draft project plan with local data (from the trauma registry) for each of the DHBs we want to approach. - Planning re consent forms, safety protocols for distressed participants, ethics considerations and data management. - A letter went out to all the DHBS and key stakeholders to give overview of the project in September. - A follow up letter was sent to the trauma leads and GM Māori of targeted DHBs (x6) in October. - These DHBs were: Tairāwhiti, Northland, Hawkes Bay, Nelson Marlborough, Canterbury and Counties Manukau. <p>Other:</p> <ul style="list-style-type: none"> - Sharon attending Camp Unity (Rotorua) this weekend, a charitable trust that connects children and whānau affected by traumatic brain injury. This is led by Te Rina Ruru, who is also on the advisory group for the Commission's wider rehabilitation project. 	
<p>Support to connect with key contacts</p> <p>Tumu Whakarae:</p> <ul style="list-style-type: none"> - Current chair is Hector Matthews. - Arawhetu suggests we provide them an overview of this project, and Sharon's contact details if they need more info. - Their next meeting is on 30 November 2020. Prepare project summary for this. <p>DHBs contacts:</p> <ul style="list-style-type: none"> - Tairāwhiti; follow up needed. - Northland; good response and interest from trauma staff. 	<ol style="list-style-type: none"> 1. Siobhan to connect Sharon to Hector. 2. Sharon to prepare project summary for TW meeting. 3. Sharon to follow up with Tairāwhiti. 4. Siobhan to pass on contact details for former

Discussion	Actions/ Follow up
<ul style="list-style-type: none"> - Hawkes Bay; can contact the former trauma nurse for advice on potential participants. - Canterbury DHB; trauma staff are supportive. Local St John team is also keen to be involved. - Nelson Marlborough: GM Māori may be unavailable. Gilbert will follow up. - Suggested we could approach South Canterbury DHB if NM DHB no longer appropriate. Gilbert can connect us if required. <p>Noted: Hapū and iwi engagement should be done via DHBs as part of planning approach; we expect they would already have established relationships/ channels and its best we link with these.</p>	<p>Hawkes Bay trauma nurse.</p> <p>5. Gilbert to follow up with Nelson Marlborough.</p>
<p>Data governance</p> <p>Sharon's equipment has been setup with two factor authentication, secure storage and transfer processes in place for data.</p> <p>The data will be jointly owned by the Network and the Commission. Data will be held with the Commission post-project.</p> <p>Data collected from this project will not be available for access (for other studies etc) beyond the outcomes of this project, as per the consent agreed by participants.</p> <p>The project's position/processes for Māori data sovereignty, ownership and governance should be clearly articulated in the project plan.</p>	<p>6. Gabrielle and Sharon to update project plan re data governance.</p>
<p>Discuss use of findings</p> <p>Parallel to this work is the Commission's wider trauma rehabilitation project. This will take the form of a national collaborative, where we support local teams to develop local projects addressing issues in rehabilitation.</p> <p>We intend for the results of this work to inform those local projects. As well as the Network's long-term quality improvement initiatives.</p> <p>Group agrees to continue this discussion once we produce results.</p>	
<p>Term of reference for this group</p> <p>Group agrees to have a term of reference</p> <ul style="list-style-type: none"> - Agreement that this group is a safe sounding board to discuss the project, and for the project lead to seek feedback/advice. - Member of ACC research or Māori health team to join the group. Follow up needed - Member of the Commission's partners in care team to join the group. Follow up needed. <p>Feedback on project plan:</p> <ul style="list-style-type: none"> - Consent: Stress/highlight that consent can be withdrawn at any stage, without impeding participants ability to seek medical care. 	<p>7. Gabrielle and Sharon to update project plan from feedback.</p> <p>8. Project team to discuss appropriate pastoral care for Sharon.</p> <p>9. Gabrielle/Sharon/Sandy to draft TOR</p>

Discussion	Actions/ Follow up
<ul style="list-style-type: none"> - Suggest information given and kept by whānau (ie, consent forms, project overview) can be translated into te reo if requested (Sharon to make this offer). - Project plan should reflect interpretation of the data will be Māori inclusive. - Need to formally specify the pastoral care in place for Sharon. Suggests connecting her a person who can provide support while undertaking this work. 	
<p>Other business</p> <p>Group agrees to have two more meetings this year.</p> <p>Commission’s website: Project page</p> <ul style="list-style-type: none"> - Agreed TOR and final project plan will go up. - Agreed minutes from these meetings will go up. 	<p>10. Gilbert will email contact details of his PA.</p>
<p>Close – Next meeting on 16 November 2020.</p>	<p>11. Sandy to book in the next meeting.</p>