



Minutes

Date:	Friday 27 March 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)	
Barwon Health-Geelong (Vic)		Debbie Schulz (DS) Roy Hovenaars (RH)
Capital and Coast DHB (NZ)	Steve Whittaker (SW)	
Flinders Medical Centre (SA)	Sarah Woon (SW)	Helen Tedesco (HT)
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) Wendy McCallum (WM)	Kathy Grudzinkas (KG)
Royal Adelaide Hospital (SA)	Ellen Mills (EM)	Adam Govier (AG)
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL) Wendy Rowell (WR)	Gudrun Barratt-Peacock (GBK)
Western Health (Vic)	Diana Perre (DP)	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	<p>Minutes from the meeting held on 27 February 2015 were endorsed by the attendees as a true and accurate record of proceedings.</p>  <p>150227 AAHBC Minutes.pdf</p>	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 from HRT • EM advised RSI figures have been updated for HRT reporting. This has been applied to the most recent set of inpatient reports. • New AAHBC Peer HRT reports <ul style="list-style-type: none"> ○ Nil discussion • Health Round Table Meeting 2015 <ul style="list-style-type: none"> ○ Theme – linking activity to outcomes ○ 29 & 30 October 2015 ○ Rydges (Exhibition St), Melbourne • AAHBC face-to-face planning (28 October 2015) <ul style="list-style-type: none"> ○ Cherie to follow up with Melbourne Health re possible tour and meeting venue • HRT data and intellectual property – to be further investigated 	<p>CH to follow up with Melbourne Health re possible site visit to look at redevelopment and hold AAHBC meeting on 28 October 2015.</p> <p>All members to come to April meeting with ideas for the agenda for the face-to-face AAHBC meeting in October.</p> <p>CH to liaise with WK re Adelaide as possible HRT meeting site for 2016.</p>
3.2	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> • Balance \$58,453.00  <p>NAHBC finance report July 14 June 1</p> <ul style="list-style-type: none"> • Still awaiting some membership fees to be paid. 	JS to resend invoice to Royal Hobart Hospital.
3.3	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> • Working towards a common data set. 	
3.4	Data audit	Jim Sayer
	<ul style="list-style-type: none"> • Data audit <ul style="list-style-type: none"> ○ Group met and reviewed questions. Some refinement occurred. Questions confirmed. ○ Scheduled for 1 - 14 June 2015. 	<p>JS to forward AAHBC refresher document to JR for circulation.</p> <p>JS to follow up with Queensland Health re ?participating in the</p>

	<ul style="list-style-type: none"> ○ Unsure re if Queensland Health will be participating in the audit again ● AAHBC refresher document <ul style="list-style-type: none"> ○ HT and WM have reviewed document. ○ Adding additional examples to the document where there is frequent confusion, e.g. CSM vs NIPA. 	audit this year.
3.5	AAHBC membership	
	<ul style="list-style-type: none"> ● Terms of reference require review in December 2015. ● Opportunities for expansion <ul style="list-style-type: none"> ○ Agreed focus on Victoria and NSW for additional membership. 	CH to follow up with some of Qld, Victorian and NSW hospitals re possible AAHBC membership.
4.0	Projects	Who / Action CH to add to project proposal.
4.1	Project proposal	
	<ul style="list-style-type: none"> ● Draft document developed. ● Document to include a reminder / alert in the project proposal to facilitate consideration of ethics and intellectual property at outset of project 	CH to circulate to members draft project proposal document CH to add to project proposal re ethics and intellectual property
4.1	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> ● Draft publication written. ● Some statistics were incorrect and these have now been corrected. ● Ethics exemption application being progressed. Site specific applications will need to be progressed if this exemption is not approved. 	CH to investigate with PA Hospital lawyers re best path forward re intellectual property and authorship.
4.2	Staff benchmarking model	Jim Sayer
	<ul style="list-style-type: none"> ● Majority of data in the new system. ● Changing the system to agreed unit names rather than DRGs. ● Have drafted a document re the specifications for data. Anticipated that the data will be simple to provide. ● Hope that the model will be finalised in the next week. 	JS to circulate draft specifications data and model before 24 April 2015. EM to develop a draft business plan for project by 24 April 2015.
4.3	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> ● Updated document sent out after the last meeting. ● Nil update. 	
4.4	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> ● Continuing to upload resources on to the website. ● Yet to develop a funding request. ● Access required for Diana Perre, Debbie Schulz, Annegret 	All members requiring access to the website to advise Julie-Anne Ross

	Ludwig	
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"> ○ Budget bid process at the moment. Looking at outpatient savings. ○ Developing competency framework for acute Physiotherapy. • Austin Health <ul style="list-style-type: none"> ○ Department of Health funding grant re Advanced AH roles – podiatric surgery (tendon release surgery in an outpatient setting), PEG feeds for Dietitians, FEES competency program. ○ Workforce allocation project still running • Capital and Coast DHB <ul style="list-style-type: none"> ○ Reviewing at Physiotherapy outpatient model • Flinders Medical Centre <ul style="list-style-type: none"> • Transforming Health agenda has impacts with possible moving rehabilitation services to the Flinders and closing the repatriation hospital • Looking at 7 day service for allied health • Monash Health <ul style="list-style-type: none"> ○ Looking at Advanced and extended roles in Physiotherapy and advanced podiatry. ○ Looking at allied health outpatients to get ready for ABF in July. Monash Health looking at Cerner for its electronic medical record journey. ○ Looking at general medicine MoC. ○ Weekend project finished. Awaiting final data analysis (around end of July for all of the results to be submitted). • Princess Alexandra Hospital <ul style="list-style-type: none"> ○ Expanding specialised outpatient services by allied health. ○ November 2015 is the official date for being ready for implementation of the digital hospital ○ Liaising with box Hill ○ Ministerial Taskforce – looking at advanced and extended roles. Looking at increasing with Advanced Physiotherapy service ○ Commencing work on 7 day service ○ Budget build • Royal Adelaide Hospital 	<p>All members to consider opportunities for new projects and existing funding</p>

