






## Minutes


<b>Date:</b>	Friday 27 February 2015
<b>Time:</b>	10.00 – 11.00am AEST 10.30-11.30am CST 11.00am – 12.00pm AEDT 1.00pm – 2.00pm NZST
<b>Connection:</b>	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)	<b>Jim Sayer (JS)</b>	Ibolya Nyulasi (IN)
Austin Health (Vic)	<b>Joanne Sweeney (JoS)</b>	
Barwon Health-Geelong (Vic)	<b>Roy Hoevenaars (RH)</b>	Debbie Schulz (DS)
Capital and Coast DHB (NZ)		Steve Whittaker (SW)
Flinders Medical Centre (SA)	<b>Helen Tedesco (HT)</b>	Sarah Woon (SW)
Lyell McEwin Hospital (SA)		Sandra Parr (SP)
Melbourne Health (VIC)	<b>Colin Steel (CS)</b>	Stella Kravstov (SK)
Monash Health (Vic)		Raisa Shaikh (RS)
Nepean Hospital (NSW)		David O'Connor (DC)
Princess Alexandra Hospital (QLD)	<b>Julie-Anne Ross (JR)</b>	Cherie Hearn (CH) Kathy Grudzinkas (KG) Wendy McCallum (WM)
Royal Adelaide Hospital (SA)	<b>Adam Govier (AG)</b> <b>Ellen Mills (EM)</b>	
Royal Hobart Hospital (TAS)	<b>Anne Mullavey (AM)</b> <b>Annegret Ludwig (AL)</b> <b>Wendy Rowell (WR)</b>	Gudrun Barratt-Peacock (GBK)
Western Health (Vic)	<b>Diana Perre (DP)</b>	Julia Firth (JF)
The Health Roundtable	<b>Wojciech Korczynski (WK)</b>	Pieter Walker (PW)
<b>1.0</b>	<b>Opening, quorum and apologies</b>	<b>Who</b>
1.1	Welcomed attendees and noted apologies.	Chair

	Cherie Hearn is an apology so Julie-Anne Ross chaired the meeting.	
<b>2.0</b>	<b>Minute confirmation</b>	
2.1	Minutes from the meeting held on 23 January 2015 were endorsed by the attendees as a true and accurate record of proceedings.   150123 AAHBC Minutes.pdf	All
2.2	Review of actions from previous meetings	Chair
<b>3.0</b>	<b>Standing agenda</b>	<b>Who / Action</b>
3.1	The Health Roundtable update	Wojciech Korczynski
	New AAHBC Peer HRT reports <ul style="list-style-type: none"> <li>• Grouped AAHBC members in to the reports (if also members of HRT). Reports identical to previous Members value ability to look at AAHBC peers. <ul style="list-style-type: none"> <li>○ Individual reports not discussed.</li> </ul> </li> <li>• Health Round Table Meeting 2015 <ul style="list-style-type: none"> <li>○ Theme – linking activity to outcomes</li> <li>○ 29 &amp; 30 October 2015</li> <li>○ Rydges (Exhibition St), Melbourne</li> <li>○ AAHBC face-to-face planning (28 October 2015)</li> </ul> </li> <li>• HRT data and intellectual property <ul style="list-style-type: none"> <li>○ HRT document re use of data for members reference     hrtresearchpolicy.pdf</li> <li>○ Facilities (CEOs) which data you want to use have to unanimously agree on data being used. This is actually a privacy/confidentiality issue and not an intellectual property.</li> <li>○ A form needs to be tables to the boards for final approval.</li> <li>○ Research is encouraged, analysis that results might negatively impact another organisation is not going to be approved.</li> <li>○ If hospitals share their data it has nothing to do with HRT. If hospitals are outside a form needs to be filled in.</li> </ul> </li> <li>• 50 hospitals subscribed to the Allied Health Benchmarking Group at present.</li> </ul>	

