

Community Health Council



EXPRESSION OF INTEREST

Information Pack

OVERVIEW

The Community Health Council was established in 2017 with the purpose of having an independent community, whānau and patient voice into decision making across the then Southern DHB – now Te Whatu ora-Southern, and WellSouth Primary Health Network (hospital and primary care services). Often as patients, whānau and community members we see and experience health care where things could have been done differently and supported a better patient experience. Community, whānau and patients have ideas and innovations that sometimes can be overlooked when we are working in the health system. The CHC is encouraging and assisting the health system to work in a partnership model, encouraging clinicians and service managers to empower and partner with patients and whānau when making decisions on how health services will be designed, delivered and managed. There is now a legislated Code of Expectations which states that all health entities must engage with consumers as they provide services.

The CHC launched their community, whānau and patient framework and roadmap that guides the health system with how to work together with consumers in 2017, and this is still current today.

Call for Expressions of Interest

Te Whatu Ora-Southern and WellSouth Primary Health Network (WSPHN) invite applications from interested individuals to join the Community Health Council (CHC) to ensure the patient, whānau and community voices are included in decision-making.

The CHC provides an opportunity for patients, whānau and communities to have a voice in decision-making at a strategic, operational and a project level.

The CHC works collaboratively with a number of other groups and committees within Te Whatu Ora – Southern and WSPHN for example Clinical Council of Te Whatu Ora Southern and the WellSouth Clinical Governance Group, Project Management Office for the New Hospital build, as well as various health services as needed. The purpose for this engagement is to:

- Ensure and enable patient and whānau participation across the southern health system;

- Identify and advise on health systems and services for patients, whānau and communities, including input into the development of health service priorities and strategies;
- Ensure reports, developments and initiatives relating to health services have appropriately engaged, or been developed with, patients, whānau and their communities;
- Ensure regular communication and networking with the community and relevant patient groups and
- Link with special interest groups as required, for specific issues and problem solving.

The CHC will comprise up to twelve members who each have a particular interest, understanding and knowledge in at least one of the following areas: Youth & Children’s Health, Māori Health, Pacific Health, Rural Health, Primary Health, Mental Health, Alcohol and other Drugs, Long Term Conditions, Disability (including Sensory, Physical and Intellectual), Older Persons Health, Rainbow Community Health, Men’s Health and Women’s Health and are located across the Southern Region.

SUBMITTING AN EXPRESSION OF INTEREST

Key dates

Advertise for Expressions of Interest	3-10 September
Closing date for Expressions of Interest	21 September
Notification of shortlisting decision	By 30 September
Panel interviewing candidates	Late September/early October
Notification of membership	Early October

EXPRESSION OF INTEREST CONTENT GUIDELINES

Format and presentation of an Expression of Interest

Your Expression of Interest should include:

- 1) A completed Application Form (this can be found in this Pack)
- 2) A Cover Letter outlining your reasons for becoming involved with the Community Health Council, your skills and experience (maximum of 1 page)

FREQUENTLY ASKED QUESTIONS (FAQs)

What has the CHC been working on?

Since the CHC formed, a significant piece of work has been the development of the CHC Community, Whānau and Patient Engagement Framework and Roadmap to guide staff with how to engage with communities, whānau and patients in the work they are doing.

See <https://www.southernhealth.nz/about-us/about-te-whatu-ora-southern/community-health-council/chc-project-involvement> for examples of recent projects advisors have been involved with.

Often staff members will approach the CHC for advice on documents or pieces of work that are occurring across the health system. This work continues to grow as more people are aware of the Community Health Council and the role it plays within the health system.

What is a Community Health Council member and what are my responsibilities?

A CHC member participates as a member of the Council, providing a community 'voice'. She/he contributes an informed patient/whānau/community member perspective on behalf of patients, whānau and their communities and participates in decision making processes.

A CHC member provides a voice, not for themselves, but on behalf of others with a similar condition/experience. It is essential that members on the council have community groups that they are connected with so that information can be taken out to these groups and well as vice versa.

Between CHC meetings you will be expected to have connections with community networks and that you listen to issues that are being raised.

As a CHC member you will be advised not to disclose confidential information that may be discussed during Council meetings, and will be expected to sign our Code of Conduct and Confidentiality. Members will be asked to share non-confidential information with their communities and networks. The ability to provide non-confidential information from meetings helps to inform community groups and to ensure the health system is people-orientated.

Why participate?

Our health services must be accountable to the communities they serve and ensure they provide health services needed in their region. Patients, whānau and their communities can play an important and constructive role, because it enables real, positive changes to be made to the health system.

Anyone who has the relevant experience and knowledge outlined and in the specified fields of interests is welcome to submit an application form.

As a Community Health Council Member, what should I expect from the Council?

Expectations include being treated as an equal member of the Council, being heard, listened to respectfully and understood by other members.

Expect to be able to ask for clarification and more information, especially if jargon is being used. Expect to receive all relevant and necessary information and an agenda for the meeting, with enough time to read and understand them, and to enable consultation with communities and consumer groups before the meeting where appropriate.

You are also entitled to disagree with the rest of the Council and to have this dissent recorded.

As the “host” of the Council, the Chair has a responsibility and a duty to facilitate the involvement of all members.

Records of meeting minutes will be disseminated to members to ensure an accurate record of the meeting has been recorded.

Time Commitment

The CHC normally meets on the first Thursday of each month from 1200 – 1600 hrs, and on occasions there are workshops that all CHC members are expected to contribute to.

A CHC member has a responsibility to read, and respond appropriately, to emails and other communications that will come their way between meetings. This is a vital part of CHC business. It is expected you will have up to approximately 10 hours per month that you have ability to give this role.

How do I attend meetings?

Meetings are normally face to face in Dunedin at WellSouth PHN Boardroom, Princes Street, Dunedin. However, over the last two years most of our meetings have been over Zoom or Teams due to Covid-19 restrictions. Two or three times a year meetings may be held in Invercargill. Members will be required to make their own travel arrangements to attend meetings but any costs associated with this will be reimbursed at the standard IRD mileage rates.

Will I be reimbursed for attendance?

An honoraria payment of up to \$200 is available monthly.

What personal attributes are needed to be a CHC member?

- Recognised as someone with good standing and influence within their peer group
- Previous experience gathering information and sharing it with a community or constituent group and/or previous experience representing others.
- Ability to objectively analyse and use facts, figures, research and experience to make sound decisions that will benefit the total health system
- Is future oriented
- Can create innovative strategies and plans - ability to come up with new and unique ideas
- Ability to think critically, make sound decisions, see the ‘big picture’ and work effectively as part of a team.
- An understanding of the health system and lived or supported experience of receiving health services are essential.
- Is fully Covid-vaccinated
- Can pass a police check

If there is a question that is not answered in this Information Pack please email kathryn.harkin@southerndhb.govt.nz.

APPLICATION FORM

Community Health Council

Please complete sections below

Name	
Address	
Phone	
Email	
Iwi affiliation <i>(if applicable)</i>	

Please tick the fields you have an understanding and knowledge in below (You may have experience in several areas):

Health Fields	Tick applicable fields v
Youth & Children's Health	
Māori Health	
Pacific Health	
Rural Health	
Primary Health	
Mental Health	
Alcohol & Drugs	
Long Term Conditions	
Disability (Sensory, Physical & Intellectual)	
Older Persons	
Men's Health	
Rainbow Community Health	
Women's Health	

Referees

Please provide the name and contact details of two referees. Referees must be someone you have worked with in a professional (or voluntary) capacity who knows your work well. Family members would not be considered an appropriate referee.

Name	Email Address	Phone Number
1.		
2.		

