

## CORPORATE OFFICE

Level 1  
32 Oxford Terrace  
Christchurch Central  
**CHRISTCHURCH 8011**

Telephone: 0064 3 364 4160  
Fax: 0064 3 364 4165  
[Ralph.Jasalle@cdhb.health.nz](mailto:Ralph.Jasalle@cdhb.health.nz)

20 May 2021

9(2)(a)

### RE Official Information Act request CDHB 10591

I refer to your email received 19 April 2021, and clarified on 20 April, requesting the following information under the Official Information Act from Canterbury DHB. Specifically:

- **All correspondence by any CDHB staff member about the surplus Covid-19 vaccine doses on the weekend of April 9-11 involved in managing and distributing the vaccine doses during that period including but not limited to: when it was discovered, how the over-supply happened, all discussion about responses to distribute (and not waste) the extra doses.**  
**\*Clarification: scope of correspondence limited to key DHB staff involved.**
- **All and any correspondence to and from Ralph La Salle, Hannah Gordon and Kim Sinclair-Morris about the surplus supply and its distribution from Friday April 9 to April 18.**

Please refer to **Appendix 1** attached, which contains correspondence from key Canterbury DHB staff between 9 – 18 April in relation to the management and distribution of surplus COVID-19 vaccine doses that were available in early April. This incorporates all related correspondence from Ralph La Salle, Dr Hannah Gordon and Kim Sinclair-Morris about the supply and distribution of surplus vaccines in the 9 – 18 April time period.

**Please note:** Some information in Appendix 1 has been redacted to protect individuals' privacy, pursuant to section 9(2)(a) of the Official Information Act, i.e. to "*protect the privacy of natural persons...*", as well as to "*maintain the effective conduct of public affairs through – the free and frank expression of opinions...*" as listed in section 9(2)(g)(i).

Additionally, sections of the correspondence which name the locations of vaccination clinics have also been redacted, as releasing this information at this stage would hinder the DHB's measures to protect the health of members of the public, pursuant to section 9(2)(c) of the Act, i.e. to "*avoid prejudice to measures protecting the health or safety of members of the public...*"

I trust this satisfies your interest in this matter.

You may, under section 28(3) of the Official Information Act, seek a review of our decision to withhold information by the Ombudsman. Information about how to make a complaint is available at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz); or Freephone 0800 802 602.

Please note that this response, or an edited version of this response, may be published on the Canterbury DHB website after your receipt of this response.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'R La Salle'.

Ralph La Salle  
**Acting Executive Director**  
**Planning, Funding & Decision Support**

9(2)(a)

**From:** Bridget Lester <Bridget.lester@cdhb.health.nz>  
**Sent:** Sunday, 11 April 2021 8:58 PM  
**To:** Erin Wilmshurst; Kim Sinclair-Morris  
**Subject:** RE: Clinics this week due to vaccine issues

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Agree, but it is being handed over to pharmacy this week – so that will be great.

I can't make the meeting tomorrow, which is why I am flagging this now.

### Bridget Lester

Team Leader Child & Youth Health

### Canterbury and West Coast District Health Board

Planning and Funding  
 Level 2, 32 Oxford Terrace  
 PO Box 1600  
 Christchurch 8140

9(2)(a) | [Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)

Monday, Wednesday and Friday 9-2.30pm

Tuesday and Thursday 9 - 5pm




---

**From:** Erin Wilmshurst  
**Sent:** Sunday, 11 April 2021 8:54 PM  
**To:** Bridget Lester <Bridget.Lester@cdhb.health.nz>; Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Subject:** RE: Clinics this week due to vaccine issues

I want to discuss this at the ops group and strategic group meetings in the morning before deciding.  
 I think that we urgently need more than one person holding responsibility for this.  
 --Erin

Sent from my Galaxy

----- Original message -----

**From:** Bridget Lester <[Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)>  
**Date:** 11/04/2021 20:23 (GMT+12:00)  
**To:** Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)>  
**Cc:** Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>

Subject: Clinics this week due to vaccine issues

Hi guys

9(2)(g)(i)

In my tracking sheet I had 120 vials to be used before Wed, but we now need to use it before Tuesday.

I am now looking at our vaccine going forward. Based on our current order we will not have enough vaccine, to fully service all our clinics.

I see two options

1. I can try and increase our order for next week (really not keen on this as it is arriving on Tuesday)
2. We could reduce our staff clinic sizes for this week – or even not run a staff clinic (Thursday) if possible
3. Not run the additional 9(2)(c) clinic on Wed and Thursday.
4. We look to be short around 81 vials. Short around 486 doses, which is a DHB staff clinic or extra 9(2)(c) clinics.

Based on the extra vaccine we are giving at the start of the week – we will still met our MoH projection, so can we hold off on the extra 9(2)(c) on Wed and Thursday – considering they are not open for booking yet?

Erin do you need to have a look at the booking sheets for 9(2)(c) this week and make a call.

### Bridget Lester

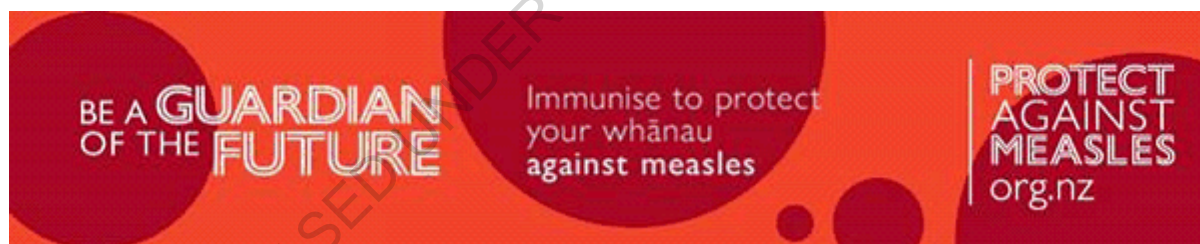
Team Leader Child & Youth Health

### Canterbury and West Coast District Health Board

Planning and Funding  
Level 2, 32 Oxford Terrace  
PO Box 1600  
Christchurch 8140

9(2)(a) | [Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)

Monday, Wednesday and Friday 9-2.30pm  
Tuesday and Thursday 9 - 5pm



9(2)(a)

**From:** Bridget Lester  
**Sent:** Sunday, 11 April 2021 2:06 PM  
**To:** Erin Wilmshurst  
**Subject:** Excess vaccine

Hi Erin

FYI – I think the issue has compounded as we haven't been able to fill out clinics but have been ordering of fill clinics. They are also getting around 7 vaccine out of the vials not 6.

**Bridget Lester**

Team Leader Child & Youth Health

**Canterbury and West Coast District Health Board**

Planning and Funding  
Level 2, 32 Oxford Terrace  
PO Box 1600  
Christchurch 8140

9(2)(a) | [✉ Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)

Monday, Wednesday and Friday 9-2.30pm  
Tuesday and Thursday 9 - 5pm



**From:** Jeanie Watson  
**Sent:** Sunday, 11 April 2021 5:15 PM  
**To:** Karalyn van Deursen; Mick O'Donnell; Hannah Gordon; Tania Beynon; Stella Howard; Erin Wilmshurst; Becky Hickmott; Stephanie Manning  
**Cc:** Haidee Scott; Ralph La salle; Mary Johnston  
**Subject:** FOR FEEDBACK: draft comms re drop-in clinic  
**Attachments:** Drop-in clinic comms\_DRAFT\_11042021.docx  
  
**Importance:** High

Hi all

See below and attached a draft email to be sent to targeted priority groups about tomorrow's drop-in clinic.

Can someone please pass this on to Caroline McSweeney? She's not coming up in the address book.

Please send me any changes/feedback as soon as possible.

**DRAFT targeted comms to Service Managers and Nurse Managers for (list to be confirmed):**

- Labs
- Gen Med
- Respiratory
- LMCs
- Allied Health

**COVID-19 vaccination drop-in clinic for Tiers 2A and 2B open today and tomorrow**

**To be sent by???**

12 April 2021

Kia ora koutou

As previously advised, vaccinations start this week for frontline (i.e. non-border) healthcare workers across our health system who will be offered vaccinations as part of Tier 2A or Tier 2B. This includes everyone who interacts directly with patients – particularly those at the various 'front doors' to our health services. You can see who is in the various Tiers in this [guidance document](#).

Staff have been booked in to vaccinations from this Wednesday 14 April, however, a drop-in clinic for staff from Tier 2A or Tier 2B is now available in 9(2)(c) from 12.30pm today for staff from the following priority areas:

- Labs
- Gen Med
- Respiratory
- LMCs
- Allied Health

**Please share this message with your staff and invite them to drop in to the clinics if they are available.**

To minimise disruption and impact on services, if staff are already booked in for a vaccination appointment, please ask them to **keep the original appointment**. Remember, there is plenty of vaccine for everyone, so no-one will miss out.

Staff from Tier 2A or Tier 2B, who do not already have an appointment, can come along to the drop-in clinic in 9(2)(c)  
(add specific details/link to map):

- **Monday 12 April, from 12.30pm until 5pm**
- **Tuesday 13 April, from 9.30am until 5pm**

You do not need to bring anything along with you. If you don't already know your NHI, staff can look this up at the time, or you can look for it on any previous medical documentation you have, or phone your General Practice team

Please note, there may be a wait. It's expected each vaccination, with associated administration and post-vaccination observation time, will take around 30 minutes.

If you have a vaccination at the drop-in clinic, you will be contacted to book into a follow-up appointment for your second vaccine in approximately XX weeks' time.

If you come along to the drop-in clinics but there is not time for you to get your vaccination, you will be kept informed by your manager and be able to make an appointment soon.

The plan is for all frontline healthcare workers (in Tier 2A or 2B) to have had both doses of the Pfizer vaccine before the end of June.

To find out which group you fit into use the Unite Against COVID-19 online tool [www.covid19.govt.nz/myvaccine](https://www.covid19.govt.nz/myvaccine)

More information about the Canterbury DHB staff COVID-19 vaccination programme is available on Prism and we will continue to keep you updated.

**Jeanie Watson**

Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)  
Level 1, 32 Oxford Tce, Christchurch, 8011  
[www.cdhb.health.nz](https://www.cdhb.health.nz)



**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Tuesday, 20 April 2021 7:12 PM  
**To:** 9(2)(a)  
**Subject:** FW: Excess Vaccine - Notes and action update[EXTERNAL SENDER]

**Importance:** High

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**From:** Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>  
**Sent:** Sunday, 11 April 2021 5:24 PM  
**To:** Hannah Gordon <drhannahgordon@gmail.com>; Satish Mistry <Satish.Mistry@pegasus.org.nz>; Carol McSweeney <carol@canterburyimms.co.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>; Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Bridget Lester <Bridget.lester@cdhb.health.nz>; Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>; Marilyn McLeod <Marilyn.McLeod@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Joanna Batcup <Joanna.Batcup@cdhb.health.nz>  
**Cc:** Ralph La salle <Ralph.Lasalle@cdhb.health.nz>  
**Subject:** Excess Vaccine - Notes and action update  
**Importance:** High

Hi all

Summary and actions below. Some already complete.

## 11 April 2021 - Excess Vaccine Plan

Due to some clinics being less full than expected and a monitoring oversight it has resulted in a significant amount of vaccine that must be drawn up for use before 5pm Tuesday 13<sup>th</sup> April. There are approximately 730 doses of vaccine to be used.

Using the sequence of vaccination and consideration of where large groups of people are available for vaccination we have determined the following model to use this vaccine:

**Who:** Tier 2A and 2B CDHB and Community Staff  
 Suggest offer to Labs, Respiratory Teams and Clinics, General Medicine, LMCs, Allied Health, Dental and Gen Practice & Pharmacy

**Where:** Drop in clinics located at 9(2)(c)

**Vaccination Team:** 1x Site Lead  
 7x Vaccinators  
 1x Admin Lead  
 4x Admin (with NHI Look-up Skills)  
 1x Recovery

**When:** Monday 12 April 12-8pm  
 Tuesday 13 April 9am-5pm

### ACTIONS Required to Deliver the above:

- |           |  |                  |
|-----------|--|------------------|
| 1. Erin   | Send Becky the situation to include in message to DONs                   | <b>Complete</b>  |
| 2. Stella | Send list of names of staff supporting DHB programme to Becky            |                  |
| 3. Becky  | To contact DONs to release staff, pay overtime etc                       |                  |
| 4. Stella | Confirm when 9(2)(c) Fridge is ready                                     |                  |
| 5. Tania  | Coordinate the vaccination staff for the roster to fill clinics as above |                  |
| 6. Erin   | To contact and confirm 9(2)(a) available for Admin Lead for Mon          | <b>Confirmed</b> |
| 7. Becky  | To contact 9(2)(a) for admin support for clinic                          |                  |



8. Jo Contact 9(2)(a)
9. Hannah Contact Jeannie (on call Comms) to draft communication **Contact complete**
10. Kim/Erin Confirm ability to use P&F staff for recovery staff  
**Confirmed. Ralph to contact 9(2)(a)**

Ngā mihi

Erin  
 Erin Wilmshurst  
 Canterbury Covid-19 Vaccination Operations Lead  
 Phone: 9(2)(a)  
 Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

\*\*\*\*\*

This email may contain privileged and confidential information, including health information protected by the Health Information Privacy Code and the Privacy Act. It is intended solely for the intended recipient(s). Any unauthorized use, redistribution, disclosure, or reproduction of this email and/or its attachments is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender immediately and delete the original message, including attachments, from your system. Any views or opinions expressed in this email are those of the individual sender, and do not necessarily reflect those of the Canterbury District Health Board unless otherwise stated.

RELEASED UNDER THE OFFICIAL INFORMATION ACT

**From:** Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>  
**Sent:** Sunday, 11 April 2021 5:33 PM  
**To:** Erin Wilmsheurst; Hannah Gordon; Satish Mistry; Carol McSweeney; Tania Beynon; Bridget Lester; Kim Sinclair-Morris; Marilyn McLeod; Stella Howard; Joanna Batcup  
**Cc:** Ralph La salle; Stephanie Manning; John Hewitt  
**Subject:** RE: Excess Vaccine - Notes and action update

Thanks Erin

I am cc:ing in Steph as well as COVID lead for P&C as well as John Hewitt.

