



Minutes

Date:	Friday 23 January 2015
Time:	10.00 – 11.00am AEST 10.30-11.30am CST 11.00am – 12.00pm AEDT 1.00pm – 2.00pm NZST
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
Alfred Health (Vic)	Jim Sayer (JS)	Ibolya Nyulasi (IN)
Austin Health (Vic)	Joanne Sweeney (JoS)	Jill Feltham (JF) Leonie Pearce (LP)
Barwon Health-Geelong (Vic)		Debbie Schulz (DS) Roy Hoevenaars (RH)
Capital and Coast DHB (NZ)	Steve Whittaker (SW)	
Flinders Medical Centre (SA)	Helen Tedesco (HT)	Sarah Woon (SW)
Lyell McEwin Hospital (SA)		Sandra Parr (SP)
Melbourne Health (VIC)		Colin Steel (CS) Stella Kravstov (SK)
Monash Health (Vic)		Raisa Shaikh (RS)
Nepean Hospital (NSW)		David O'Connor (DC)
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR)	Kathy Grudzinkas (KG) Wendy McCallum (WM)
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	
Royal Hobart Hospital (TAS)	Annegret Ludwig (AL)	Anne Mullavey (AM) Wendy Rowell (WR) Gudrun Barratt-Peacock (GBK)
Western Health (Vic)		Julia Firth (JF)
The Health Roundtable		Pieter Walker (PW) Wojciech Korczynski (WK)

1.0	Opening, quorum and apologies	Who
1.1	Welcomed attendees and noted apologies.	Chair
2.0	Minute confirmation	
2.1	Minutes from the meeting held on 28 November were endorsed by the attendees as a true and accurate record of proceedings. <div style="text-align: center;">  <p>141128 AAHBC Minutes.pdf</p> </div>	All
2.2	Review of actions from previous meetings	Chair
3.0	Standing agenda	Who / Action
3.1	The Health Roundtable update	Wojciech Korczynski
	<ul style="list-style-type: none"> • Nil update • EM advised that she has not heard from WK re peer hospital details 	All members to review New AAHBC HRT reports and discuss at next meeting re opportunities
3.2	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> • Balance \$55,816.00 • Outgoings have been teleconference fees • Billing to be sent in February for 14/15 FY • All members have paid membership for 13/14 FY <div style="text-align: center;">  <p>150123 NAHBC finance report.pdf</p> </div>	JS to send out invoices for membership in February JR to provide AAHBC email account details to JS for use when sending out invoices
3.3	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> • Increased numbers wanting to submit NZ data report • Report sent to National Allied Health Director • Using Trendcare – mulitprofessional group is trying to establish a mDS • Promoting AAHBC membership to group 	SW to continue to promote AAHBC to NZ cohorts
3.2	Data audit	Jim Sayer
	<ul style="list-style-type: none"> • Run June/July 2015 • AAHBC members to decide if they want to standardly run refresher training early each calendar year 	
4.0	Projects	Who / Action
4.1	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> • Nil progress since last meeting • CH has scheduled time off line within the next month to write up results 	CH & AG to finish CCR write up
4.2	Staff benchmarking model	Jim Sayer

	<ul style="list-style-type: none"> • Nil progress since last meeting • JS AH data corrected, Flinders Medical Centre data being finalised and then will submit business case 	HT to liaise with JS re data
4.3	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> • Nil progress since last meeting • Planning to link with Monash Health 	
4.4	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> • Continuing to upload resources on to the website 	JR & WM to develop a funding request for retrospective and prospective funding for website development and maintenance
4.5	New projects	All
	<p>Main projects being completed at each facility:</p> <ul style="list-style-type: none"> • Alfred Hospital <ul style="list-style-type: none"> ○ Competency credentialing framework for internal staff members • Austin Health <ul style="list-style-type: none"> ○ Workforce allocation model – piloted with Physiotherapy with the intent to roll out to other areas post appraisal. Concept is groupings around patient flow rather than traditional models. Use CERNER resources • Capital and Coast DHB <ul style="list-style-type: none"> ○ Developing an alternative to the Calderdale Framework to look at skill sharing and delegation between staffing groups ○ Developed an AH career framework to look at career progression • Flinders Medical Centre <ul style="list-style-type: none"> ○ Speech Pathology are looking at flexible workforce – prioritising according to risk rather than work area • Princess Alexandra Hospital <ul style="list-style-type: none"> ○ Digital Hospital ready for implementation by July 2015 ○ Physiotherapy looking at traffic light system for workload allocation (similar to Alfred Model) • Royal Adelaide Hospital <ul style="list-style-type: none"> ○ Implementing new AH structures ○ Looking at an electronic medical record ○ New Hospital next year • Royal Hobart Hospital <ul style="list-style-type: none"> ○ Reviewing MoC due to staffing reductions, restructuring AH services 	All members to consider opportunities for new projects for AAHBC and bring ideas to the next meeting

