

Health and disability co-ordinator: information sheet

Why have training workshops?

The purpose of the training workshops is to provide doctors with information on:

- the role of the designated doctor
- context around the changes
- what the changes are
- intended outcomes
- the new designated doctor process
 - referrals
 - billing and payment
- key contacts.

Regional based workshops provide further opportunity to develop sustainable working relationships between Work and Income staff and one of their key partners, designated doctors.

When will workshops take place?

Workshops will be held at 7:00pm in the evening in appropriate locations to ensure doctors are able to attend.

Which regional staff should attend the workshops?

Regional commissioners, regional directors, regional health advisors, regional disability advisors and health and disability co-ordinators.

What dates are the workshops scheduled for?

Please refer to CLIP memo number 3609 sent on 27 June 2008 by James Kirkley-Matthews. This memo contains the scheduled dates for designated doctor training workshops in regions.

What do health and disability co-ordinators need to do prior to the workshop?

The health and disability co-ordinators will be responsible for contacting the designated doctors in their region to:

- liaise with regional contact regarding the time, venue and date
- complete the invitation letter and forward to designated doctors
- explain the purpose of the workshops
- determine whether the doctor requires any travel arrangements

(Note: a budget has been forecasted for each session, please contact Hiku Skipper for any costs incurred)

- inform them that:
 - Medical Education credits will be given to those doctors who attend the workshops
 - an education fee of \$150 will be paid to doctors who attend the workshops. Doctors will need to invoice the Ministry of Social Development by sending the invoice to:
Hiku Skipper
PO Box 1556
Wellington

The health and disability co-ordinator will then need to advise the regional contact person by close of business Thursday 10 July 2008 of:

- the confirmed names of doctors attending the workshops
- all travel arrangements required by doctors in their region.

Doogle link to designated doctor list

Using the doogle link below, please refer to the 'applications and renewals' section for the list of designated doctors in your region.

<http://doogle/subsites/work-income/about-us/what-we-do/projects-programmes/working-new-zealand/health-and-disability-services.html>

Designated doctor training resource

The following material has been developed to support the designated doctor workshops and includes:

- Designated Doctors Guide
- forms:
 - designated doctor referral
 - designated doctor report
 - medical certificate
 - host doctor report (which is completed by the clients usual doctor)
- Designated Doctor Workshop presentation
- scenarios.

Distributing the training resource packs

Resource packs will be sent to regions on 28 July 2008.

Health and disability co-ordinators will be responsible for ensuring that designated doctors receive their resource pack at the workshops. Where designated doctors are not able to attend a workshop, health and disability co-ordinators will be responsible for delivering the resource pack in person.

Education fee

It is current practice to pay all doctors to attend education sessions. The standard rate is around \$150 per session. Payment of this will be managed from National Office.

Medical education credits

Designated doctors who attend this training will be eligible to receive medical education credits.



MINISTRY OF
SOCIAL DEVELOPMENT
Te Manatū Whakahiato Ora

Designated Doctor Training Workshop

Tuesday, 12 August 2008

Level 2, 7 Winston Avenue
Papanui
Christchurch

Training presented by Dr David Rankin

7:00pm - 7:05pm	Welcome and Introductions
7:05pm - 7:20pm	Establish learning objectives
7:20pm - 7:30pm	Background to changes in Work and Income's engagement strategies and processes
7:30pm - 7:40pm	The new Medical Certificate
7:40pm - 8:00pm	Tea and coffee break
8:00pm - 8:05pm	Introduce scenarios
8:05pm - 8:35pm	Workshop on scenarios
8:35pm - 8:50pm	Report back on scenarios
8:50pm - 9:00pm	Summary
9:00pm	End of workshop

Key contacts

Dr David Rankin
Senior Advisor
Level 5, Bowen State Building
Bowen Street
Wellington

Ph: 04 918 9469

Dr David Bratt
Principal Health Advisor
Level 9, Bowen State Building
Bowen Street
Wellington

Ph: 04 916 3330

Instructions for Education Invoice payments

Send invoices to:

Hiku Skipper
Ministry of Social Development
PO Box 1556
Wellington