Can you confirm who I should send admin names through to for coordination of schedules?

Thanks  
 Becs

---

**From:** Erin Wilmsheurst  
**Sent:** Sunday, 11 April 2021 5:24 PM  
**To:** Hannah Gordon <drhannahgordon@gmail.com>; 'Satish Mistry' <Satish.Mistry@pegasus.org.nz>; Carol McSweeney <carol@canterburyimms.co.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>; Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Bridget Lester <Bridget.Lester@cdhb.health.nz>; Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>; Marilyn McLeod <Marilyn.McLeod@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Joanna Batcup <Joanna.Batcup@cdhb.health.nz>  
**Cc:** Ralph La salle <Ralph.Lasalle@cdhb.health.nz>  
**Subject:** Excess Vaccine - Notes and action update  
**Importance:** High

Hi all

Summary and actions below. Some already complete.

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Due to some clinics being less full than expected and a monitoring oversight it has resulted in a significant amount of vaccine that must be drawn up for use before 5pm Tuesday 13<sup>th</sup> April. There are approximately 730 doses of vaccine to be used.

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|-----------|---|-----------------|
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| 2. Stella | Send list of names of staff supporting DHB programme to Becky |                 |

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6. Erin To contact and confirm 9(2)(a) available for Admin Lead for Mon **Confirmed**
7. Becky To contact 9(2)(a) for admin support for clinic
8. Jo Contact 9(2)(a)
9. Hannah Contact Jeannie (on call Comms) to draft communication **Contact complete**
10. Kim/Erin Confirm ability to use P&F staff for recovery staff  
**Confirmed. Ralph to contact 9(2)(a)**

Ngā mihi

Erin

Erin Wilmshurst

Canterbury Covid-19 Vaccination Operations Lead

Phone: 9(2)(a)

Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

RELEASED UNDER THE OFFICIAL INFORMATION ACT

9(2)(a)

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Tuesday, 20 April 2021 6:58 PM  
**To:** 9(2)(a)  
**Subject:** FW: Excess Vaccine - Notes and action update[EXTERNAL SENDER]

**Importance:** High

---

**From:** Kim Sinclair-Morris  
**Sent:** Sunday, 11 April 2021 5:39 PM  
**To:** [peter.bramley@cdhb.health.nz](mailto:peter.bramley@cdhb.health.nz); Ramon Pink <[Ramon.pink@cdhb.health.nz](mailto:Ramon.pink@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Alan Pithie <[Alan.Pithie@cdhb.health.nz](mailto:Alan.Pithie@cdhb.health.nz)>  
**Cc:** Erin Wilmshurst (<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)> <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>  
**Subject:** FW: Excess Vaccine - Notes and action update  
**Importance:** High

Kia ora Peter, Ramon, Alan and Ralph,

See details below regarding our planning today to utilise approximately 730 doses of vaccine that is due to expire on Tuesday (we were notified to this at 11am this morning). The plan for this vaccine is to run a drop-in clinic at 9(2)(c) Monday 12-8pm and Tuesday 9am-5pm.

We've just also learned that there are an expected further 700 doses due to lower attendance at clinics (9(2)(c)). Staff vaccinations will occur at 9(2)(c) over the next two days, staffed and coordinated by the Public Health Nursing service.

Nga mihi  
Kim

---

**From:** Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>  
**Sent:** Sunday, 11 April 2021 5:24 PM  
**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Satish Mistry <[Satish.Mistry@pegasus.org.nz](mailto:Satish.Mistry@pegasus.org.nz)>; Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Bridget Lester <[Bridget.lester@cdhb.health.nz](mailto:Bridget.lester@cdhb.health.nz)>; Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)>; Marilyn McLeod <[Marilyn.McLeod@cdhb.health.nz](mailto:Marilyn.McLeod@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Joanna Batcup <[Joanna.Batcup@cdhb.health.nz](mailto:Joanna.Batcup@cdhb.health.nz)>  
**Cc:** Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>  
**Subject:** Excess Vaccine - Notes and action update  
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**When:** Monday 12 April 12-8pm  
Tuesday 13 April 9am-5pm

**ACTIONS Required to Deliver the above:**

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| 3. Becky  | To contact DONs to release staff, pay overtime etc                       |  |
| 4. Stella | Confirm when 9(2)(c) Fridge is ready                                     |  |
| 5. Tania  | Coordinate the vaccination staff for the roster to fill clinics as above |  |
| 6. Erin   | To contact and confirm 9(2)(a) available for Admin Lead for Mon          | <b>Confirmed</b>                           |
| 7. Becky  | To contact 9(2)(a) for admin support for clinic                          |  |
| 8. Jo     | Contact 9(2)(a)  |  |
| 9. Hannah | Contact Jeannie (on call Comms) to draft communication                   | <b>Contact complete</b>                    |
| 10.       | Kim/Erin Confirm ability to use P&F staff for recovery staff             | <b>Confirmed. Ralph to contact 9(2)(a)</b> |

Ngā mihi

Erin  
Erin Wilmschurst  
Canterbury Covid-19 Vaccination Operations Lead  
Phone: 9(2)(a)  
Email: [erin.wilmschurst@cdhb.health.nz](mailto:erin.wilmschurst@cdhb.health.nz)

\*\*\*\*\*

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9(2)(a)

**From:** Bridget Lester  
**Sent:** Sunday, 11 April 2021 5:44 PM  
**To:** Erin Wilmshurst; Carol McSweeney; 9(2)(a)  
**Subject:** RE: Recovery Staff DHB Excess Vaccine Clinic

9(2)(a)

Sent from my Galaxy

----- Original message -----

From: Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>  
Date: 11/04/21 5:33 pm (GMT+12:00)  
To: Carol McSweeney <carol@canterburyimms.co.nz>, 9(2)(a) @cdhb.health.nz  
Cc: Bridget Lester <Bridget.Lester@cdhb.health.nz>  
Subject: Recovery Staff DHB Excess Vaccine Clinic

Hi Carol & 9(2)(a)

Introducing you to each other.

9(2)(a), Carol is the clinic lead tomorrow at 9(2)(c) (12-8pm) for the excess COVID-19 Vaccination Clinic

Carol, 9(2)(a) is a P&F staff member, a former radiation therapist, who is able to support the clinics Monday and Tuesday as the recovery role

9(2)(a) – the recovery role is watching out for anyone who while waiting after vaccination looks like they're becoming unwell and getting help for them.

Carol – could you please give 9(2)(a) a call on 9(2)(a) to fill him in on what the role entails in case I've missed anything.

Ngā mihi

Erin  
Erin Wilmshurst  
Canterbury Covid-19 Vaccination Operations Lead  
Phone: 9(2)(a)  
Email: erin.wilmshurst@cdhb.health.nz

9(2)(a)

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Tuesday, 20 April 2021 7:45 PM  
**To:** 9(2)(a)  
**Subject:** Fwd: Excess Vaccine - Notes and action update[EXTERNAL SENDER]

Kim Sinclair-Morris  
Canterbury COVID-19 Vaccination Lead

9(2)(a)

Begin forwarded message:

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Date:** 11 April 2021 at 5:49:00 PM NZST  
**To:** Peter Bramley <Peter.Bramley@cdhb.health.nz>  
**Subject:** RE: Excess Vaccine - Notes and action update[EXTERNAL SENDER]

Is it ever! Pharmacy is picking up the ordering and monitoring of the vaccine and once this is fully handed over (by Monday 19 April) I am confident this won't happen. Next week is a transition from existing personnel leading this space to the new team.

Becky has been fantastic. She joined us at 3pm and has been very enabling.

---

**From:** Peter Bramley <Peter.Bramley@cdhb.health.nz>  
**Sent:** Sunday, 11 April 2021 5:46 PM  
**To:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Subject:** Re: Excess Vaccine - Notes and action update[EXTERNAL SENDER]

Thanks. It is amazing we keep learning such information ... but well done on identifying options to have drop in clinics on both sites.. we need to get charge nurses to be releasing front line staff to go and get vaccinated.. let me know if you need more resource or help

Cheers

Peter

Sent from my iPhone

On 11/04/2021, at 5:38 PM, Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)> wrote:

Kia ora Peter, Ramon, Alan and Ralph,

See details below regarding our planning today to utilise approximately 730 doses of vaccine that is due to expire on Tuesday (we were notified to this at 11am this morning). The plan for this vaccine is to run a drop-in clinic at 9(2)(c) Monday 12-8pm and Tuesday 9am-5pm.

We've just also learned that there are an expected further 700 doses due to lower attendance at clinics (9(2)(c)). Staff vaccinations will occur at (9(2)(c)) over the next two days, staffed and coordinated by the Public Health Nursing service.

Nga mihi  
Kim

---

**From:** Erin Wilmschurst <[Erin.Wilmschurst@cdhb.health.nz](mailto:Erin.Wilmschurst@cdhb.health.nz)>  
**Sent:** Sunday, 11 April 2021 5:24 PM  
**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Satish Mistry <[Satish.Mistry@pegasus.org.nz](mailto:Satish.Mistry@pegasus.org.nz)>; Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Bridget Lester <[Bridget.lester@cdhb.health.nz](mailto:Bridget.lester@cdhb.health.nz)>; Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)>; Marilyn McLeod <[Marilyn.McLeod@cdhb.health.nz](mailto:Marilyn.McLeod@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Joanna Batcup <[Joanna.Batcup@cdhb.health.nz](mailto:Joanna.Batcup@cdhb.health.nz)>  
**Cc:** Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>  
**Subject:** Excess Vaccine - Notes and action update  
**Importance:** High

Hi all

Summary and actions below. Some already complete.

## 11 April 2021 - Excess Vaccine Plan

Due to some clinics being less full than expected and a monitoring oversight it has resulted in a significant amount of vaccine that must be drawn up for use before 5pm Tuesday 13<sup>th</sup> April. There are approximately 730 doses of vaccine to be used. Using the sequence of vaccination and consideration of where large groups of people are available for vaccination we have determined the following model to use this vaccine:

<b>Who:</b>	Tier 2A and 2B CDHB and Community Staff Suggest offer to Labs, Respiratory Teams and Clinics, General Medicine, LMCs, Allied Health, Dental and Gen Practice & Pharmacy
<b>Where:</b>	Drop in clinics located at (9(2)(c))
<b>Vaccination Team:</b>	1x Site Lead 7x Vaccinators 1x Admin Lead 4x Admin (with NHI Look-up Skills) 1x Recovery
<b>When:</b>	Monday 12 April 12-8pm Tuesday 13 April 9am-5pm

### ACTIONS Required to Deliver the above:

- |           |   |
|-----------|---|
| 1. Erin   | Send Becky the situation to include in message to       |
| DONs      | <b>Complete</b>   |
| 2. Stella | Send list of names of staff supporting DHB programme to |
| Becky     |   |
| 3. Becky  | To contact DONs to release staff, pay overtime etc      |
| 4. Stella | Confirm when (9(2)(c)) Fridge is ready                  |



5. Tania                      Coordinate the vaccination staff for the roster to fill clinics as above
6. Erin                      To contact and confirm [REDACTED] available for Admin Lead for Mon                      **Confirmed**
7. Becky                    To contact [REDACTED] for admin support for clinic
8. Jo                        Contact [REDACTED]
9. Hannah                Contact Jeannie (on call Comms) to draft communication                      **Contact complete**
10.                        Kim/Erin                    Confirm ability to use P&F staff for recovery staff  
                                  **Confirmed. Ralph to contact [REDACTED]**

Ngā mihi

Erin

Erin Wilmshurst

Canterbury Covid-19 Vaccination Operations Lead

Phone: [REDACTED]

Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

\*\*\*\*\*  
 \*\*\*\*\*

This email may contain privileged and confidential information, including health information protected by the Health Information Privacy Code and the Privacy Act. It is intended solely for the intended recipient(s). Any unauthorized use, redistribution, disclosure, or reproduction of this email and/or its attachments is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender immediately and delete the original message, including attachments, from your system. Any views or opinions expressed in this email are those of the individual sender, and do not necessarily reflect those of the Canterbury District Health Board unless otherwise stated.

**From:** Joanna Batcup  
**Sent:** Sunday, 11 April 2021 5:57 PM  
**To:** Erin Wilmschurst; Becky Hickmott; Hannah Gordon; 'Satish Mistry'; Carol McSweeney; Tania Beynon; Bridget Lester; Kim Sinclair-Morris; Marilyn McLeod; Stella Howard  
**Cc:** Ralph La salle; Stephanie Manning; John Hewitt  
**Subject:** RE: Excess Vaccine - Notes and action update

sure

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**From:** Erin Wilmschurst <Erin.Wilmschurst@cdhb.health.nz>  
**Sent:** Sunday, 11 April 2021 5:55 PM  
**To:** Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Hannah Gordon <drhannahgordon@gmail.com>; 'Satish Mistry' <Satish.Mistry@pegasus.org.nz>; Carol McSweeney <carol@canterburyimms.co.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>; Bridget Lester <Bridget.Lester@cdhb.health.nz>; Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>; Marilyn McLeod <Marilyn.McLeod@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Joanna Batcup <Joanna.Batcup@cdhb.health.nz>  
**Cc:** Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; John Hewitt <john.hewitt@cdhb.health.nz>  
**Subject:** RE: Excess Vaccine - Notes and action update

Jo – would you be able to do that please?

Nb: 9(2)(a) available for Monday, 9(2)(a) available for Tues as admin leads.

