

Minutes of Meeting

Date: Friday 28th November 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#)

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
Alfred Health (Vic)	Jim Sayer (JS)	Ibolya Nyulasi (IN)
Austin Health (Vic)		Joanne Sweeney JoS Leonie Pearce (LP) Jill Feltham (JF)
Barwon Health-Geelong (Vic)	Roy Hoevenaars (RH)	Debbie Schulz (DS)
Capital and Coast DHB (NZ)	Steve Whittaker (SW)	Catherine Epps (CE)
Flinders Medical Centre (SA)		Adam Govier (AG) Megan Satanek (MS)
Lyell McEwin Hospital (SA)		Sandra Parr (SP)
Melbourne Health (VIC)		Stella Kravstov (SK) Colin Steel (CS)
Monash Health (VIC)		Raisa Shaikh (RS)
Nepean Hospital (NSW)		David O'Connor (DC)
Princess Alexandra Hospital (QLD)		Wendy McCallum (WM) Kathy Grudzinskas (KG) Julie-Anne Ross (JAR) Cherie Hearn (CH)
Royal Adelaide Hospital (SA)	Ellen Mills (EM)	
Royal Hobart Hospital (TAS)	Annegret Ludwig (AL) Anne Mullavey (AM)	Gudrun Barratt-Peacock(GBK) Wendy Rowell (WR)
Western Health Health Roundtable	Julia Firth (JFi)	Wojciech Korczynski (WK) Pieter Walker (PW)

ITEM	DISCUSSION	ACTION	BY WHOM
1.1 Attendance/Apologies	See page 1.		EM
1.2 Minutes 22nd October 2014	Passed. (SW)		EM
1.3 Actions from Previous Meeting	<ol style="list-style-type: none"> 1. All outstanding members to return General Medicine spreadsheet to AG 2. All outstanding members to complete online membership application 3. EM to forward completed National AH Minimum dataset to AAHBC members – completed 4. JS forward Financial report - completed 5. CH forward CCR results to all 6. JAR to upload tier level descriptions on website. 7. All to forward J&Ps or classification information from individual states to SW 8. All to check actual bed numbers to modelled bed numbers from benchmarking model. 9. JS/AG/EM Complete Pilot Project Business Plan with costings for staffing benchmarking project 10 All to send previous project info to JAR for uploading on website 11. JS to send data audit information to JAR for uploading on website. 12. EM to draft document (One page) outlining values of AAHBC to individual organisations and use for targeting new members. Send draft around to group. Include Data audit, current and future projects, costs. 13. EM to add free membership for Chair to TOR 14. JAR to investigate and also ask WK re intellectual property related to HRT/AAHBC 	<p>Some sites still to do</p> <p>Some sites till to do</p> <p>Completed</p> <p>Completed</p> <p>Yet to do</p> <p>No report</p> <p>Completed</p> <p>Some sites till to do</p> <p>Yet to do</p> <p>Ongoing</p> <p>Yet to do</p> <p>Draft forwarded. Awaiting feedback</p> <p>Completed</p> <p>No report</p>	All
2. The Health Roundtable	<p>No report from HRT rep.</p> <p>AAHBC delegates who attended had the following feedback: Good to have NZ table together. ABF focus was less which was good.</p>		

3. Standing Items			
3.1 Budget /Finance Report	Report tabled		JoS
4. Projects			
4.1 Clinical Care Ratios Project	No further report as CH and AG both apologies.	CH and Ag to meet this week. For write up in The Health review CH to forward results to all members JAR to upload tier level descriptions on website.	CH/AG
4.2 Staff benchmarking model	Piloting FMC, RAH and Alfred. Have mapped clinical units across these sites to an agreed list. Need to confirm disciplines to be included. Members requested Psychology, Neuropsychology and Podiatry. Some discussion re Audiology as casemix differs considerably across sites.	All to check actual beds to modelled bed numbers. Complete Pilot Project Business Plan with costings.	AG/JS/EM JS/AG/EM
4.3 Models of Care	No further update	Continue working with staffing model. All to submit Gen Med questionnaire to AG	AG All
4.4 AAHBC Website	No further update	All to send info from previous involvement in projects. JS to send data audit information and any other.	All JS
4.5 New Zealand Data Group	Teleconference planned for next week to feedback results of audit and plan for future.		SW
4.6 New Projects	Defer until 2015.		

5. AAHBC Membership	<p>EM has updated TOR to include free membership during tenure as Chair.</p> <p>EM also drafted a document outlining value of AAHBC membership and has circulated for comment. For further discussion re targeting members once draft approved.</p> <p>Discussion re current membership and opportunities for expansion: eg. NSW/NZ</p>	<p>All members to provide comment on draft AAHBC value ASAP.</p> <p>Contact AH Directors to determine interest using the one page brief. Also use HRT AH list to highlight relevant organisations and liaise re interest in the group. ? Publicise through HRT.</p>	<p>All</p> <p>AAHBC Chair</p>
6. National Allied Health E-Health Collaborative	<p>Recent minutes and agenda circulated</p>		
7. Any Other Business	<p>Nil</p>		
Next Meeting	<p>Friday 23rd January</p>	<p>Discussion re planning for two face to face meetings in 2015. EM to send calendar requests for 2015 including additional Face to Face.</p>	<p>EM</p>