

What to expect from today

We'll cover

- How to plan and prepare for dealing with news media
- How to prepare and use key messages
- How to interview well
- Generating positive news coverage
- Some thoughts on social media

You'll come away with

- Confidence to handle news media enquiries
- Tools to help you plan and respond proactively
- Knowledge to be able to give professional advice and support

What's your experience?

Have you had experience dealing with news media?

Common types of media contact

- Bad news (eg complaint, mistake)
- Good news (eg new service, innovation)
- Industry comment / Opinion (health workforce, GP shortage)
- Clinical / technical comment (eg flu, whooping cough, trends, data)

3



When you get the call (or email) ...

Take a breath. Stay calm. Listen and take notes Don't respond immediately

- Find out what the issue is what do they know?
- Find out what they want interview, deadline
- Don't be bullied or rushed into immediate response
- Say thanks will get back to you

Be polite and professional

5

Take time to plan

Plan your response

- Should you respond? Or redirect to another agency, or decline?
- Who will be your spokesperson? Whose area of expertise? You, clinical lead, chairperson
- Are there privacy or other issues to consider
- Who can help? eg PHO, insurers/MAS, professional body

Any other steps?

- Who else needs to know? eg clinicians, staff, Board
- · Who should you contact? eg patients, whānau

If you do respond: in person or in writing?

Consider written response if it's complex or detailed

Prepare your key messages

Short, simple statements that sum up what you want to say – and what you want people to hear.

- 2 to 5 key points
- Focus on what you want people to know
- Think about public point of view what matters to them
- Use clear, direct, simple language and keep it jargon-free
- Anticipate tricky questions (and prepare answers!)
- Provide context if helpful

Use key messages to guide your response – and keep coming back to them

7

If it's bad news: front up and be up front

If something bad has happened

- Front up and be up front. Respond promptly, show leadership and compassion.
- What's happened? Be open and factual.
- What are we doing about it?
- What do people need to know/do?

If someone has stuffed up

- Acknowledge
- Apologise to those affected
- Reassure that it's being dealt with
- Act what are you doing to put things right

In an interview – some dos and don'ts

- Key messages are your friend keep coming back to them
- Only answer what you're asked don't ramble or improvise
- Be truthful
- Don't guess or speculate stick to known facts and figures
- If you're not sure say so. Say you'll find out and follow up
- Avoid 'no comment' say why you can't comment
- Avoid blaming others

9

Key messages – examples

- There is no risk of harm to people who have received a vaccine stored at an incorrect temperature.
- While the vaccine remains safe, it may not be as effective at protecting against illness.
- The practice has begun contacting all affected people to offer revaccination.
- There is no harm in being revaccinated.
- This has affected approximately people, including adults and children for Influenza, and for childhood immunsation and other vaccinations.
- The incident does not involve COVID-19 vaccinations.
- These incidents are rare.
- We sincerely apologise to those people who have been impacted by this incident, and also to their whānau.

Patient recall following vaccine cold chain failure

 With levels of social interaction back to their normal pre-Covid levels, there is a high risk that the 2023 flu season could be one of the worst experienced in many years.

s of flu viruses, although there's still a chance you

- Getting immunised now helps to stop the spread of flu around your community.
- The vaccine is free for people at higher risk of getting very sick from the flu including:
 - o people aged 65 years and over
 - Māori and Pasifika aged 55 years and over

Practice campaign promoting fluvaccination

Putting it into practice

At your tables:

Discuss the scenario and write up a quick response outline, including:

- Who is your practice spokesperson?
- How will you respond?
- Is there anybody you should talk to?
- What other questions do you think might get asked?
- Top 3 or 4 key messages

11

Thinking positive

What about good news stories?

Look for opportunities in your practice and among your people

- Expansion or new facilities
- Anniversaries/milestones
- Long-standing patients/staff
- Interesting statistics, eg "10,000th consultation"
- Research and innovation

Contact local reporters







Top tips for dealing with news media



WHEN YOU GET THE CALL: TAKE A BREATH, LISTEN.

- Don't respond immediately get the information YOU need
- Find out what the issue is what they know, who's said what
- Find out what they want an interview or a comment? By when?
- Don't be bullied into an immediate response buy yourself time
- Say thanks I will get back to you (and make sure you do!)
- Be polite but professional



TAKE TIME TO PLAN

- Should you respond or redirect to someone else? Is it your issue?
- Who will be your spokesperson? You as PM, lead doctor, chairperson ...?
- Are there privacy issues involved? You can decline to comment
- Are there formal processes or enquiries already under way?
- Who can help? Contact your PHO, insurers, professional body
- Any other steps: Who needs to know? Who should you contact?



PREPARE YOUR KEY MESSAGES

- Simple statements that sum up what you want to say
- Prepare your top 2 to 5 key points to anchor your response
- Focus on what you want people to know what matters to them
- Keep it simple, avoid jargon and terminology
- Anticipate tricky questions and criticisms, and prepare answers
- Provide context are there wider issues or impacts
- Use key messages to anchor your response keep coming back to them



IF IT'S BAD NEWS - FRONT UP AND BE UP FRONT

- Respond promptly. Be up front and open.
- Be clear about what happened and what you're doing about it
- What do people need to know/do? Put yourself in public's position
- Acknowledge if a mistake was made don't try to fudge or evade
- Apologise to those directly/indirectly affected. Focus on people
- Reassure let people know that it's being dealt with
- Act tell people what you are doing now to put things right



IN AN INTERVIEW - DOS AND DON'TS

- **Key messages** are your friend keep coming back to them
- Only answer what you're asked say what you need, and no more
- Be truthful don't lie, make things up or hide facts
- If you're not sure: find out and follow up. Don't guess or speculate
- Avoid 'no comment' sounds devious. Say why you can't respond
- Never go "off the record" there's no such thing
- Avoid blaming others or comment on things outside your area