Ngā mihi

Erin  
 Erin Wilmschurst  
 Canterbury Covid-19 Vaccination Operations Lead  
 Phone: 9(2)(a)  
 Email: [erin.wilmschurst@cdhb.health.nz](mailto:erin.wilmschurst@cdhb.health.nz)

---

**From:** Becky Hickmott  
**Sent:** Sunday, 11 April 2021 5:33 p.m.  
**To:** Erin Wilmschurst <[Erin.Wilmschurst@cdhb.health.nz](mailto:Erin.Wilmschurst@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; 'Satish Mistry' <[Satish.Mistry@pegasus.org.nz](mailto:Satish.Mistry@pegasus.org.nz)>; Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Bridget Lester <[Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)>; Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)>; Marilyn McLeod <[Marilyn.McLeod@cdhb.health.nz](mailto:Marilyn.McLeod@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Joanna Batcup <[Joanna.Batcup@cdhb.health.nz](mailto:Joanna.Batcup@cdhb.health.nz)>  
**Cc:** Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; John Hewitt <[john.hewitt@cdhb.health.nz](mailto:john.hewitt@cdhb.health.nz)>  
**Subject:** RE: Excess Vaccine - Notes and action update

Thanks Erin

I am cc'ing in Steph as well as COVID lead for P&C as well as John Hewitt.

Can you confirm who I should send admin names through to for coordination of schedules?

Thanks  
 Becs

**From:** Erin Wilmshurst

**Sent:** Sunday, 11 April 2021 5:24 PM

**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; 'Satish Mistry' <[Satish.Mistry@pegasus.org.nz](mailto:Satish.Mistry@pegasus.org.nz)>; Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Bridget Lester <[Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)>; Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)>; Marilyn McLeod <[Marilyn.McLeod@cdhb.health.nz](mailto:Marilyn.McLeod@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Joanna Batcup <[Joanna.Batcup@cdhb.health.nz](mailto:Joanna.Batcup@cdhb.health.nz)>

**Cc:** Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>

**Subject:** Excess Vaccine - Notes and action update

**Importance:** High

Hi all

Summary and actions below. Some already complete.

## 11 April 2021 - Excess Vaccine Plan

Due to some clinics being less full than expected and a monitoring oversight it has resulted in a significant amount of vaccine that must be drawn up for use before 5pm Tuesday 13<sup>th</sup> April. There are approximately 730 doses of vaccine to be used.

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**Who:** Tier 2A and 2B CDHB and Community Staff  
Suggest offer to Labs, Respiratory Teams and Clinics, General Medicine, LMCs, Allied Health, Dental and Gen Practice & Pharmacy

**Where:** Drop in clinics located at 9(2)(c)

**Vaccination Team:** 1x Site Lead  
7x Vaccinators  
1x Admin Lead  
4x Admin (with NHI Look-up Skills)  
1x Recovery

**When:** Monday 12 April 12-8pm  
Tuesday 13 April 9am-5pm

### ACTIONS Required to Deliver the above:

- |           |  |                         |
|-----------|--|-------------------------|
| 1. Erin   | Send Becky the situation to include in message to DONs                   | <b>Complete</b>         |
| 2. Stella | Send list of names of staff supporting DHB programme to Becky            |                         |
| 3. Becky  | To contact DONs to release staff, pay overtime etc                       |                         |
| 4. Stella | Confirm when 9(2)(c) Fridge is ready                                     |                         |
| 5. Tania  | Coordinate the vaccination staff for the roster to fill clinics as above |                         |
| 6. Erin   | To contact and confirm 9(2)(a) available for Admin Lead for Mon          | <b>Confirmed</b>        |
| 7. Becky  | To contact 9(2)(a) for admin support for clinic                          |                         |
| 8. Jo     | Contact 9(2)(a)  |                         |
| 9. Hannah | Contact Jeannie (on call Comms) to draft communication                   | <b>Contact complete</b> |
| 10.       | Kim/Erin Confirm ability to use P&F staff for recovery staff             |                         |
|           | <b>Confirmed. Ralph to contact 9(2)(a)</b>                               |                         |

Ngā mihi

Erin

Erin Wilmshurst

Canterbury Covid-19 Vaccination Operations Lead

Phone: 9(2)(a)  
Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

RELEASED UNDER THE OFFICIAL INFORMATION ACT

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Tuesday, 20 April 2021 7:12 PM  
**To:** 9(2)(a)  
**Subject:** FW: URGENT RESPONSE REQ'd - COVID VACCINE EXPIRY, CLINICS MOVED UP

**Importance:** High

---

**From:** Becky Hickmott  
**Sent:** Sunday, 11 April 2021 5:57 p.m.  
**To:** Lynne Johnson <Lynne.Johnson@cdhb.health.nz>; Kate Lopez <Kate.Lopez@cdhb.health.nz>; Joan Taylor <Joan.Taylor@cdhb.health.nz>; Tracy Jackson <Tracy.Jackson@cdhb.health.nz>; Brenda Close <Brenda.Close@cdhb.health.nz>; George Schwass <George.Schwass@cdhb.health.nz>; Darren Hoare <Darren.Hoare@cdhb.health.nz>; Norma Campbell <Norma.Campbell@cdhb.health.nz>; Kay Strang <Kay.Strang@cdhb.health.nz>  
**Cc:** Jacinda King <Jacinda.King@cdhb.health.nz>; John Hewitt <john.hewitt@cdhb.health.nz>; Pauline Clark <Pauline.Clark@cdhb.health.nz>; Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; Jacqui Lunday Johnstone <Jacqui.LundayJohnstone@cdhb.health.nz>; Richard French <Richard.French@cdhb.health.nz>; David Smyth <David.Smyth@cdhb.health.nz>; Anja Werno <Anja.Werno@cdhb.health.nz>; Kirsten Beynon <Kirsten.Beynon@cdhb.health.nz>  
**Subject:** URGENT RESPONSE REQ'd - COVID VACCINE EXPIRY, CLINICS MOVED UP  
**Importance:** High

Hi to you all

I have been on an urgent teleconference just now on behalf of John Hewitt and am providing a briefing and urgent action required to manage the situation. Further comms will be circulated shortly. This is an urgent heads up and request for your support.

**Situation and Background:**

- Due to some clinics being less full than expected and a monitoring oversight, this has resulted in 730 vaccines required to be drawn up for use before 5 pm on Tuesday 13<sup>th</sup> April
- CDHB is required to take urgent action in order to enable the teams to meet the expiry time period.
- Vaccinators have been and still are coming in for familiarisation of the COVID clinics. Those who will be attending a walk through on Monday we are formally requesting that if at all possible that we have some stay on to work the 12-2000 shift. Though this means significant overtime to manage this situation, it will be covered by the COVID cost centre. See attached names for those coming in tomorrow's training session.
- We also have had already approximately 20 staff going through familiarisation last Wednesday and we would appreciate if any of these staff might be available as well for Tuesday, please see attached names

**Assessment:**

Using the sequence of vaccination and consideration of where large groups of people are available for vaccination we have determined the following model to use this vaccine:

**Who:** Tier 2A and 2B CDHB and Community Staff  
 Suggest offer to Labs, Respiratory Teams and Clinics, General Medicine, LMCs, Allied Health, Dental and Gen Practice & Pharmacy

**Where:** Drop in clinics located at the 9(2)(c)

**When:** Monday 12 April 12-8pm  
 Tuesday 13 April 9am-5pm

**NB: ED and AMAU will still remain booked in to their clinics for Wednesday / Thursday so as not to alter the booking system. We understand that there is the agreed view that they should be the first priority but significant work has been done to ensure their release/rosters and we do not want to alter these plans.**

**Requirements:**

- Two 8 hour clinics to run from 1200-2000 tomorrow (Monday), and 0900 – 1700 on Tuesday
- Staffing requirements:
  - **7 vaccinators for both days, we require them to arrive an hour early for set up and prep for clinic. Please notify John Hewitt (Steph to assist as able)**
  - **4 admin for both days - (2 at front door of 9(2)(c) helping with consent plus 2 admin helping with final documentation for records and HR – PREFERABLE TO HAVE STAFF WHO KNOW HOW TO VERIFY NHIs) – Kay / Pauline / George, can you provide any assistance with this? Please notify John Hewitt (Steph to assist as able)**
- Staff who can assist to run and pull staff from areas / wards as required

**Resources required:**

- Assistance from Darren Hoare – we understand you are helping with the vaccine fridge from corporate to be set up in 9(2)(c) – we are now needing to urgently confirm where we are up to with this. In the meantime we will use chilly bins from the PHN teams to manage until set up
- Bridget Lester will work with PHNs to have them assist with delivering the vaccines and consumables on Monday and Tuesday morning

Thank you for everything you will do to enable this to happen. We appreciate that this is an addition to what has been already planned, and appreciate all the support you can give to get through Monday and Tuesday and enable these vital vaccines to be utilised.

Kim and Erin are continuing to build the infrastructure to reduce the risk of rapid plan changes while we assure we rapidly scale up to deliver large scale vaccinations.

FYI to Kirsten, Anja, David, and Norma as will be impacting some of your teams as well.

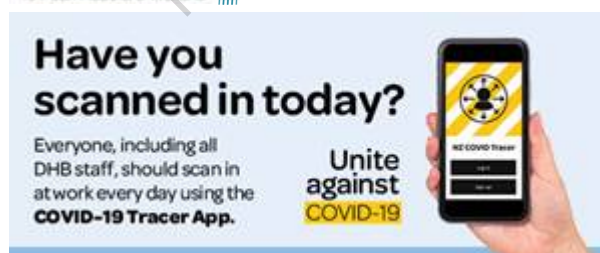
Ngā mihi  
Becky

**Becky Hickmott**  
Executive Director of Nursing  
Canterbury District Health Board

9(2)(a)

32 Oxford Terrace, Level 1 | Christchurch | New Zealand  
PO Box 1600 | Christchurch Mail Centre | Christchurch 8140

**Canterbury**  
District Health Board  
Te Pori Hauora o Wairarapa



**From:** Joanna Batcup  
**Sent:** Sunday, 11 April 2021 6:21 PM  
**To:** Erin Wilmshurst  
**Subject:** RE: Excess Vaccine - Notes and action update

Looks like Tania has picked this up

---

**From:** Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>  
**Sent:** Sunday, 11 April 2021 5:55 PM  
**To:** Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Hannah Gordon <drhannahgordon@gmail.com>; 'Satish Mistry' <Satish.Mistry@pegasus.org.nz>; Carol McSweeney <carol@canterburyimms.co.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>; Bridget Lester <Bridget.Lester@cdhb.health.nz>; Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>; Marilyn McLeod <Marilyn.McLeod@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Joanna Batcup <Joanna.Batcup@cdhb.health.nz>  
**Cc:** Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; John Hewitt <john.hewitt@cdhb.health.nz>  
**Subject:** RE: Excess Vaccine - Notes and action update

Jo – would you be able to do that please?

Nb: Callie available for Monday, Sally available for Tues as admin leads.

Ngā mihi

Erin  
**Erin Wilmshurst**  
**Canterbury Covid-19 Vaccination Operations Lead**  
 Phone: 9(2)(a)  
 Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

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**Sent:** Sunday, 11 April 2021 5:33 p.m.  
**To:** Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; 'Satish Mistry' <[Satish.Mistry@pegasus.org.nz](mailto:Satish.Mistry@pegasus.org.nz)>; Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Bridget Lester <[Bridget.Lester@cdhb.health.nz](mailto:Bridget.Lester@cdhb.health.nz)>; Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)>; Marilyn McLeod <[Marilyn.McLeod@cdhb.health.nz](mailto:Marilyn.McLeod@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Joanna Batcup <[Joanna.Batcup@cdhb.health.nz](mailto:Joanna.Batcup@cdhb.health.nz)>  
**Cc:** Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; John Hewitt <[john.hewitt@cdhb.health.nz](mailto:john.hewitt@cdhb.health.nz)>  
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**Cc:** Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>  
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**Importance:** High

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1x Site Lead  
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1x Admin Lead  
4x Admin (with NHI Look-up Skills)  
1x Recovery

**When:**  
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Tuesday 13 April 9am-5pm

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| 10.       | Kim/Erin Confirm ability to use P&F staff for recovery staff             |                         |
|           | <b>Confirmed. Ralph to contact 9(2)(a)</b>                               |                         |

Ngā mihi

Erin  
Erin Wilmshurst  
Canterbury Covid-19 Vaccination Operations Lead  
Phone: 9(2)(a)  
Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)



9(2)(a)

**From:** Carol McSweeney <carol@canterburyimms.co.nz>  
**Sent:** Sunday, 11 April 2021 6:24 PM  
**To:** Erin Wilmshurst; Hannah Gordon; Jeanie Watson  
**Cc:** Karalyn van Deursen; Mick O'Donnell; Tania Beynon; Stella Howard; Becky Hickmott; Stephanie Manning; Haidee Scott; Ralph La salle; Mary Johnston  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

7pm

---

**From:** Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>  
**Sent:** Sunday, 11 April 2021 5:43 pm  
**To:** Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>  
**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Monday clinic runs until 8pm – what's the last time a person should show up?

Ngā mihi

Erin  
Erin Wilmshurst  
Canterbury Covid-19 Vaccination Operations Lead  
Phone: 9(2)(a)  
Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

---

**From:** Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>  
**Sent:** Sunday, 11 April 2021 5:34 p.m.  
**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>  
**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Thanks Hannah,  
I have just amended 9(2)(c), so people don't go to 9(2)(c) in the new building. One other thing I just thought about is if people turn up for their second dose, we have no way to check that there has been 21 days if we aren't accessing CIR, should we advise its first dose only? thoughts?

Carol

---

**From:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>  
**Sent:** Sunday, 11 April 2021 5:19 pm

**To:** Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>  
**Subject:** Fwd: FOR FEEDBACK: draft comms re drop-in clinic

Just forwarding this draft to you Carol.

Jeanie, here's Carol's email contact.

Dr. Hannah Gordon | GP | 9(2)(a)  
Senior Clinical Editor HealthInfo  
CPRG GP Clinical Lead



----- Forwarded message -----

**From:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Date:** Sun, Apr 11, 2021 at 5:14 PM

**Subject:** FOR FEEDBACK: draft comms re drop-in clinic

**To:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>, Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>, Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>, Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>, Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>, Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>, Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>, Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>  
**Cc:** Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>, Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>, Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

Hi all

See below and attached a draft email to be sent to targeted priority groups about tomorrow's drop-in clinic.

Can someone please pass this on to Caroline McSweeney? She's not coming up in the address book.

Please send me any changes/feedback as soon as possible.

DRAFT targeted comms to Service Managers and Nurse Managers for (list to be confirmed):

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

COVID-19 vaccination drop-in clinic for Tiers 2A and 2B open today and tomorrow

To be sent by???