3.2	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> <li>Balance \$55,144.00</li> </ul>  <p>NAHBC finance report July 14 June 1</p> <ul style="list-style-type: none"> <li>Outgoings teleconferencing fees.</li> <li>Billing contacts checked by members. Corrections to be submitted ASAP.</li> </ul>  <p>AAHBC LISTING FEB 2015.docx</p>	<p><b>All</b> members to ensure that the billing contact information is correct and advise JoS of same by 2 March 2015.</p> <p><b>JoS</b> to send out invoices for membership in February</p> <p><b>CH</b> to investigate about Christchurch Hospital wanting to rejoin AAHBC.</p> <p><b>CH</b> to advise JoS re Christchurch.</p>
3.3	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> <li>Nil provided</li> </ul>	
3.2	Data audit	Jim Sayer
	<ul style="list-style-type: none"> <li>Run June/July 2015</li> <li>Similar process for running audit as per last year.</li> <li>People nominated to be involved in reviewing questions – Wendy McCallum, Helen Tedesco, Anne Mullavey</li> <li>AAHBC members discussed annual refresher training. Agreed that refresher packages are appropriate.</li> <li>AAHBC refresher document frequently used. To be updated.</li> </ul>	<p><b>JS</b> to convene group to review questions and refresher document.</p> <p><b>JS</b> to send AAHBC refresher document for consideration for use by all members.</p>
<b>4.0</b>	<b>Projects</b>	<b>Who / Action</b>
4.1	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> <li>Write up being completed. AH awaiting draft from CH.</li> </ul>	<b>CH &amp; AG</b> to finish CCR write up
4.2	Staff benchmarking model	Jim Sayer
	<ul style="list-style-type: none"> <li>Still liaising with HT re data.</li> </ul>	<b>JS &amp; HT</b> to sort out missing data.
4.3	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> <li>Document collating responses received to date circulated on 25 February 2015.</li> </ul>  <p>AAHBC General Medicine Benchmarkir</p> <ul style="list-style-type: none"> <li>Some additional information received post circulation of data.</li> <li>Workforce modelling next step.</li> </ul>	<b>AG</b> to update document and recirculate to membership for review.
4.4	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> <li>Continuing to upload resources on to the website.</li> <li>Yet to develop a funding request.</li> <li>Access required for Diana Perre, Debbie Schulz.</li> </ul>	<b>JR &amp; WM</b> to develop a funding request for retrospective and prospective funding for website

		development and maintenance
4.5	New projects	All
	<p><b>Main projects being completed at each facility:</b></p> <ul style="list-style-type: none"> <li>• Alfred Hospital <ul style="list-style-type: none"> <li>○ Electronic clinical handover document being rolled out.</li> </ul> </li> <li>• Austin Health <ul style="list-style-type: none"> <li>○ Workforce allocation model.</li> </ul> </li> <li>• Capital and Coast DHB <ul style="list-style-type: none"> <li>○ Nil update</li> </ul> </li> <li>• Flinders Medical Centre <ul style="list-style-type: none"> <li>○ Stroke KPIs for database.</li> </ul> </li> <li>• Princess Alexandra Hospital <ul style="list-style-type: none"> <li>○ Digital Hospital implementation date extended to end 2015</li> <li>○ Participating in the National Teaching, training and research study which is funded by IHPA to develop costing models.</li> </ul> </li> </ul> <div style="text-align: center;">  <p>Jurisdictional workshop outline - TTStudy - Paxton Partnstudy - Jurisdictional</p> </div> <ul style="list-style-type: none"> <li>• Royal Adelaide Hospital <ul style="list-style-type: none"> <li>○ Business case up re General Medicine, linked with benchmarking figures. Looking at staffing re LOS savings</li> <li>○ Enormous amount of work around moving to a new hospital.</li> </ul> </li> <li>• Royal Hobart Hospital <ul style="list-style-type: none"> <li>○ Continuing with AH restructure, moving to one Tasmanian Health Service</li> </ul> </li> <li>• Royal Melbourne <ul style="list-style-type: none"> <li>○ Fully electronic clinical handover</li> <li>○ Moving to activity bar coding (scanning of activity using ABC)</li> <li>○ Looking at MoC for all AH services</li> <li>○ Victorian comprehensive Ca centre – looking at MoC and sharing care between Royal Melbourne and Pete Mac.</li> </ul> </li> <li>• <b>Themes identified</b> <ul style="list-style-type: none"> <li>○ Looking at systems at how we work on a day to day basis</li> <li>○ Electronic medical record</li> </ul> </li> </ul>	<p><b>All members</b> to consider opportunities for new projects and existing funding</p>
5.0	<b>AAHBC membership</b>	<b>Who / Action</b>
5.1	Terms of reference	

