



National Allied Health Benchmarking Consortium

Minutes of Meeting

Date: Friday 19th April 2013

Time: 1.00pm – 2.00pm NZST 11.00am – 12.00pm EST 10.30-11.30am CST

Connection: Telephone conferencing call 1800 200 232 (Australia);
0800 170 223 (New Zealand)
 Access Code Guest: (819656#)
 Access Code Host: (859889#)

Alert: Please note if you can't join in when you ring it means the Chair has not joined up as yet; the host needs to 'unlock the door' so just hang up and try in a another minute.

Delegates:

Health Service	Delegate Name(s)	Apologies/absent
Austin Health (Vic)		Joanne Sweeney (JoS) Leonie Pearce (LP) Jill Feltham (JF)
Barwon Health-Geelong (Vic)		Debbie Schulz (DS) Roy Hoevenaars (RH)
Bayside Health-Alfred (Vic)		Jim Sayer (JS) Lyndell Keating (LK) Ibolya Nyulasi (IN)
Capital and Coast DHB (NZ)	Steve Whittaker (SW) Catherine Epps (CE)	
Christchurch DHB (NZ)	Christine Corin (CC)	
Flinders Medical Centre (SA)	Adam Govier (AG)	Mike Smith (MS)
John Hunter Hospital (NSW)		Judith Henderson (JH)
Melbourne Health (VIC)	Colin Steel (CS)	Stella Kravstov (SK)
Nepean Hospital (NSW)	Vittorio Cintio (VC)	
Princess Alexandra Hospital (QLD)	Julie-Anne Ross (JAR) Cherie Hearn (CH)	Wendy McCallum (WM) Julie Connell (JC)
Royal Adelaide Hospital (SA)	Ellen Mills (EM)	Margot Masters (MM)
Royal Hobart Hospital (TAS)	Gudrun Barratt-Peacock (GBK)	Wendy Rowell (WR) Anne Mullavey (AM)
Southern Health (Vic)		Kerry May (KM)
Western Health (Vic)	Kathryn Pierce (KP)	
The Health Roundtable	Wojciech Korczynski (WK)	Pieter Walker (PW)

ITEM	DISCUSSION	ACTION	BY WHOM
1.1 Attendance/Apologies	See page 1 for other attendees/apologies		EM
1.2 Minutes 22nd Feb 2013	Passed as a true and accurate record		GP
2. The Health Roundtable			
2.1 General Update	<p>There are currently 40 sites signed up for Allied Health group for HRT.</p> <p>WK presented some suggested data extract and reporting changes for 2012/2013.</p> <ol style="list-style-type: none"> 1. Identifying high quality data sites using A/B/C rating depending on number of disciplines, amount of data submitted etc. 2. Specifying Professional, Assistant or Student 3. Face to face vs Pt not present 4. Allocate NIPA to IP/OP 5. IFIs 6. Pt status – IP, OP, ED. <p>NAHBC group felt NIPA allocation and IFI information would be difficult for some sites/professions.</p>	WK to send suggested changes to EM for circulating. Feedback to WK ASAP.	WK/EM All
2.2 NZ Branch of NAHBC	No further action at this stage.		
2.3 Topics and guest speaker for HRT meeting 2013	Ongoing. Some other HRT groups are going to have presentations from within rather than bring a guest speaker.	Email suggestions to Wojciech.	All
3. Standing Items			
3.1 Budget Update	No report. Membership invoices expected before end of	To present March and April finance report at next meeting.	JS EM/JS

	financial year.	EM to liaise with Jo re membership invoices.	
3.2 ED Targets, Elective Targets & AH ED	Ongoing.	AG to circulate KPIs from Flinders Medical Centre to all.	AG
4. Projects			
4.1 Activity Based Funding	No report	WR to liaise with GO	WR
4.2 Clinical Care Ratios Project	CH presented project plan and costing for write-up in writing. Cost presented as \$3778.00. NAHBC members agreed to fund this project.	Proceed with write-up.	AG/CH
4.3 Staffing Model	No report	JS continue to coordinate.	JS
4.4 Data Audit – Qld and SA Health requests.	No further information available re QLD & SA Health proposal. JS requested 2-3 volunteers to assist with reviewing question bank for NAHBC current year data audit. WM, CS and AG offered to assist. Teleconference possibly 3 rd May to discuss. Date for data audit discussed and determined this could be flexible as long as it was completed by early August.	JS and AG to liaise with Qld and SA Health respectively re service agreements. Advise JS re volunteers. Complete question review. Confirm data range for audit.	JS/AG EM JS, WM, CS, AG JS
4.5 IHPA Tier 2/AH weights	Cost weights document was circulated. Ongoing. Discussion re which states were being funded by NEP. Nepean reported that funding was via NEP. No other sites present were being funded through this method currently.		

5. NAHBC Website			
5.1 Working Party update	<p>Working party progressing slowly. Query re: whether Terms of reference on website were up to date. CH has a slightly amended version from 2005.</p> <p>JAR requesting updates to projects/presentations section including Title, Actions and Sites/People involved.</p> <p>Discussion re broadening of NAHBC name to include NZ members.</p>	<p>CH to forward 2005 Terms of reference document to EM for review.</p> <p>JAR to request project/presentation updates from members responsible.</p> <p>Working party to continue to meet via teleconference as required.</p>	<p>CH/EM</p> <p>JAR/All</p> <p>JAR/SW/EM</p>
5.2 NAHBC Name Change	Discussion re: name change to Australasian Allied Health Benchmarking Consortium.	EM to circulate for comment +/- agreement to move forward with this name.	EM/All
6. NAHBC Membership			
6.1 Application form	<p>Only 3 sites have forwarded membership form to date. Difficult to ensure consistency of reporting bed numbers E.g.? include hospital in the home beds. Discussion re whether separations alone were more informative. Further group discussion re: purpose of bed numbers with current Terms of Reference defining NAHBC membership as large, tertiary, teaching hospitals. This was to enable benchmarking against like sites and the pursuit of projects relevant to this group.</p> <p>Terms of reference review will occur as part of NAHBC website review.</p> <p>Agreed to review bed data from membership forms this year to determine need in future.</p> <p>Suggestion that AH funded FTE could be included</p>	<p>Forward membership forms to EM ASAP.</p> <p>EM to circulate request re: AH funded FTE to</p>	All

	on membership forms was given general approval.	membership.	EM
6.2 Lyell McEwin Hospital Application for membership	Application supported. Bed numbers low however hospital structure and purpose meets membership criteria.	EM to communicate with Sandra Parr re supported application.	EM
7. National Allied Health E-Health Collaborative			
	JS attended Face to Face meeting of this group 17 th April, 2013. This included a presentation by NeHTA re Personally Controlled E-Health Record and Child E-Health record. SA, NSW and QLD also presented on development of electronic medical records and AH clinical data sets in their states. Project commenced to develop a National AH Clinical Data set.	Forward minutes when available.	EM
7.2 Any Other Business	Nil		
Next Meeting	Teleconference: Friday May 24th 2013		