12 April 2021

Kia ora koutou

As previously advised, vaccinations start this week for frontline (i.e. non-border) healthcare workers across our

health system who will be offered vaccinations as part of Tier 2A or Tier 2B. This includes everyone who interacts directly with patients - particularly those at the various 'front doors' to our health services. You can see who is in the various Tiers in this guidance

document 9(2)(a)

Staff have been booked in to vaccinations from this Wednesday 14 April, however, a drop-in clinic for staff from Tier 2A or Tier 2B is now available in 9(2)(c) from 12.30pm today for staff from the following priority areas:

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

Please share this message with your staff and invite them to drop in to the clinics if they are available.

To minimise disruption and impact on services, if staff are already booked in for a vaccination appointment, please ask them to keep the original appointment. Remember, there is plenty of vaccine for everyone, so no-one will miss out.

Staff from Tier 2A or Tier 2B, who do not already have an appointment, can come along to the drop-in clinic in 9(2)(c) (add specific details/link to map):

- \* Monday 12 April, from 12.30pm until 5pm
- \* Tuesday 13 April, from 9.30am until 5pm

You do not need to bring anything along with you. If you don't already know your NHI, staff can look this up at the time, or you can look for it on any previous medical documentation you have, or phone your General Practice team. Please note, there may be a wait. It's expected each vaccination, with associated administration and post-vaccination observation time, will take around 30 minutes.

If you have a vaccination at the drop-in clinic, you will be contacted to book into a follow-up appointment for your second vaccine in approximately XX weeks' time.

If you come along to the drop-in clinics but there is not time for you to get your vaccination, you will be kept informed by your manager and be able to make an appointment soon.

The plan is for all frontline healthcare workers (in Tier 2A or 2B) to have had both doses of the Pfizer vaccine before the end of June.

To find out which group you fit into use the Unite Against COVID-19 online tool

9(2)(a)

More information about the Canterbury DHB staff COVID-19 vaccination programme is available on Prism and we will continue to keep you updated.

Jeanie Watson  
Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>

Level 1, 32 Oxford Tce, Christchurch, 8011

[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>>

[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

\*\*\*\*\*

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RELEASED UNDER THE OFFICIAL INFORMATION ACT

**From:** Tania Beynon  
**Sent:** Sunday, 11 April 2021 6:36 PM  
**To:** Jeanie Watson; Hannah Gordon  
**Cc:** Karalyn van Deursen; Mick O'Donnell; Stella Howard; Erin Wilmshurst; Becky Hickmott; Stephanie Manning; Haidee Scott; Ralph La salle; Mary Johnston  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi Jeanie

This is shaping up really well.

Community Dental have also been included as a priority area.

I have just started pulling together the key contacts as per table below. Keen for input on this list.

Group	Key Contact Name(s)
Laboratories	Vanessa Buchan Jo Mitchell
Respiratory	To be advised
Lead Maternity Carers	Norma Cambell Tracey Jackson
Allied Health	Helen Little
Community Dental	Jacqui Power, Practice Coordinator
General Medical	Mark Crawford

Thanks  
Tania

---

**From:** Jeanie Watson  
**Sent:** Sunday, 11 April 2021 6:13 PM  
**To:** Tania Beynon <Tania.Beynon@cdhb.health.nz>; Hannah Gordon <drhannahgordon@gmail.com>  
**Cc:** Karalyn van Deursen <Karalyn.Vandeursen@cdhb.health.nz>; Mick O'Donnell <Mick.O'Donnell@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>; Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; Haidee Scott <Haidee.Scott@cdhb.health.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Mary Johnston <Mary.Johnston@cdhb.health.nz>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi all

I have tracked changes in the attached doc, taking in feedback so far – let me know what you think.

When does the Tues clinic end?

Are the priority areas I've listed correct? If so, who is the preferred contact person for each. I can check with Pauline perhaps for her to advise...

Cheers

Jeanie

**Jeanie Watson**

Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)  
Level 1, 32 Oxford Tce, Christchurch, 8011  
[www.cdhb.health.nz](http://www.cdhb.health.nz)



---

**From:** Tania Beynon

**Sent:** Sunday, 11 April 2021 5:59 PM

**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst

<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning

<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle

<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi All

There is benefit in including the messaging below suggested by Hannan in the messaging as the 1<sup>st</sup> priority groups like ED, AMAU will wonder why we are doing other groups on the Monday and Tuesday.

I also think it would be helpful to encourage people to bring their NHI number to save the Administrators having to look it up but advise if they cannot locate it we can look it up (this would be our second priority).

Lastly, should we set the expectation that managers are to share with 2A and 2B staff rather than all staff?

Regards

Tania

---

**From:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

**Sent:** Sunday, 11 April 2021 5:22 PM

**To:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Stella Howard

<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott

<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott

<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston

<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** Re: FOR FEEDBACK: draft comms re drop-in clinic

I wonder if it's worth making it clear this is due to excess doses becoming available so that it doesn't become an expectation moving forward?

Dr. Hannah Gordon | GP | 9(2)(a)  
Senior Clinical Editor HealthInfo  
CPRG GP Clinical Lead



On Sun, Apr 11, 2021 at 5:14 PM Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)> wrote:

Hi all

See below and attached a draft email to be sent to targeted priority groups about tomorrow's drop-in clinic.

Can someone please pass this on to Caroline McSweeney? She's not coming up in the address book.

Please send me any changes/feedback as soon as possible.

DRAFT targeted comms to Service Managers and Nurse Managers for (list to be confirmed):

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To be sent by???

12 April 2021

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If you have a vaccination at the drop-in clinic, you will be contacted to book into a follow-up appointment for your second vaccine in approximately XX weeks' time.

If you come along to the drop-in clinics but there is not time for you to get your vaccination, you will be kept informed by your manager and be able to make an appointment soon.

The plan is for all frontline healthcare workers (in Tier 2A or 2B) to have had both doses of the Pfizer vaccine before the end of June.

To find out which group you fit into use the Unite Against COVID-19 online tool

9(2)(a)

More information about the Canterbury DHB staff COVID-19 vaccination programme is available on Prism and we will continue to keep you updated.

Jeanie Watson  
Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>

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[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>>

[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

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**From:** Jeanie Watson  
**Sent:** Sunday, 11 April 2021 7:30 PM  
**To:** Carol McSweeney; Becky Hickmott; Karalyn van Deursen; Tania Beynon; Hannah Gordon  
**Cc:** Mick O'Donnell; Stella Howard; Erin Wilmhurst; Stephanie Manning; Haidee Scott; Ralph La salle; Mary Johnston; Alan Pithie; Jacqui Lunday Johnstone; Richard French  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]  
**Attachments:** Drop-in clinic comms\_DRAFT\_11042021\_version4.docx

Hi all

I have incorporated this messaging re who needs to wait – pls check.

Jacqui, Richard, Alan – copying you in fyi to the attached comms planned for tmw morning.

Cheers

Jeanie

**Jeanie Watson**

Senior Communications Advisor  
 Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)  
 Level 1, 32 Oxford Tce, Christchurch, 8011  
[www.cdhb.health.nz](http://www.cdhb.health.nz)



**From:** Carol McSweeney <carol@canterburyimms.co.nz>  
**Sent:** Sunday, 11 April 2021 7:18 PM  
**To:** Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Karalyn van Deursen <Karalyn.Vandeursen@cdhb.health.nz>; Jeanie Watson <Jeanie.Watson@cdhb.health.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>; Hannah Gordon <drhannahgordon@gmail.com>  
**Cc:** Mick O'Donnell <Mick.O'Donnell@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Erin Wilmhurst <Erin.Wilmhurst@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; Haidee Scott <Haidee.Scott@cdhb.health.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Mary Johnston <Mary.Johnston@cdhb.health.nz>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Hi

Yep, but the “decline to wait” is optional, and only if person is returning to clinical area, and staying within the building, eg going across the road not ok. So, lab staff etc will need to wait. This is what has been done previously for staff following influenza vaccine, and has been a written decline to wait as part of the consent form. So, will need to be written for this too.

regards

Carol McSweeney  
Immunisation Co-ordinator  
Canterbury Immunisation  
P O Box 274  
Kaiapoi 7644

Mon-Thurs

9(2)(a)  
9(2)(a)

Email: [carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)



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---

**From:** Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>  
**Sent:** Sunday, 11 April 2021 7:17 pm  
**To:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; carol <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>  
**Cc:** Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

You are right KVD. We did agree to that for DHB clinical staff as that was our usual process to date with vaccines. Trouble will be for those not working in clinical areas at that campus, e.g. primary health, etc.

We could just say something like "those of you who have to travel or who are not in an area directly interacting with other clinical staff are required to stay for the 20 minute period of observation."

Becs

---

**From:** Karalyn van Deursen  
**Sent:** Sunday, 11 April 2021 7:11 PM  
**To:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; carol <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>  
**Cc:** Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>  
**Subject:** Re: FOR FEEDBACK: draft comms re drop-in clinic

Reads well - just one point to double check.

Mick mentioned on Thursday a change to our process whereby staff returning to clinical areas didn't have to be observed for 20 minutes. They could go straight back to work after having their vaccination / is this accurate/our new policy?

Karalyn Van Deursen  
Executive Director Communications  
Canterbury and West Coast District Health Boards

9(2)(a)

---

**From:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Sent:** Sunday, April 11, 2021 7:04:58 PM

**To:** Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; carol <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi all

Please find attached the latest version, incorporating following feedback:

- Lifting message re first dose throughout
- Changing message re process around how those who are vaccinated at the drop in clinics will be told about the second dose.

Can you please review and also confirm the times are correct?

- **Monday 12 April, from 12.30pm until 7pm (clinic ends at 8pm)**
- **Tuesday 13 April, from 9.30am until 4pm (clinic ends at 5pm)**

Cheers

Jeanie

**Jeanie Watson**

Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)

Level 1, 32 Oxford Tce, Christchurch, 8011  
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---

**From:** Tania Beynon

**Sent:** Sunday, 11 April 2021 6:36 PM

**To:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle

<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi Jeanie

This is shaping up really well.

Community Dental have also been included as a priority area.

I have just started pulling together the key contacts as per table below. Keen for input on this list.

Group	Key Contact Name(s)
Laboratories	Vanessa Buchan Jo Mitchell
Respiratory	To be advised
Lead Maternity Carers	Norma Cambell Tracey Jackson
Allied Health	Helen Little
Community Dental	Jacqui Power, Practice Coordinator
General Medical	Mark Crawford

Thanks

Tania

---

**From:** Jeanie Watson

**Sent:** Sunday, 11 April 2021 6:13 PM

**To:** Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst

<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning

<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle

<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi all

I have tracked changes in the attached doc, taking in feedback so far – let me know what you think.

When does the Tues clinic end?

Are the priority areas I've listed correct? If so, who is the preferred contact person for each. I can check with Pauline perhaps for her to advise...

Cheers

Jeanie

**Jeanie Watson**

Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)

Level 1, 32 Oxford Tce, Christchurch, 8011

[www.cdhb.health.nz](http://www.cdhb.health.nz)



---

**From:** Tania Beynon

**Sent:** Sunday, 11 April 2021 5:59 PM

**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst

<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning

<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle

<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi All

There is benefit in including the messaging below suggested by Hannan in the messaging as the 1<sup>st</sup> priority groups like ED, AMAU will wonder why we are doing other groups on the Monday and Tuesday.

I also think it would be helpful to encourage people to bring their NHI number to save the Administrators having to look it up but advise if they cannot locate it we can look it up (this would be our second priority).

Lastly, should we set the expectation that managers are to share with 2A and 2B staff rather than all staff?

Regards

Tania

---

**From:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

**Sent:** Sunday, 11 April 2021 5:22 PM

**To:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Stella Howard

<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott

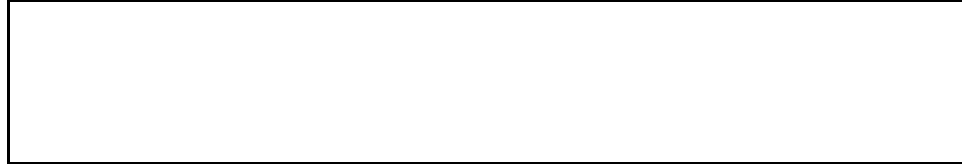
<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott

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<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** Re: FOR FEEDBACK: draft comms re drop-in clinic

I wonder if it's worth making it clear this is due to excess doses becoming available so that it doesn't become an expectation moving forward?



On Sun, Apr 11, 2021 at 5:14 PM Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)> wrote:

Hi all

See below and attached a draft email to be sent to targeted priority groups about tomorrow's drop-in clinic.

Can someone please pass this on to Caroline McSweeney? She's not coming up in the address book.

Please send me any changes/feedback as soon as possible.

DRAFT targeted comms to Service Managers and Nurse Managers for (list to be confirmed):

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

COVID-19 vaccination drop-in clinic for Tiers 2A and 2B open today and tomorrow

To be sent by???

12 April 2021

Kia ora koutou

As previously advised, vaccinations start this week for frontline (i.e. non-border) healthcare workers across our health system who will be offered vaccinations as part of Tier 2A or Tier 2B. This includes everyone who interacts directly with patients - particularly those at the various 'front doors' to our health services. You can see who is in the various Tiers in this guidance document 9(2)(a)

Staff have been booked in to vaccinations from this Wednesday 14 April, however, a drop-in clinic for staff from Tier 2A or Tier 2B is now available in 9(2)(c) from 12.30pm today for staff from the following priority areas:

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

Please share this message with your staff and invite them to drop in to the clinics if they are available.

To minimise disruption and impact on services, if staff are already booked in for a vaccination appointment, please ask them to keep the original appointment. Remember, there is plenty of vaccine for everyone, so no-one will miss out.

Staff from Tier 2A or Tier 2B, who do not already have an appointment, can come along to the drop-in clinic in 9(2)(c) (add specific details/link to map):

- \* Monday 12 April, from 12.30pm until 5pm
- \* Tuesday 13 April, from 9.30am until 5pm

You do not need to bring anything along with you. If you don't already know your NHI, staff can look this up at the time, or you can look for it on any previous medical documentation you have, or phone your General Practice team. Please note, there may be a wait. It's expected each vaccination, with associated administration and post-vaccination observation time, will take around 30 minutes.