	<ul style="list-style-type: none"> <li>CH re-circulated the updated ToR for review, these have previously been endorsed, one change made re changing Southern to Monash Health.</li> <li>Question from Steve Whittaker (via email) as to whether Christchurch DHB are still AAHBC members.</li> <li>Ratification of alterations made by all attendees.</li> </ul>	<b>JR</b> to post ToR on website.
5.2	Current membership and opportunities for expansion	
	<ul style="list-style-type: none"> <li>CH requires a list of all financial members of AAHBC and all members who have completed the membership form.</li> <li>CH obtained a list from HRT re current members of HRT. All members approached re identifying appropriate options within their states. Ideas generated in meeting were: <ul style="list-style-type: none"> <li>Qld – RBWH, TPCH, Townsville, GCUH</li> <li>Victoria – Northern Health</li> <li>SA – Nil</li> <li>ACT – Royal Canberra</li> <li>NSW – St Vincent’s, RPA, Westmead, Northshore, Prince of Wales, St George, Bankstown, Liverpool</li> <li>WA – Fiona Stanley, Charles Gardiner, Royal Perth</li> <li>NZ – Not discussed</li> </ul> </li> <li>Contact from Eastern Health (Box Hill, Angliss etc) following up re possible membership. Recommend that application be submitted by AH Director. CH contacted Rebecca Reid via email re possible membership. Uncertain re reply.</li> <li>JF approached St Vincent’s Melbourne last year re membership and sent ToR, current projects and website details to the Director Allied Health, Fiona McKinnon.</li> <li>JF also advised she would liaise with her Northern Health colleagues.</li> </ul>	<p><b>JR</b> to upload document re possible membership on to the website</p> <p><b>EM</b> to provide a copy of all completed membership forms to CH (for reference) and JR (for uploading on to website) and JoS</p>
<b>6.0</b>	<b>National e-health collaborative</b>	<b>Who / Action</b>
6.1	Update	Ellen Mills
	<ul style="list-style-type: none"> <li>Attended in November last year.</li> <li>Feedback about proposed National AH dataset.</li> </ul> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">   National DSS project  brief_20022015.doc </div> <div style="text-align: center;">   AH DSS inc  consultation feedback </div> <div style="text-align: center;">   Attach 3 NHISSC  guide.pdf </div> </div> <ul style="list-style-type: none"> <li>Includes a project outline of how it will be progressed using external data agencies. Project funding and funding to progress more formally.</li> <li>Data sets around identifying male and female, removing postal and telephone numbers, change in group session indicator, addition of date on which referral received,</li> </ul>	<p><b>All members</b> to review document and provide feedback to EM prior to 10 March 2015</p>

	distinction between clinical activity and other activity etc <ul style="list-style-type: none"> <li>Date for follow up meeting yet to be established.</li> </ul>	
<b>7.0</b>	<b>New business</b>	<b>Who / Action</b>
7.1	Projects – update for 2015	All
	<ul style="list-style-type: none"> <li>Ideas generated from the October 2014 face-to-face meeting:             <ul style="list-style-type: none"> <li>TT &amp; R – time spent and models used</li> <li>Scope of practice and expanded/advanced roles</li> <li>AHA roles</li> <li>Outcome measures</li> </ul> </li> <li>Decision that everyone busy enough at this point in time. Consider project funding for offline time using funds available.</li> </ul>	<b>CH</b> to develop a proforma for project proposals
<b>8.0</b>	<b>Close of meeting, review of action items</b>	<b>Who / Action</b>
8.1	Review of action items	All
	<ul style="list-style-type: none"> <li>Completed</li> </ul>	
8.2	Next meeting	For noting
	<ul style="list-style-type: none"> <li>Date: 27 March 2015</li> <li>Time             <ul style="list-style-type: none"> <li>10.00 – 11.00am AEST</li> <li>10.30-11.30am CST</li> <li>11.00am – 12.00pm AEDT</li> <li>1.00pm – 2.00pm NZST</li> </ul> </li> <li>Venue: Teleconference</li> </ul>	

## 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.	All members	31 January 2015	
	Send requests for project final reports that are still required	Julie-Anne Ross	27 March 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 then contact Allied Health Directors to determine interest in AAHBC membership	Cherie Hearn	31 January 2015	✓
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	Consider opportunities for new projects for AAHBC and bring ideas to the next meeting	All members	27 February 2015	✓
9	Obtain a copy of the updated ToR for review and endorsement at subsequent meeting	Cherie Hearn	31 January 2015	✓
10	Follow up with HRT re possible new members we can approach	Cherie Hearn	27 February 2015	✓
11	Upload information for new members document on the website	Julie-Anne Ross	27 February 2015	
12	Contact Rebecca Reid re possible membership	Cherie Hearn	27 February 2015	✓
13	Provide update on NAHeHC at next meeting	Ellen Mills	27 February 2015	✓
14	Liaise with Monash Health re additional member to MoC project	Adam Govier	27 February 2015	✓
15	Consider if would like to be involved in the Moc project	All members	27 February 2015	✓

No. Action Items – 27 February 2015		Who	When	✓
1	Ensure that the billing contact information is correct and advise JoS of same by 2 March 2015.	All members		
2	Send out invoices for membership in February	Joanne Sweeney		
3	Investigate about Christchurch Hospital wanting to	Cherie Hearn		



	rejoin AAHBC.			
<b>4</b>	Advise JoS re Christchurch.	Cherie Hearn		
<b>5</b>	Convene group to review questions and refresher document.	Jim Sayer		
<b>6</b>	Send AAHBC refresher document for consideration for use by all members.	Jim Sayer		
<b>7</b>	Sort out missing data.	Jim Sayer & Helen Tedesco		
<b>8</b>	Update document and recirculate to membership for review.	Adam Govier		
<b>9</b>	Provide a copy of all completed membership forms to CH (for reference) and JR (for uploading on to website) and JoS	Ellen Mills		✓
<b>10</b>	Review document and provide feedback to EM prior to 10 March 2015	All members		
<b>11</b>	Develop a proforma for project proposals	Cherie Hearn		