	<ul style="list-style-type: none"> ○ Implemented full data capture for RAH and Royal Hampstead ○ Tour of new Royal Adelaide Hospital – move in June next year. ○ Involved in the transforming care agenda. Looking at additional FTE required. ● Royal Hobart Hospital <ul style="list-style-type: none"> ○ Looking at clinical redesign in medical services and older persons journey ○ RHH redevelopment is underway. Will be in temporary accommodation for a time. ○ Tasmania Health Service – will be one Tasmanian Health service rather than 3 health organisations. Green paper distributed by the Government was medically focused so have been raising the AH profile so that AH is further understood and appreciated. ● Royal Melbourne ● Themes identified <ul style="list-style-type: none"> ○ Looking at systems at how we work on a day to day basis ○ Electronic medical record 	
5.0	National e-health collaborative	Who / Action
5.1	Update	Ellen Mills
	<p>NAHeHC and AHPA believe that NAHeHC needs to continue managing the project up until funds have been successfully sourced, but we are supportive of the proposal that AHPA be named as the auspicing organisation to facilitate the submission to NHISSC. AHPA are looking for funding opportunities – as we presume members of NAHeHCare too.</p> <p>They are proposing to put the following to the AHPA Board on 7th April:</p> <p>That AHPA accepts the auspicing role for the National Allied Health Data Set Specification Project for the purposes of:</p> <ul style="list-style-type: none"> a) Facilitating the submission to NHISSC b) Submitting funding applications c) Receiving funds and signing contact(s) d) Managing the project once funding received 	All members to advise EM re feedback today.
6.0	New business	Who / Action
6.1		All
	<ul style="list-style-type: none"> ● Nil 	
7.0	Close of meeting, review of action items	Who / Action
7.1	Review of action items	All

	<ul style="list-style-type: none"> Completed 	
7.2	Next meeting	For noting
	<ul style="list-style-type: none"> Date: 24 April 2015 Time <ul style="list-style-type: none"> 10.00 – 11.00am AEST 10.30-11.30am CST 1.00pm – 2.00pm NZST Venue: Teleconference 	

Action Items

No. Action Items – 2014		Who	When	✓
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	
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	✓

No. Action Items – 23 January 2015		Who	When	✓
3	Send out invoices for membership in February	Joanne Sweeney	30 June 2015	✓
6	Finish CCR write up	Adam Govier & Cherie Hearn	30 June 2015	
7	Liaise with JS re data	Helen Tedesco	27 February 2015	✓
11	Upload information for new members document on the website	Julie-Anne Ross	27 February 2015	

No. Action Items – 27 February 2015		Who	When	✓
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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 re-join AAHBC.	Cherie Hearn		
4	Advise JoS re Christchurch.	Cherie Hearn		
5	Convene group to review questions and refresher document.	Jim Sayer		✓
6	Send AAHBC refresher document for consideration for use by all members.	Jim Sayer		
7	Sort out missing data.	Jim Sayer & Helen Tedesco		✓
8	Update document and recirculate to membership for review.	Adam Govier		✓
9	Provide a copy of all completed membership forms to CH (for reference) and JR (for uploading on to website) and JoS	Ellen Mills		✓
10	Review document and provide feedback to EM prior to 10 March 2015	All members		✓
11	Develop a proforma for project proposals	Cherie Hearn		

No.	Action Items – 27 March 2015	Who	When	✓
1	Add Diana Perre to the email distribution list	Julie-Anne Ross	24 April 2015	
2	Add Diana Perre to the website	Julie-Anne Ross	24 April 2015	
3	Follow up with Melbourne Health re possible site visit to look at redevelopment and hold AHHBC meeting on 28 October 2015.	Cherie Hearn	24 April 2015	
4	Come to April meeting with ideas for the agenda for the face-to-face AAHBC meeting in October.	All members	24 April 2015	
5	Liaise with WK re Adelaide as possible HRT meeting site for 2016.	Cherie Hearn	24 April 2015	
6	Resend invoice to Royal Hobart Hospital.	Joanne Sweeney	24 April 2015	
7	Forward AAHBC refresher document to JR for circulation.	Jim Sayer	24 April 2015	
8	Follow up with Queensland Health re ?participating in the audit this year.	Jim Sayer	24 April 2015	
9	Follow up with some of Qld, Victorian and NSW hospitals re possible AAHBC membership.	Cherie Hearn	24 April 2015	
10	Circulate to members draft project proposal	Cherie Hearn	24 April 2015	

	document			
11	Add to project proposal re ethics and intellectual property	Cherie Hearn	24 April 2015	
12	Investigate with PA Hospital lawyers re best path forward re intellectual property and authorship.	Cherie Hearn	24 April 2015	
13	Circulate draft specifications data and model before 24 April 2015.	Jim Sayer	24 April 2015	
14	Develop a draft business plan for project by 24 April 2015.	Ellen Mills	24 April 2015	
15	Advise Julie-Anne Ross if you require access to the members only section of the website	All members	24 April 2015	
16	Advise Ellen Mills re feedback re NAHeHC email today.	All members	27 March 2015	