If you have a vaccination at the drop-in clinic, you will be contacted to book into a follow-up appointment for your second vaccine in approximately XX weeks' time.

If you come along to the drop-in clinics but there is not time for you to get your vaccination, you will be kept informed by your manager and be able to make an appointment soon.

The plan is for all frontline healthcare workers (in Tier 2A or 2B) to have had both doses of the Pfizer vaccine before the end of June.

To find out which group you fit into use the Unite Against COVID-19 online tool

9(2)(a)

More information about the Canterbury DHB staff COVID-19 vaccination programme is available on Prism and we will continue to keep you updated.

Jeanie Watson  
Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>

Level 1, 32 Oxford Tce, Christchurch, 8011

[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>>

[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

\*\*\*\*\*  
This email may contain privileged and confidential information, including health information protected by the Health Information Privacy Code and the Privacy Act. It is intended solely for the intended recipient(s). Any unauthorized use, redistribution, disclosure, or reproduction of this email and/or its attachments is strictly prohibited and may be unlawful. If you are not the intended recipient, please notify the sender immediately and delete the original message, including attachments, from your system. Any views or opinions expressed in this email are those of the individual sender, and do not necessarily reflect those of the Canterbury District Health Board unless otherwise stated.



9(2)(a)

**From:** Karalyn van Deursen  
**Sent:** Sunday, 11 April 2021 7:34 PM  
**To:** Jeanie Watson; Carol McSweeney; Becky Hickmott; Tania Beynon; Hannah Gordon  
**Cc:** Mick O'Donnell; Stella Howard; Erin Wilmshurst; Stephanie Manning; Haidee Scott; Ralph La salle;  
Mary Johnston; Alan Pithie; Jacqui Lunday Johnstone; Richard French  
**Subject:** Re: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]  
**Attachments:** image002.png; image003.jpg; image004.jpg; image006.jpg; image007.jpg

Thanks for pulling this together Jeanie ~ and for everyone's input.

Karalyn Van Deursen  
Executive Director Communications  
Canterbury and West Coast District Health Boards  
9(2)(a)

---

**From:** Jeanie Watson <Jeanie.Watson@cdhb.health.nz>  
**Sent:** Sunday, April 11, 2021 7:29:51 PM  
**To:** Carol McSweeney <carol@canterburyimms.co.nz>; Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>;  
Karalyn van Deursen <Karalyn.Vandeursen@cdhb.health.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>;  
Hannah Gordon <drhannahgordon@gmail.com>  
**Cc:** Mick O'Donnell <Mick.O'Donnell@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Erin  
Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; Haidee  
Scott <Haidee.Scott@cdhb.health.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Mary Johnston  
<Mary.Johnston@cdhb.health.nz>; Alan Pithie <Alan.Pithie@cdhb.health.nz>; Jacqui Lunday Johnstone  
<Jacqui.LundayJohnstone@cdhb.health.nz>; Richard French <Richard.French@cdhb.health.nz>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Hi all  
I have incorporated this messaging re who needs to wait – pls check.

Jacqui, Richard, Alan – copying you in fyi to the attached comms planned for tmw morning.

Cheers

Jeanie

**Jeanie Watson**  
Senior Communications Advisor  
Canterbury District Health Board  
9(2)(a)  
Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)  
Level 1, 32 Oxford Tce, Christchurch, 8011  
[www.cdhb.health.nz](http://www.cdhb.health.nz)



---

**From:** Carol McSweeney <carol@canterburyimms.co.nz>  
**Sent:** Sunday, 11 April 2021 7:18 PM



**To:** Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Karalyn van Deursen <Karalyn.Vandeursen@cdhb.health.nz>; Jeanie Watson <Jeanie.Watson@cdhb.health.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>; Hannah Gordon <drhannahgordon@gmail.com>  
**Cc:** Mick O'Donnell <Mick.O'Donnell@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Erin Wilmschurst <Erin.Wilmschurst@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; Haidee Scott <Haidee.Scott@cdhb.health.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Mary Johnston <Mary.Johnston@cdhb.health.nz>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Hi

Yep, but the "decline to wait" is optional, and only if person is returning to clinical area, and staying within the building, eg going across the road not ok. So, lab staff etc will need to wait. This is what has been done previously for staff following influenza vaccine, and has been a written decline to wait as part of the consent form. So, will need to be written for this too.

regards

Carol McSweeney  
Immunisation Co-ordinator  
Canterbury Immunisation  
P O Box 274  
Kaiapoi 7644

Mon-Thurs

9(2)(a)

Email: [carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)



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---

**From:** Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>  
**Sent:** Sunday, 11 April 2021 7:17 pm  
**To:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; carol <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>  
**Cc:** Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmschurst <[Erin.Wilmschurst@cdhb.health.nz](mailto:Erin.Wilmschurst@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

You are right KVD. We did agree to that for DHB clinical staff as that was our usual process to date with vaccines. Trouble will be for those not working in clinical areas at that campus, e.g. primary health, etc.

We could just say something like “those of you who have to travel or who are not in an area directly interacting with other clinical staff are required to stay for the 20 minute period of observation.”

Becs

---

**From:** Karalyn van Deursen

**Sent:** Sunday, 11 April 2021 7:11 PM

**To:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; carol <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>

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**Subject:** Re: FOR FEEDBACK: draft comms re drop-in clinic

Reads well - just one point to double check.

Mick mentioned on Thursday a change to our process whereby staff returning to clinical areas didn't have to be observed for 20 minutes. They could go straight back to work after having their vaccination / is this accurate/our new policy?

Karalyn Van Deursen  
Executive Director Communications  
Canterbury and West Coast District Health Boards  
9(2)(a)

---

**From:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Sent:** Sunday, April 11, 2021 7:04:58 PM

**To:** Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; carol <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi all

Please find attached the latest version, incorporating following feedback:

- Lifting message re first dose throughout
- Changing message re process around how those who are vaccinated at the drop in clinics will be told about the second dose.

Can you please review and also confirm the times are correct?

- **Monday 12 April, from 12.30pm until 7pm (clinic ends at 8pm)**
- **Tuesday 13 April, from 9.30am until 4pm (clinic ends at 5pm)**

Cheers

Jeanie

**Jeanie Watson**

Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)  
Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)



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**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi Jeanie

This is shaping up really well.

Community Dental have also been included as a priority area.

I have just started pulling together the key contacts as per table below. Keen for input on this list.

Group	Key Contact Name(s)
Laboratories	Vanessa Buchan Jo Mitchell
Respiratory	To be advised
Lead Maternity Carers	Norma Cambell Tracey Jackson
Allied Health	Helen Little
Community Dental	Jacqui Power, Practice Coordinator
General Medical	Mark Crawford

Thanks

Tania

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**Sent:** Sunday, 11 April 2021 6:13 PM

**To:** Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi all

I have tracked changes in the attached doc, taking in feedback so far – let me know what you think.

When does the Tues clinic end?

Are the priority areas I've listed correct? If so, who is the preferred contact person for each. I can check with Pauline perhaps for her to advise...

Cheers

Jeanie

**Jeanie Watson**

Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)  
Level 1, 32 Oxford Tce, Christchurch, 8011  
[www.cdhb.health.nz](http://www.cdhb.health.nz)



---

**From:** Tania Beynon

**Sent:** Sunday, 11 April 2021 5:59 PM

**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst

<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning

<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle

<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi All

There is benefit in including the messaging below suggested by Hannan in the messaging as the 1<sup>st</sup> priority groups like ED, AMAU will wonder why we are doing other groups on the Monday and Tuesday.

I also think it would be helpful to encourage people to bring their NHI number to save the Administrators having to look it up but advise if they cannot locate it we can look it up (this would be our second priority).

Lastly, should we set the expectation that managers are to share with 2A and 2B staff rather than all staff?

Regards

Tania

**From:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

**Sent:** Sunday, 11 April 2021 5:22 PM

**To:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

**Subject:** Re: FOR FEEDBACK: draft comms re drop-in clinic

I wonder if it's worth making it clear this is due to excess doses becoming available so that it doesn't become an expectation moving forward?

Dr. Hannah Gordon | GP | 9(2)(a)  
Senior Clinical Editor HealthInfo  
CPRG GP Clinical Lead



On Sun, Apr 11, 2021 at 5:14 PM Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)> wrote:

Hi all

See below and attached a draft email to be sent to targeted priority groups about tomorrow's drop-in clinic.

Can someone please pass this on to Caroline McSweeney? She's not coming up in the address book.

Please send me any changes/feedback as soon as possible.

DRAFT targeted comms to Service Managers and Nurse Managers for (list to be confirmed):

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

COVID-19 vaccination drop-in clinic for Tiers 2A and 2B open today and tomorrow

To be sent by???

12 April 2021

Kia ora koutou

As previously advised, vaccinations start this week for frontline (i.e. non-border) healthcare workers across our health system who will be offered vaccinations as part of Tier 2A or Tier 2B. This includes everyone who interacts directly with patients - particularly those at the various 'front doors' to our health services. You can see who is in the various Tiers in this guidance

document 9(2)(a)

Staff have been booked in to vaccinations from this Wednesday 14 April, however, a drop-in clinic for staff from Tier 2A or Tier 2B is now available in 9(2)(c) from 12.30pm today for staff from the following priority areas:

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

Please share this message with your staff and invite them to drop in to the clinics if they are available.

To minimise disruption and impact on services, if staff are already booked in for a vaccination appointment, please ask them to keep the original appointment. Remember, there is plenty of vaccine for everyone, so no-one will miss out.

Staff from Tier 2A or Tier 2B, who do not already have an appointment, can come along to the drop-in clinic in 9(2)(c) (add specific details/link to map):

- \* Monday 12 April, from 12.30pm until 5pm
- \* Tuesday 13 April, from 9.30am until 5pm

You do not need to bring anything along with you. If you don't already know your NHI, staff can look this up at the time, or you can look for it on any previous medical documentation you have, or phone your General Practice team. Please note, there may be a wait. It's expected each vaccination, with associated administration and post-vaccination observation time, will take around 30 minutes.

If you have a vaccination at the drop-in clinic, you will be contacted to book into a follow-up appointment for your second vaccine in approximately XX weeks' time.

If you come along to the drop-in clinics but there is not time for you to get your vaccination, you will be kept informed by your manager and be able to make an appointment soon.

The plan is for all frontline healthcare workers (in Tier 2A or 2B) to have had both doses of the Pfizer vaccine before the end of June.

To find out which group you fit into use the Unite Against COVID-19 online tool

9(2)(a)

More information about the Canterbury DHB staff COVID-19 vaccination programme is available on Prism and we will continue to keep you updated.

Jeanie Watson  
Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>

Level 1, 32 Oxford Tce, Christchurch, 8011

[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>>

[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

\*\*\*\*\*

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RELEASED UNDER THE OFFICIAL INFORMATION ACT

**From:** Becky Hickmott  
**Sent:** Sunday, 11 April 2021 7:52 PM  
**To:** Erin Wilmshurst; Carol McSweeney; Hannah Gordon; Jeanie Watson  
**Cc:** Karalyn van Deursen; Mick O'Donnell; Tania Beynon; Stella Howard; Stephanie Manning; Haidee Scott; Ralph La salle; Mary Johnston  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Hi to you all

Just a brief update that Norma will sort the LMC notification out asap. She's sending out a brief email now, with times, noting that more comms out tomorrow.

She has a process of notification and said they are all keen to get the vaccine

Becs

---

**From:** Erin Wilmshurst  
**Sent:** Sunday, 11 April 2021 5:35 PM  
**To:** Carol McSweeney <carol@canterburyimms.co.nz>; Hannah Gordon <drhannahgordon@gmail.com>; Jeanie Watson <Jeanie.Watson@cdhb.health.nz>  
**Cc:** Karalyn van Deursen <Karalyn.Vandeursen@cdhb.health.nz>; Mick O'Donnell <Mick.O'Donnell@cdhb.health.nz>; Tania Beynon <Tania.Beynon@cdhb.health.nz>; Stella Howard <Stella.Howard@cdhb.health.nz>; Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Stephanie Manning <Stephanie.Manning@cdhb.health.nz>; Haidee Scott <Haidee.Scott@cdhb.health.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Mary Johnston <Mary.Johnston@cdhb.health.nz>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Yes first dose only

Ngā mihi

Erin  
**Erin Wilmshurst**  
**Canterbury Covid-19 Vaccination Operations Lead**  
 Phone: 9(2)(a)  
 Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

---

**From:** Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>  
**Sent:** Sunday, 11 April 2021 5:34 p.m.  
**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>  
**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell <Mick.O'Donnell@cdhb.health.nz>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>  
**Subject:** RE: FOR FEEDBACK: draft comms re drop-in clinic[EXTERNAL SENDER]

Thanks Hannah,



I have just amended [9(2)(c)], so people don't go to [9(2)(c)] in the new building. One other thing I just thought about is if people turn up for their second dose, we have no way to check that there has been 21 days if we aren't accessing CIR, should we advise its first dose only? thoughts?

Carol

---

**From:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

**Sent:** Sunday, 11 April 2021 5:19 pm

**To:** Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Subject:** Fwd: FOR FEEDBACK: draft comms re drop-in clinic

Just forwarding this draft to you Carol.

Jeanie, here's Carol's email contact.

Dr. Hannah Gordon | GP | [9(2)(a)]  
Senior Clinical Editor HealthInfo  
CPRG GP Clinical Lead



----- Forwarded message -----

**From:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>

**Date:** Sun, Apr 11, 2021 at 5:14 PM

**Subject:** FOR FEEDBACK: draft comms re drop-in clinic

**To:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>, Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>, Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>, Tania Beynon

<[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>, Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>, Erin Wilmshurst

<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>, Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>, Stephanie Manning

<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>

**Cc:** Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>, Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>, Mary Johnston

<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>

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12 April 2021

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document< 9(2)(a)

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9(2)(a)

More information about the Canterbury DHB staff COVID-19 vaccination programme is available on Prism and we will continue to keep you updated.