	<ul style="list-style-type: none"> ○ Tasmania is restructuring it's health system ● Themes identified <ul style="list-style-type: none"> ○ Looking at systems at how we work on a day to day basis ○ Looking at skills sharing and delegation ○ Competency and credentialing ○ Electronic medical record 	
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	
	<ul style="list-style-type: none"> ● Recirculate update ToR 	CH to obtain a copy of the updated ToR for review and endorsement at subsequent meeting
5.2	Current membership and opportunities for expansion	
	<ul style="list-style-type: none"> ● Nil feedback. ● Document to be included on website ● Chair to liaise with HRT re possible members ● Contact from Eastern Health (Box Hill, Angliss etc) following up re possible membership. Recommend that application be submitted by AH Director 	<p>CH to follow up with HRT re possible new members can approach</p> <p>JR to upload document on the website</p> <p>CH to contact Rebecca Reid re possible membership</p>
6.0	National e-health collaborative	Who / Action
6.1	Update	Ellen Mills
	<ul style="list-style-type: none"> ● Nil update 	EM to provide update at next meeting
7.0	New business	Who / Action
7.1	Projects – update for 2015	All
	<ul style="list-style-type: none"> ● HT to continue to be involved in the Staff benchmarking model project ● JS to continue to lead Data audit with support re questions from other members ● AG interested in additional participation - ? Monash Health and another facility/member 	AG to liaise with Monash Health re additional member to MoC project
7.2	Review agenda	All
	<ul style="list-style-type: none"> ● Nil updates request 	
8.0	Close of meeting, review of action items	Who / Action
8.1	Review of action items	All
	<ul style="list-style-type: none"> ● Completed 	
8.2	Next meeting	For noting

<ul style="list-style-type: none">• Date: 27 February 2015• Time<ul style="list-style-type: none">○ 10.00 – 11.00am AEST○ 10.30-11.30am CST○ 11.00am – 12.00pm AEDT○ 1.00pm – 2.00pm NZST• Venue: Teleconference	CH is an apology
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Action Items

No. Action Items – 2014		Who	When	✓
1	Ensure General Medicine spreadsheet returned to Adam Govier. Adam Govier to recirculate request to membership.	All members	31 January 2015	
2	Ensure online AAHBC membership application form completed. Cherie Hearn to liaise with Ellen Mills re completed membership updates.	All members	31 January 2015	
3	Forward CCR results to all members	Cherie Hearn	31 January 2015	✓
4	Upload tier level descriptions on to AAHBC website	Julie-Anne Ross	31 January 2015	
5	Check actual bed numbers to modelled bed numbers in staff benchmarking model and advise Jim Sayer of any discrepancies	All members	31 January 2015	
6	Complete pilot project business plan with costings for staff benchmarking model	Adam Govier, Ellen Mills & Jim Sayer	31 January 2015	
7	Forward previous project final reports to Julie-Anne Ross for uploading on to the website. Send requests for items that are still required	All members	31 January 2015	
8	Forward Julie-Anne Ross all previous years AAHBC data audit results for uploading on to the AAHBC website	Jim Sayer	31 January 2015	
9	Provide feedback to Ellen Mills on one page document detailing the value of AAHBC to individual organisations	All members	31 January 2015	
10	Investigate with WK re intellectual property related to HRT data	Julie-Anne Ross	31 January 2015	
11	Put funding proposal for retrospective and prospective funding for the AAHBC website establishment and maintenance	Cherie Hearn, Julie-Anne Ross and Wendy McCallum	31 January 2015	

No. Action Items – 28 November 2014		Who	When	✓
1	Review CCR data and commence write up for the Health Review	Adam Govier & Cherie Hearn	5 December 2014	
2	Use HRT AH list to highlight relevant organisation and	Cherie Hearn	31 January 2015	

	then contact Allied Health Directors to determine interest in AAHBC membership			
3	Consider publicising AAHBC through HRT	All members	23 January 2015	
4	Consider possibility of having two face to face AAHBC meetings in 2015	All members	23 January 2015	

No. Action Items – 23 January 2015		Who	When	✓
1	Resend appointment to membership	Julie-Anne Ross	27 February 2015	✓
2	Review New AAHBC HRT reports and discuss at next meeting re opportunities	All members	27 February 2015	
3	Send out invoices for membership in February	Joanne Sweeney	30 June 2015	
4	Provide AAHBC email account details to JS for use when sending out invoices	Julie-Anne Ross	31 January 2015	✓
5	Continue to promote AAHBC to NZ cohorts	Steve Whittaker	Ongoing	
6	Finish CCR write up	Adam Govier & Cherie Hearn	30 June 2015	
7	Liaise with JS re data	Helen Tedesco	27 February 2015	
8	Develop a funding request for retrospective and prospective funding for website development and maintenance	Julie-Anne Ross & Wendy McCallum	27 February 2015	
9	Consider opportunities for new projects for AAHBC and bring ideas to the next meeting	All members	27 February 2015	
10	Obtain a copy of the updated ToR for review and endorsement at subsequent meeting	Cherie Hearn	31 January 2015	
11	Follow up with HRT re possible new members we can approach	Cherie Hearn	27 February 2015	
12	Upload information for new members document on the website	Julie-Anne Ross	27 February 2015	
13	Contact Rebecca Reid re possible membership	Cherie Hearn	27 February 2015	
14	Provide update on NAHeHC at next meeting	Ellen Mills	27 February 2015	
15	Liaise with Monash Health re additional member to MoC project	Adam Govier	27 February 2015	
16	Consider if would like to be involved in the Moc project	All members	27 February 2015	