



## Minutes of Meeting

**Date:** Friday 28<sup>th</sup> March 2014  
**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#)

### Delegates:

Health Service	Delegate Name(s)	Apologies/absent
Austin Health (Vic)		Joanne Sweeney (JoS) Jill Feltham (JF)
Barwon Health-Geelong (Vic)		Roy Hoevenaars (RH) Debbie Schulz (DS)
Bayside Health-Alfred (Vic)	Jim Sayer (JS)	Ibolya Nyulasi (IN)
Capital and Coast DHB (NZ)		Steve Whittaker (SW) Catherine Epps (CE)
Christchurch DHB (NZ)		Rebecca George (RG)
Flinders Medical Centre (SA)	Adam Govier (AG)	
Lyell McEwin Hospital (SA)		Sandra Parr (SP)
Melbourne Health (VIC)		Colin Steel (CS) Stella Kravstov (SK)
Nepean Hospital (NSW)		Vittorio Cintio (VC)
Princess Alexandra Hospital (QLD)	Wendy McCallum (WM) Cherie Hearn (CH) Julie-Anne Ross (JAR)	Julie Connell (JC)
Royal Adelaide Hospital (SA)	Ellen Mills (EM)	Margot Masters (MM)
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Gudrun Barratt-Peacock(GBK)	Wendy Rowell (WR)
Southern Health (Vic)		Raisa Shaikh (RS)
Western Health (Vic)		Kathryn Pierce (KP)
The Health Roundtable		Pieter Walker (PW) Wojciech Korczynski (WK)

ITEM	DISCUSSION	ACTION	BY WHOM
<b>1.1 Attendance/Apologies</b>	See page 1.		EM
<b>1.2 Minutes 28th February 2014</b>	Passed.		JAR
<b>2. The Health Roundtable</b>			
2.1 General Update	No report IHPA Paper circulated		WK
<b>3. Standing Items</b>			
3.1 Budget /Finance Report	February meeting report forwarded with last minutes.  No report tabled for this month.	Report to be tabled at next meeting	JoS
<b>4. Projects</b>			
4.1 Clinical Care Ratios Project	CH and AG have liaised re this project and CH will commence next week. To include; write-up, guidelines for use, determine statistical significance of data – with view to publish.	CH to progress as per plan.	CH/AG
4.2 Staffing Model	EM and JS met to discuss concerns re inclusion of site episode numbers in absence of Allied Health activity data. This needs correcting as the means are wrong as a result for all depts. Except Physio. JS can provide “quick fix” over the phone for those requiring this ASAP.  JS considering site visits to assist use of staffing model and to progress use of the model to develop FTE:bed numbers.	JS to liaise with HRT re errors.  Interested sites to liaise with JS re convenient times for site visit.  JS, EM, AG, PAH rep to liaise re progressing FTE: bed numbers.	JS  All

4.3 Data Audit	Dates set for 16 <sup>th</sup> -27 <sup>th</sup> June. Questions to be reviewed prior to this. Qld Health require quote/confirmation of the cost for this year to use this again.	JS, WR, WM to meet to discuss questions. JS to confirm costs of running data audit for Qld Health with Bernadette Wright.	JS, WM, WR JS
4.4 Allied Health models of care	AG suggested smaller working party to progress this concept further.	EM and AG to liaise in SA and meet with JC and JS to progress.	AG, EM, JC, JS
4.5 AAHBC Website	<p>JAR reported that the website is now up and running although still under development. <a href="http://www.aahbc.org">www.aahbc.org</a></p> <p>Passwords for the members only section will be sent to all following further development.</p> <p>Members agreed to hold TOR/minutes/agendas and project information on this site. Other suggestions to be forwarded to JAR.</p> <p>JAR queried whether current domain name can be forwarded-liaise with JoS re this and invoicing.</p> <p>JAR can upload currently and will enable EM and SW access to do this also.</p>	<p>All to review and comment.</p> <p>Upload minutes etc</p> <p>Confirm invoicing and domain name.</p>	<p>All</p> <p>JAR, EM</p> <p>JAR, JoS</p>

<b>5. AAHBC Membership</b>			
5.1 Membership Application	Nil to report		
<b>6. National Allied Health E-Health Collaborative</b>	Minutes circulated.		EM
<b>7. Other business arising</b> 7.1 New Zealand Data Group Meeting	Meeting to be held this weekend.	For reporting next AAHBC meeting	SW, RG
<b>8. Any Other Business</b>	Next meeting to be held in May as 2 consecutive Fridays in April are public holidays.		
<b>Next Meeting</b>	<b>May 23rd , 2014</b>		