Jeanie Watson  
Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>

Level 1, 32 Oxford Tce, Christchurch, 8011

[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>>

[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

\*\*\*\*\*

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9(2)(a)

**From:** Ralph La salle <Ralph.Lasalle@cdhb.health.nz>  
**Sent:** Sunday, 11 April 2021 9:01 PM  
**To:** Kim Sinclair-Morris  
**Subject:** Fwd: Pharmacist

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Cheers

Ralph La Salle   
**Acting Executive Director Planning, Funding and Decision Support - [Canterbury](#) & [West Coast](#) DHBs**  
m 

Begin forwarded message:


**From:** Ralph La salle <Ralph.Lasalle@cdhb.health.nz>  
**Date:** 11 April 2021 at 8:58:06 PM NZST  
**To:** Jacqui Lunday Johnstone <Jacqui.LundayJohnstone@cdhb.health.nz>  
**Cc:** Kim Sinclair-Morris <kim.sinclair-morris@ccnweb.org.nz>  
**Subject:** Pharmacist

Hi Jacqui

Can we talk first thing in the morning? I need a pharmacist to assist the vaccine provision ASAP. This weekend we've had people going forward to set up emergency clinics because we've found that we have 700 due to expire at 5pm on Tuesday - now I'm being told that we haven't got enough for the rest of the week. I need someone who can provide correct ordering and service function moving forward. 9(2)(g)(i)

Any thoughts?

Cheers

Ralph La Salle   
**Acting Executive Director Planning, Funding and Decision Support - [Canterbury](#) & [West Coast](#) DHBs**  
m 9(2)(a)

\*\*\*\*\*

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RELEASED UNDER THE OFFICIAL INFORMATION ACT

**From:** Hannah Gordon <drhannahgordon@gmail.com>  
**Sent:** Tuesday, 20 April 2021 5:00 PM  
**To:** Faye Tiffin  
**Subject:** Fwd: Latest version of comms re drop in clinics for final review  
**Attachments:** noname; Drop-in clinic comms\_DRAFT\_11042021\_version6.docx; image002.jpg; image003.jpg

Here's the long thread.

Dr. Hannah Gordon | GP | 9(2)(a)  
 Senior Clinical Editor HealthInfo  
 CPRG GP Clinical Lead



----- Forwarded message -----

**From:** Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>  
**Date:** Sun, Apr 11, 2021 at 9:43 PM  
**Subject:** Latest version of comms re drop in clinics for final review  
**To:** Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>, Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>, Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>  
**Cc:** Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>, Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>, Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>, Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>, Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>, Haidee Scott <[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>, Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>, Mary Johnston <[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>, Alan Pithie <[Alan.Pithie@cdhb.health.nz](mailto:Alan.Pithie@cdhb.health.nz)>, Richard French <[Richard.French@cdhb.health.nz](mailto:Richard.French@cdhb.health.nz)>, Jacqui Lunday Johnstone <[Jacqui.LundayJohnstone@cdhb.health.nz](mailto:Jacqui.LundayJohnstone@cdhb.health.nz)>, Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>

Hi all

Attached is a clean copy with all changes accepted for your final review - pls send any final comments/changes through to me by 7am so this can be finalised and sent out as soon as possible in the morning.

Thanks for all of your feedback/assistance in pulling this together.

Cheers

Jeanie

Jeanie Watson  
 Senior Communications Advisor  
 Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz) <<mailto:jeanie.watson@cdhb.health.nz>>  
 Level 1, 32 Oxford Tce, Christchurch, 8011  
[www.cdhb.health.nz](http://www.cdhb.health.nz) <<http://www.cdhb.health.nz>>  
 [Measles Email Signature] <<https://www.cdhb.health.nz/mmr>>

From: Tania Beynon

Sent: Sunday, 11 April 2021 9:07 PM

To: Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>; Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>

Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>; Mick O'Donnell

<[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard <[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Becky Hickmott

<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Stephanie Manning <[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>; Haidee Scott

<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>; Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>; Mary Johnston

<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>; Alan Pithie <[Alan.Pithie@cdhb.health.nz](mailto:Alan.Pithie@cdhb.health.nz)>; Richard French

<[Richard.French@cdhb.health.nz](mailto:Richard.French@cdhb.health.nz)>; Jacqui Lunday Johnstone <[Jacqui.LundayJohnstone@cdhb.health.nz](mailto:Jacqui.LundayJohnstone@cdhb.health.nz)>; Carol

McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>

Subject: RE: FOR FEEDBACK: draft comms re drop-in clinic

Thanks Jeanie

I understand that Jacqui Power is the Hospital Dental Practice Coordinator so Erin thought she might be the right person, however it would be helpful to know if there was anyone else we should include.

Thanks for all your mahi today Jeanie

Cheers

Tania

From: Jeanie Watson

Sent: Sunday, 11 April 2021 8:58 PM

To: Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)><mailto:[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>>; Erin Wilmshurst

<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)><mailto:[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>>; Hannah Gordon

<[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)><mailto:[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>>

Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)><mailto:[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>>;

Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard

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<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)><mailto:[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>>; Ralph La salle

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<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)><mailto:[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>>; Alan Pithie

<[Alan.Pithie@cdhb.health.nz](mailto:Alan.Pithie@cdhb.health.nz)><mailto:[Alan.Pithie@cdhb.health.nz](mailto:Alan.Pithie@cdhb.health.nz)>>; Richard French

<[Richard.French@cdhb.health.nz](mailto:Richard.French@cdhb.health.nz)><mailto:[Richard.French@cdhb.health.nz](mailto:Richard.French@cdhb.health.nz)>>; Jacqui Lunday Johnstone

<[Jacqui.LundayJohnstone@cdhb.health.nz](mailto:Jacqui.LundayJohnstone@cdhb.health.nz)><mailto:[Jacqui.LundayJohnstone@cdhb.health.nz](mailto:Jacqui.LundayJohnstone@cdhb.health.nz)>>; Carol McSweeney

<[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)><mailto:[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>>

Subject: RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi all

Latest version incorporating:

- \* Feedback from Erin - consistently refer to two clinics; email will be sent on behalf of Alan as lead of COVID response; second dose will be in 3 weeks' time.

- \* List of recipients from Alan - have also included John Osborne in the list for Labs. Not sure what service Catherine Parkes manages - is she Maternity? And who is the contact for Hospital Dental?

Thanks

Jeanie

Jeanie Watson

Senior Communications Advisor

Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>  
Level 1, 32 Oxford Tce, Christchurch, 8011  
[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>>  
[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

From: Tania Beynon

Sent: Sunday, 11 April 2021 8:31 PM

To: Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)<mailto:[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>>; Jeanie Watson  
<[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)<mailto:[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>>; Hannah Gordon  
<[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)<mailto:[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>>  
Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)<mailto:[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>>;  
Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard  
<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)<mailto:[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>>; Becky Hickmott  
<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)<mailto:[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>>; Stephanie Manning  
<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)<mailto:[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>>; Haidee Scott  
<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)<mailto:[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>>; Ralph La salle  
<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)<mailto:[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>>; Mary Johnston  
<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)<mailto:[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>>  
Subject: RE: FOR FEEDBACK: draft comms re drop-in clinic

Ooops - Sorry I forgot to update both sheets.

Good pickup Erin

From: Erin Wilmshurst

Sent: Sunday, 11 April 2021 8:28 PM

To: Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)<mailto:[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>>; Jeanie Watson  
<[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)<mailto:[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>>; Hannah Gordon  
<[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)<mailto:[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>>  
Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)<mailto:[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>>;  
Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard  
<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)<mailto:[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>>; Becky Hickmott  
<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)<mailto:[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>>; Stephanie Manning  
<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)<mailto:[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>>; Haidee Scott  
<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)<mailto:[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>>; Ralph La salle  
<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)<mailto:[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>>; Mary Johnston  
<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)<mailto:[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>>  
Subject: RE: FOR FEEDBACK: draft comms re drop-in clinic

Hospital dental please not community dental  
Community dental are based St burwood not chch campus

Sent from my Galaxy

----- Original message -----

From: Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)<mailto:[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>>  
Date: 11/04/2021 18:35 (GMT+12:00)  
To: Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)<mailto:[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>>; Hannah Gordon  
<[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)<mailto:[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>>  
Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)<mailto:[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>>;  
Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard



<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)<mailto:[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>>, Erin Wilmshurst  
<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)<mailto:[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>>, Becky Hickmott  
<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)<mailto:[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>>, Stephanie Manning  
<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)<mailto:[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>>, Haidee Scott  
<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)<mailto:[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>>, Ralph La salle  
<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)<mailto:[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>>, Mary Johnston  
<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)<mailto:[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>>

Subject: RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi Jeanie

This is shaping up really well.

Community Dental have also been included as a priority area.

I have just started pulling together the key contacts as per table below. Keen for input on this list.

Group

Key Contact Name(s)

Laboratories

Vanessa Buchan

Jo Mitchell

Respiratory

To be advised

Lead Maternity Carers

Norma Cambell

Tracey Jackson

Allied Health

Helen Little

Community Dental

Jacqui Power, Practice Coordinator

General Medical

Mark Crawford

Thanks

Tania

From: Jeanie Watson

Sent: Sunday, 11 April 2021 6:13 PM

To: Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)<mailto:[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>>; Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)<mailto:[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>>

Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)<mailto:[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>>;

Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard

<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)<mailto:[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>>; Erin Wilmshurst

<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)<mailto:[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>>; Becky Hickmott

<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)<mailto:[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>>; Stephanie Manning

<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)<mailto:[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>>; Haidee Scott

<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)<mailto:[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>>; Ralph La salle

<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)<mailto:[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>>; Mary Johnston

<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)<mailto:[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>>

Subject: RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi all

I have tracked changes in the attached doc, taking in feedback so far - let me know what you think.

When does the Tues clinic end?

Are the priority areas I've listed correct? If so, who is the preferred contact person for each. I can check with Pauline perhaps for her to advise...

Cheers

Jeanie

Jeanie Watson

Senior Communications Advisor

Canterbury District Health Board

9(2)(a)

Email: [jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>

Level 1, 32 Oxford Tce, Christchurch, 8011

[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>>

[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

From: Tania Beynon

Sent: Sunday, 11 April 2021 5:59 PM

To: Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)<mailto:[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>>; Jeanie Watson

<[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)<mailto:[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>>

Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)<mailto:[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>>;

Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Stella Howard

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<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)<mailto:[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>>; Becky Hickmott

<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)<mailto:[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>>; Stephanie Manning

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<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)<mailto:[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>>; Ralph La salle

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Subject: RE: FOR FEEDBACK: draft comms re drop-in clinic

Hi All

There is benefit in including the messaging below suggested by Hannan in the messaging as the 1st priority groups like ED, AMAU will wonder why we are doing other groups on the Monday and Tuesday.

I also think it would be helpful to encourage people to bring their NHI number to save the Administrators having to look it up but advise if they cannot locate it we can look it up (this would be our second priority).

Lastly, should we set the expectation that managers are to share with 2A and 2B staff rather than all staff?

Regards  
Tania

From: Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)><mailto:[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>>  
Sent: Sunday, 11 April 2021 5:22 PM  
To: Jeanie Watson <[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)><mailto:[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>>  
Cc: Karalyn van Deursen <[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)><mailto:[Karalyn.Vandeursen@cdhb.health.nz](mailto:Karalyn.Vandeursen@cdhb.health.nz)>>;  
Mick O'Donnell <[Mick.O'Donnell@cdhb.health.nz](mailto:Mick.O'Donnell@cdhb.health.nz)>; Tania Beynon  
<[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)><mailto:[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>>; Stella Howard  
<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)><mailto:[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>>; Erin Wilmshurst  
<[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)><mailto:[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>>; Becky Hickmott  
<[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)><mailto:[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>>; Stephanie Manning  
<[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)><mailto:[Stephanie.Manning@cdhb.health.nz](mailto:Stephanie.Manning@cdhb.health.nz)>>; Haidee Scott  
<[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)><mailto:[Haidee.Scott@cdhb.health.nz](mailto:Haidee.Scott@cdhb.health.nz)>>; Ralph La salle  
<[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)><mailto:[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>>; Mary Johnston  
<[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)><mailto:[Mary.Johnston@cdhb.health.nz](mailto:Mary.Johnston@cdhb.health.nz)>>  
Subject: Re: FOR FEEDBACK: draft comms re drop-in clinic

I wonder if it's worth making it clear this is due to excess doses becoming available so that it doesn't become an expectation moving forward?

Dr. Hannah Gordon | GP | 9(2)(a)  
Senior Clinical Editor HealthInfo  
CPRG GP Clinical Lead  
[\[https://www.hpa.org.nz/sites/default/files/pdf/CO00010\\_Email\\_Sign\\_v2.jpg\]](https://www.hpa.org.nz/sites/default/files/pdf/CO00010_Email_Sign_v2.jpg)

On Sun, Apr 11, 2021 at 5:14 PM Jeanie Watson  
<[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)><mailto:[Jeanie.Watson@cdhb.health.nz](mailto:Jeanie.Watson@cdhb.health.nz)>> wrote:  
Hi all

See below and attached a draft email to be sent to targeted priority groups about tomorrow's drop-in clinic.

Can someone please pass this on to Caroline McSweeney? She's not coming up in the address book.

Please send me any changes/feedback as soon as possible.

DRAFT targeted comms to Service Managers and Nurse Managers for (list to be confirmed):

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

COVID-19 vaccination drop-in clinic for Tiers 2A and 2B open today and tomorrow

To be sent by???

12 April 2021

Kia ora koutou

As previously advised, vaccinations start this week for frontline (i.e. non-border) healthcare workers across our health system who will be offered vaccinations as part of Tier 2A or Tier 2B. This includes everyone who interacts directly with patients - particularly those at the various 'front doors' to our health services. You can see who is in the various Tiers in this guidance document-9(2)(a)

Staff have been booked in to vaccinations from this Wednesday 14 April, however, a drop-in clinic for staff from Tier 2A or Tier 2B is now available in 9(2)(c) from 12.30pm today for staff from the following priority areas:

- \* Labs
- \* Gen Med
- \* Respiratory
- \* LMCs
- \* Allied Health

Please share this message with your staff and invite them to drop in to the clinics if they are available.

To minimise disruption and impact on services, if staff are already booked in for a vaccination appointment, please ask them to keep the original appointment. Remember, there is plenty of vaccine for everyone, so no-one will miss out.

Staff from Tier 2A or Tier 2B, who do not already have an appointment, can come along to the drop-in clinic in 9(2)(c) (add specific details/link to map):

- \* Monday 12 April, from 12.30pm until 5pm
- \* Tuesday 13 April, from 9.30am until 5pm

You do not need to bring anything along with you. If you don't already know your NHI, staff can look this up at the time, or you can look for it on any previous medical documentation you have, or phone your General Practice team. Please note, there may be a wait. It's expected each vaccination, with associated administration and post-vaccination observation time, will take around 30 minutes.

If you have a vaccination at the drop-in clinic, you will be contacted to book into a follow-up appointment for your second vaccine in approximately XX weeks' time.

If you come along to the drop-in clinics but there is not time for you to get your vaccination, you will be kept informed by your manager and be able to make an appointment soon.

The plan is for all frontline healthcare workers (in Tier 2A or 2B) to have had both doses of the Pfizer vaccine before the end of June.

To find out which group you fit into use the Unite Against COVID-19 online tool

9(2)(a)

More information about the Canterbury DHB staff COVID-19 vaccination programme is available on Prism and we will continue to keep you updated.

Jeanie Watson  
Senior Communications Advisor  
Canterbury District Health Board

9(2)(a)

Email:

[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)><mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)<mailto:[jeanie.watson@cdhb.health.nz](mailto:jeanie.watson@cdhb.health.nz)>>>

Level 1, 32 Oxford Tce, Christchurch, 8011

[www.cdhb.health.nz](http://www.cdhb.health.nz)<<http://www.cdhb.health.nz>><<http://www.cdhb.health.nz>/>

[Measles Email Signature]<<https://www.cdhb.health.nz/mmr>>

\*\*\*\*\*

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RELEASED UNDER THE OFFICIAL INFORMATION ACT

## 11 April 2021 – Planning for extra vaccinations

Vaccines – 299 vials, 50 Sunday, 67 Monday, 60 Tuesday.

Total – 122 vials remaining = **732**

What: 732 spare doses by 5pm Tuesday.

Who: DHB (suggest laboratory, respiratory medical teams, general medicine teams, respiratory clinic teams, Allied health, LMCs, SARA, Hospital dental. Also invite primary care to attend drop in.

7 vaccinators, 2 recovery, 1 lead, 1 float, 3 admin (H2R).

When: Monday 12pm-8pm and Tuesday 9am-5pm.

How: Drop-in sessions.

Paper-based CIR – or 11 laptops.

Oversight team – 9(2)(a)

Comms – primary care and DHB.

Questions:

- Is the fridge in 9(2)(c) ready to access vaccine – in flow. Leading – Darren Hoare. Agreed how we will do this.
- How recorded – access to laptops or ipads
- Who is collecting the vaccine?
- Has 9(2)(c) been set up as a site?
- Who will lead on site?
- Who are the vaccinators from the DHB that have CIR access?

To do:

- Complete form and email to Peter for 9(2)(c) site.

Where are we vaccinating Monday and Tuesday?

Monday	9(2) 9am-8pm 2 vacc	9(2)(c) 9-5 2 vacc	<ul style="list-style-type: none"><li>• 9(2)(c) 9.30-12 2 vacc; 3-5 2 vacc</li><li>• 9(2)(c) – 1.30-4pm 1 vacc</li><li>• 9(2)(c) – 1.30 - 4pm 1 vacc</li></ul>
Tuesday	9(2) 9am-8pm 2 vacc	9(2)(c) 9-5 2 vacc	<ul style="list-style-type: none"><li>• 9(2)(c) 1.30 - 4pm (1 vacc)</li></ul>

**From:** Alan Pithie <Alan.Pithie@cdhb.health.nz>  
**Sent:** Monday, 12 April 2021 6:02 AM  
**To:** Kim Sinclair-Morris; Erin Wilmshurst; Lynne Johnson; Pauline Clark; David Smyth; Helen Little; Kirsten Beynon; Anja Werno; Norma Campbell; Mark Crawford  
**Cc:** John Hewitt; Stella Howard; Becky Hickmott; Tania Beynon; Ralph La salle; Ramon Pink  
**Subject:** RE: Excess Vaccine - Notes and action update[EXTERNAL SENDER]

Kia ora koutou

I agree with the prioritisation for use of the excess vaccine on the [REDACTED] site. As you know some of these groups are already booked in for vaccination from Wednesday, and we need to get some visibility of that. I don't know what discussion has already been held with the various leads. With 730 doses we may need to spread widely. I'd recommend speaking to Kirsten/Anja first to get a rough idea of lab staff who might be available [not including those already booked for Wednesday], next ask Lester Settle regarding dental staff [relatively small numbers], Norma regarding the LMCs and then Mark Crawford/Dave Nicholls/Anthony Spencer/Racheal Wiseman/Helen Little to get the numbers from general medicine/respiratory medicine/allied health. Besides AMAU there are 4 acute medical wards, all except one on riverside, and a respiratory ward also on riverside.

When will we know about the staffing for the clinic?

Nga mihi

Alan

---

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Sunday, 11 April 2021 5:39 PM  
**To:** Peter Bramley <Peter.Bramley@cdhb.health.nz>; Ramon Pink <Ramon.Pink@cdhb.health.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Alan Pithie <Alan.Pithie@cdhb.health.nz>  
**Cc:** Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>  
**Subject:** FW: Excess Vaccine - Notes and action update[EXTERNAL SENDER]  
**Importance:** High

Kia ora Peter, Ramon, Alan and Ralph,

See details below regarding our planning today to utilise approximately 730 doses of vaccine that is due to expire on Tuesday (we were notified to this at 11am this morning). The plan for this vaccine is to run a drop-in clinic at [REDACTED] Monday 12-8pm and Tuesday 9am-5pm.

We've just also learned that there are an expected further 700 doses due to lower attendance at clinics [REDACTED] [REDACTED]. Staff vaccinations will occur at [REDACTED] over the next two days, staffed and coordinated by the Public Health Nursing service.

Nga mihi  
 Kim

---

**From:** Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)>  
**Sent:** Sunday, 11 April 2021 5:24 PM  
**To:** Hannah Gordon <[drhannahgordon@gmail.com](mailto:drhannahgordon@gmail.com)>; Satish Mistry <[Satish.Mistry@pegasus.org.nz](mailto:Satish.Mistry@pegasus.org.nz)>; Carol McSweeney <[carol@canterburyimms.co.nz](mailto:carol@canterburyimms.co.nz)>; Tania Beynon <[Tania.Beynon@cdhb.health.nz](mailto:Tania.Beynon@cdhb.health.nz)>; Becky Hickmott <[Rebecca.Hickmott@cdhb.health.nz](mailto:Rebecca.Hickmott@cdhb.health.nz)>; Bridget Lester <[Bridget.lester@cdhb.health.nz](mailto:Bridget.lester@cdhb.health.nz)>; Kim Sinclair-Morris <[kim.sinclair-morris@ccn.health.nz](mailto:kim.sinclair-morris@ccn.health.nz)>; Marilyn McLeod <[Marilyn.McLeod@cdhb.health.nz](mailto:Marilyn.McLeod@cdhb.health.nz)>; Stella Howard

<[Stella.Howard@cdhb.health.nz](mailto:Stella.Howard@cdhb.health.nz)>; Joanna Batcup <[Joanna.Batcup@cdhb.health.nz](mailto:Joanna.Batcup@cdhb.health.nz)>

**Cc:** Ralph La salle <[Ralph.Lasalle@cdhb.health.nz](mailto:Ralph.Lasalle@cdhb.health.nz)>

**Subject:** Excess Vaccine - Notes and action update

**Importance:** High

Hi all

Summary and actions below. Some already complete.

## 11 April 2021 - Excess Vaccine Plan

Due to some clinics being less full than expected and a monitoring oversight it has resulted in a significant amount of vaccine that must be drawn up for use before 5pm Tuesday 13<sup>th</sup> April. There are approximately 730 doses of vaccine to be used.

Using the sequence of vaccination and consideration of where large groups of people are available for vaccination we have determined the following model to use this vaccine:

**Who:** Tier 2A and 2B CDHB and Community Staff  
Suggest offer to Labs, Respiratory Teams and Clinics, General Medicine, LMCs, Allied Health, Dental and Gen Practice & Pharmacy

**Where:** Drop in clinics located at 9(2)(c)

**Vaccination Team:** 1x Site Lead  
7x Vaccinators  
1x Admin Lead  
4x Admin (with NHI Look-up Skills)  
1x Recovery

**When:** Monday 12 April 12-8pm  
Tuesday 13 April 9am-5pm

### ACTIONS Required to Deliver the above:

- |           |  |                         |
|-----------|--|-------------------------|
| 1. Erin   | Send Becky the situation to include in message to DONs                   | <b>Complete</b>         |
| 2. Stella | Send list of names of staff supporting DHB programme to Becky            |                         |
| 3. Becky  | To contact DONs to release staff, pay overtime etc                       |                         |
| 4. Stella | Confirm when 9(2)(c) Fridge is ready                                     |                         |
| 5. Tania  | Coordinate the vaccination staff for the roster to fill clinics as above |                         |
| 6. Erin   | To contact and confirm 9(2)(a) available for Admin Lead for Mon          | <b>Confirmed</b>        |
| 7. Becky  | To contact 9(2)(a) for admin support for clinic                          |                         |
| 8. Jo     | Contact 9(2)(a)  |                         |
| 9. Hannah | Contact Jeannie (on call Comms) to draft communication                   | <b>Contact complete</b> |
| 10.       | Kim/Erin Confirm ability to use P&F staff for recovery staff             |                         |
|           | <b>Confirmed. Ralph to contact</b> 9(2)(a)                               |                         |

Ngā mihi

Erin

**Erin Wilmshurst**

**Canterbury Covid-19 Vaccination Operations Lead**

Phone: 9(2)(a)

Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

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**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Tuesday, 20 April 2021 7:07 PM  
**To:** Faye Tiffin  
**Subject:** FW: Waitaha Covid-19 Vacc Programme Strategic Leadership Group Notes 12.04.21[EXTERNAL SENDER]

**From:** Kim Sinclair-Morris

**Sent:** Monday, 12 April 2021 5:59 PM

**To:** Alan Pithie <Alan.Pithie@cdhb.health.nz>; John Hewitt <john.hewitt@cdhb.health.nz>; Bridget Lester <Bridget.lester@cdhb.health.nz>; Ramon Pink <Ramon.pink@cdhb.health.nz>; 'hector.matthews@cdhb.health.nz' <hector.matthews@cdhb.health.nz>; Chris Wilkinson (Unichem Barringtons) <chriswilkinson77@gmail.com>; Maria Pasene <Maria.Pasene@pegasus.org.nz>; Hannah Gordon <drhannahgordon@gmail.com>; Rachael Turnbull <Rachael.Turnbull@cdhb.health.nz>; Erin Wilmshurst (Erin.Wilmshurst@cdhb.health.nz) <Erin.Wilmshurst@cdhb.health.nz>; Vince Barry <Vince.Barry@health.govt.nz>; Michael McIlhone <Michael.McIlhone@pegasus.org.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>  
**Cc:** Haidee Scott <Haidee.Scott@cdhb.health.nz>; Jane Cartwright (jane.cartwright@ccn.health.nz) <jane.cartwright@ccn.health.nz>; Elly Edwards <Elly.Edwards@ccn.health.nz>  
**Subject:** Waitaha Covid-19 Vacc Programme Strategic Leadership Group Notes 12.04.21

**Notes: Waitaha Covid-19 Vaccination Programme Strategic Leadership Group 12.04.21**

**Operations team connect**

- 11am yesterday (Sunday 11 April) were alert to 1,400 additional doses that are due to expire at midday tomorrow (Tuesday 13 April) which means they can be used until 5pm Tuesday 13 April. Clinics are being held at 9(2)(c) Monday and Tuesday.
- We were also alerted not having enough vaccines for proposed clinics scheduled towards the end of the week. We will revise the order as required.
- There are a couple of key people that we didn't loop into that conversation. Key members from the leadership group will be included as necessary.
- Work is underway with 9(2)(a) (Planning Lead) to identify that we adapt how much we need to order to have enough. Asked for support from MoH to enable us to adjust
- Issue with comms via Facebook from 9(2)(c) based general practice which suggested there were 2,000 vaccines that needed using and suggested it was a first come first served thing. This will be addressed via CPRG comms
- Excess doses available through 9(2)(c) clinic which was communicated with labs (100 people) with a memo out to clinical leads this morning
- Community and Public Health case investigators to be involved
- 9(2)(c) on track and up and running by the end of the week and confident about at clinic at 9(2)(c) at the end of the month.
- Induction for staff together and rolling programme to recruit FTE. Range of project responses required e.g. primary care model, support for community/ tier 2B
- Clinics are well booked for today but as for tomorrow down to 50%. Planning and Funding to pick up the additional calls (to household contacts of boarder staff) to fill tomorrow's spaces.

**Thoughts around being called upon at the weekend**

- Alan: Should have been involved as clinical lead but also as an operational level at the hospital. Good contact for lots of clinical leads. Medical and nursing leadership involved
- Ralph: Where I can help is to get you anything that you need and remove roadblocks. Won't try to manage anything unless that's needed.
- Rachel: Transitioning to hospital pharmacy to deal with logistics. Trial run this week.
- Ramon: Clinical lead for vaccination - some clarity required around who is responsible for what

## Reporting

- 9(2)(a) and others from Ministry talking through Canterbury and West Coast plans on Tuesday
- The expectation that we will have weekly volumes published for DHBs against actuals
- Clear about commitment to equity and commitment to priority communities
- 9(2)(a) invited to be part of the strategic group on a regular basis
- Peter and Ralph are keeping the government well informed but also needs to be regular updates to CDHB Board Chair and CCN Independent Chair

## Structure for meeting

- CIM structure - clinical leads to share challenges and opportunities
- Ramon: Working on workforce knowing who vaccinators are and how many there are
- Alan: Creating a casual pool of vaccinators that are able to supplement for clinics at short notice
- John: we have no visibility of our workforce. Need to get out of crisis mode and into planning mode. We won't be able to do this without a casual pool. A project lead is being brought in to support coordinating the casual pool today.
- Rachel: Codesign of tier 3/4 distribution model. The distribution and logistics is DHB pharmacy centre. Pharmacy is providing stock to rural, community and West Coast.
- Hector:
  - There will be a chunk of our population who do not engage for whatever reason. Struggle to engage with online booking, getting to the clinics
  - We need to unlock allied health beyond pharmacy and also unregulated workforce e.g. kaumatua, Maori health workers, navigators
  - Focus on areas where maraes and general practice clinics are closely linked and link in with places our communities trust such as Pasifika churches and NGOs
  - Need to be in as many locations as we can be and support multiple pathways in
  - Be more flexible - Ara students, does each person delivering the vaccine need to be CPR trained in it is likely to be 5 people in one million?
- Request for key messages

Nga mihi

Kim

9(2)(a)

9(2)(a)

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Tuesday, 20 April 2021 7:09 PM  
**To:** 9(2)(a)  
**Subject:** FW: Excess Vaccine Doses summary[EXTERNAL SENDER]

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**From:** Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>  
**Sent:** Tuesday, 13 April 2021 10:25 AM  
**To:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Subject:** Excess Vaccine Doses summary

Hi Kim

Monday 12<sup>th</sup> April – actual deliveries

9(2)(c) clinic, DHB staff = 379

9(2)(c) staff = 251

9(2)(c) – also provided opportunistic vaccination to walk-ins (GPs and public) who had heard about this via Facebook

Tues 13<sup>th</sup> April – plan

9(2)(c) = 350

9(2)(c) – excess will be used initially in the planned community clinic and then offered to staff in the afternoon. Total to be used today = 414 doses

Ngā mihi

Erin

Erin Wilmshurst

Canterbury Covid-19 Vaccination Operations Lead

Phone: 9(2)(a)

Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

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9(2)(a)

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Tuesday, 13 April 2021 10:28 AM  
**To:** Becky Hickmott; Ralph La salle; Peter Bramley; Ramon Pink; Alan Pithie; Hannah Gordon  
**Subject:** FW: Excess Vaccine Doses summary

FYI

---

**From:** Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>  
**Sent:** Tuesday, 13 April 2021 10:25 AM  
**To:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Subject:** Excess Vaccine Doses summary

Hi Kim

Monday 12<sup>th</sup> April – actual deliveries

9(2)(c) clinic, DHB staff = 379

9(2)(c) staff = 251

9(2)(c) – also provided opportunistic vaccination to walk-ins (GPs and public) who had heard about this via Facebook

Tues 13<sup>th</sup> April – plan

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9(2)(c) – excess will be used initially in the planned community clinic and then offered to staff in the afternoon. Total to be used today = 414 doses

Ngā mihi

Erin

Erin Wilmshurst

Canterbury Covid-19 Vaccination Operations Lead

Phone: 9(2)(a)

Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

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## Faye Tiffin

---

**From:** Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>  
**Sent:** Wednesday, 14 April 2021 10:39 AM  
**To:** Ralph La salle  
**Cc:** Kim Sinclair-Morris; Karalyn van Deursen  
**Subject:** Excess Vaccine Notes - updated

**Importance:** High

Hi Ralph

Updated – see green highlight. Please note that my conversations with Trish and Bridget today have updated the total number of doses given – however some of these WERE planned doses.

### Ordering

There was human error in our ordering system which resulted in an over-supply of vaccines compared to our proposed clinic capacity.

The MOH have made several changes to the ordering form and this change resulted in an incorrect order being placed.

### Order:

57 vials – initial order for delivery Friday 9 April

Clinic bookings identified a need for 20 additional vials, to be ordered by 10am Thursday 8<sup>th</sup> April for delivery 9 April 2021.

Inadvertently ordered 5x 20 vials i.e. 80 vials more than required

390 vials were received by the Facility at 08:00am 13 April 2021 (expected 157)

All vials received had expiry of 11:10am 13 April 2021

### Notification:

Friday 9<sup>th</sup> April – Clinical Coordinator at the PHN Service who receipts the delivery of vaccine, notified the Lead for Ordering by email. This notification included the volume delivered, the time of delivery and the expiry date of the vaccine

Sunday 11<sup>th</sup> April - 11am the Lead for Ordering identified 700 doses of additional vaccine with short expiry and notified the Programme Lead and Operations Manager by telephone

Sunday 11<sup>th</sup> April – 11:15am Programme Lead notified CVIP MOH Regional Director of the issue

Sunday 11<sup>th</sup> April – midday. Operations Team gathered and developed a proposal and implementation plan to deliver these doses and prevent vaccine wastage.

This included who to deliver to, where to deliver, how to book/schedule and communicate to key leads, managers, and groups to receive the vaccine.

Sunday 11<sup>th</sup> April – 4pm Lead for Ordering notified Programmes Lead and Operations Manager that there were a further 1,640 doses expiring by midday Tuesday. Agreement reached that these would be delivered to through the 9(2)(c) clinic DHB Staff at 9(2)(c) by the vaccination team at that clinic

### Delivery:

9(2)(c) – 780 doses over two days to DHB staff

9(2)(c) – vaccination team used the expected and extra doses in delivery of the clinic at 9(2)(c). This combined total is 1,560 doses, which were delivered to expected clinic bookings, additional DHB staff and unexpected walk-ins. 251 of those doses were delivered to DHB staff on Monday.

People who received doses were in the majority, Primary Care Healthcare workers (general practice and community pharmacy) CDHB healthcare workers (2a or 2b), Household Contacts (Tier1b). There were some walk-ins who are likely to have been in Tier 3 or 4, but these are not the majority of people who received a vaccine.

Ngā mihi

Erin  
Erin Wilmschurst  
Canterbury Covid-19 Vaccination Operations Lead  
Phone: 9(2)(a)  
Email: [erin.wilmschurst@cdhb.health.nz](mailto:erin.wilmschurst@cdhb.health.nz)

Ngā mihi

Erin  
Erin Wilmschurst  
Canterbury Covid-19 Vaccination Operations Lead  
Phone: 9(2)(a)  
Email: [erin.wilmschurst@cdhb.health.nz](mailto:erin.wilmschurst@cdhb.health.nz)

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9(2)(a)

**From:** Becky Hickmott  
**Sent:** Friday, 16 April 2021 8:52 p.m.  
**To:** Kim Sinclair-Morris; Jane Cartwright; Ramon Pink; Ralph La salle; Erin Wilmshurst; Deborah Callahan  
**Subject:** RE: URGENT - Today[EXTERNAL SENDER]

Thinks Kim

I can ring all 3. Will report back soon  
Becs

**From:** Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Sent:** Friday, 16 April 2021 8:24 PM  
**To:** Jane Cartwright <jane.cartwright@ccn.health.nz>; Becky Hickmott <Rebecca.Hickmott@cdhb.health.nz>; Ramon Pink <Ramon.Pink@cdhb.health.nz>; Ralph La salle <Ralph.Lasalle@cdhb.health.nz>; Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>; Deborah Callahan <Deborah.Callahan@cdhb.health.nz>  
**Subject:** URGENT - Today[EXTERNAL SENDER]

Hi there,

I'm just finishing up on emails before having the weekend off.

See below the issues today at 9(2)(c) and the vials discarded this afternoon.

Peter and 9(2)(a) will need to be notified of the discarded vials and can someone please liaise with Carol after another very tough day.

Thanks  
Kim

Kim Sinclair-Morris

9(2)(a)

Begin forwarded message:

**From:** Carol McSweeney <carol@canterburyimms.co.nz>  
**Date:** 16 April 2021 at 8:09:18 PM NZST  
**To:** Erin Wilmshurst <Erin.Wilmshurst@cdhb.health.nz>, Kim Sinclair-Morris <kim.sinclair-morris@ccn.health.nz>  
**Subject:** Today

Hi

Another day like Wednesday, multiple issues. Nurses working from 7.30 til 6, essentially no breaks. Poor patient flow/ management system, requires someone to manage this, which we did. Not enough vaccinators for capacity, compounded by drawing up time, this is a large contributing time factor not being accounted for. Massive issues with vaccine management out of chillybin, led to 3 full boxes (15 vials ) being discarded tonite. Need a vaccine fridge immediately. Happy to discuss this, there are many in Cdhb, will need to sit for 24hrs monitored for 24 hrs and a policy, which I could do if I wasn't spending most of my time vaccinating. Lack of appropriate skill mix within rostering, I had to stay managing cold chain and adverse event ( not serious) at 5pm as experienced vaccinators left at 4. I think there is a need to refer back to ops guidelines regarding staffing based



on vaccination numbers. We have no team leaders operational, need them urgently to manage the clinics and vaccinators, to make sure they are working in a safe and sustainable way.

Regards  
Carol

Sent from my iPhone

On 16/04/2021, at 5:13 PM, Erin Wilmshurst <[Erin.Wilmshurst@cdhb.health.nz](mailto:Erin.Wilmshurst@cdhb.health.nz)> wrote:

Hi everyone

Notes below from MOH Ops stand up – please review, I've made additional comments in red

Ngā mihi

Erin

**Erin Wilmshurst**

**Canterbury Covid-19 Vaccination Operations Lead**

9(2)(a)

Email: [erin.wilmshurst@cdhb.health.nz](mailto:erin.wilmshurst@cdhb.health.nz)

**From:** 9(2)(a) <[redacted]@health.govt.nz>

**Sent:** Friday, 16 April 2021 3:51 p.m.

**Subject:** Ministry/DHB Lead operational stand-up notes 16th April

Kia ora koutou,

Here is the summary of today's stand up, as per my usual disclaimer, work continues at pace so information may change but we endeavour to provide information as soon as possible.

- Over 30k vaccines were given this week as of Friday morning, averaging 8k a day
- If not already done please confirm what vaccination sites will be open in your DHB over the ANZAC weekend, please make sure you are going to be hitting your numbers or it is very likely there will be pressure from above to open those days if not. Erin working on this.
- DHB contact channels for people to book appointments (part of discussion about EVA) should have been sent in prior to the meeting, if you have not done so yet please get these to 9(2)(a) at TAS ASAP. completed
- Pacifica/Maori 40,000 +70s; planning template should have been received. We apologise for conflicting information provided about deadlines, we will hold you to the later date (30<sup>th</sup> April) but would appreciate them as soon as you can. 9(2)(a) suspects media focus will soon shift from GP and pharmacy to equity. Template received and shared with 9(2)(a) who is connecting with our Maori and Pacific leads
- Thank you for the ARC starting dates, ministers appreciated it. Nice work team
- We are now being asked to provide narrative alongside numbers, could you send a couple of bullet points/ highlights each week to your regional

account manager. Please bring your key thoughts to Monday's Ops meeting and we'll check with Strategic group then send each Monday morning

- SROs went through sequencing and agreed on who was responsible for each cohort, we will distribute this information.
- MoH will not set up a mass call centre ourselves but may contract Whakarongorau/ healthcare medical. Someone will come to a meeting next week to feedback on this
  - If you have any suggestions for who/ what would be useful for these meetings please let us know
  - What would we want to know from Homecare Medical?
- IMAC assure us that they are having regular conversations with a number of nursing organisations/ groups. MOH will contact IMAC to ask for detail about engagement with nursing union and councils

Please get in touch with your regional liaison if you have any queries.

Ngā mihi

9(2)(a)

Administrator | COVID-19 Vaccine and Immunisation Programme

Manatū Hauora | Ministry of Health

E: 9(2)(a) @health.govt.nz | [www.health.govt.nz](http://www.health.govt.nz)



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**From:** Becky Hickmott  
**Sent:** Saturday, 17 April 2021 12:19 p.m.  
**To:** Ralph La salle  
**Subject:** Fwd: Orchard Road  
**Attachments:** image001.jpg; image003.jpg

Sent from my iPhone

**From:** Becky Hickmott  
**Sent:** Saturday, 17 April 2021 10:57 AM  
**To:** 9(2)(a)@health.govt.nz  
**Cc:** Peter Bramley <Peter.Bramley@cdhb.health.nz>  
**Subject:** FW: Orchard Road

Kia ora 9(2)(a)

Apologies for the delay in getting this to you, was sorting other pressing issues out around staffing.

We were notified last night from our new venue, 9(2)(c) that the following occurred:

- There were challenges throughout the day with not enough vaccinators for capacity
- They volume attending was initially higher than expected and they required more vaccine to be delivered by pharmacy which was actioned urgently
- Vaccine management is out of chilly bins as no vaccine fridge as yet on site
- Numbers tapered off at the end of the day and the vials were unable to be returned to pharmacy in time to preserve the cold chain process
- This resulted in 3 boxes of 15 vials needing to be discarded

**Actions:**

- Peter, KVD, notified of the event
- We are pulling a vaccine fridge from the hospital today if at possible and have it delivered by Clinical Engineering over the weekend
- The staffing team will work with Carol and team first thing on Monday morning to examine the challenges on the site and to bolster the staffing and support required to more accurately manage the personnel, flow and administration.

Ngā mihi

Becky

Becky Hickmott

Executive Director of Nursing

ECC Incident Controller

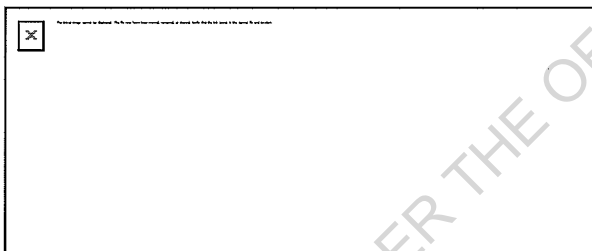
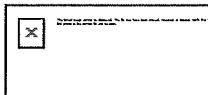
Canterbury District Health Board

9(2)(a)



32 Oxford Terrace, Level 1 | Christchurch | New Zealand

PO Box 1600 | Christchurch Mail Centre | Christchurch 8140



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