


Minutes

Date:	Friday 24 April 2015
Time:	11.00 – 12.00am AEST 10.30-11.30am CST 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)		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) Wendy McCallum (WM)	Kathy Grudzinkas (KG)
Royal Adelaide Hospital (SA)		Adam Govier (AG) Ellen Mills (EM)
Royal Hobart Hospital (TAS)	Anne Mullavey (AM)	Annegret Ludwig (AL) Gudrun Barratt-Peacock (GBK) Wendy Rowell (WR)
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 March 2015 were endorsed by the attendees as a true and accurate record of proceedings.</p>  <p>150327 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"> • 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 • Suggested venue for 2016 meeting <ul style="list-style-type: none"> ○ Royal Adelaide Hospital ○ Cherie Hearn has contacted Wojciech Korczynski re request for venue. For this to be considered would need to be majority agreed at the next meeting • AAHBC face-to-face planning (28 October 2015) <ul style="list-style-type: none"> ○ Aim for only one face to face this year. ○ Discussion re priority for agenda <ul style="list-style-type: none"> ▪ Update re current projects ▪ Update on staffing model ▪ Brainstorm ideas re new projects ▪ Electronic medical record ▪ Results of 2015 data audit ▪ Australia/New Zealand nexus ○ Outcome of discussion with Melbourne Health re site visit <ul style="list-style-type: none"> ▪ Meet at the Royal Park campus and have a visit to the movement hub and UL. ▪ Aim to meet at noon for lunch and then commence meeting at 1pm. • HRT data and intellectual property <ul style="list-style-type: none"> ○ Cherie Hearn has commenced liaising with the PA Hospital lawyers. Need a specific example before definitive advice can be given. ○ Ethics, governance and intellectual property agreements need to be considered for all new projects. 		<p>Colin Steel to send out some background information about the site visit</p> <p>Julie-Anne Ross and Colin Steel to liaise re venue</p> <p>Cherie Hearn to commence drafting agenda for face-to-face meeting</p> <p>Jim Sayer to commence ethics application and documenting governance for staffing model for discussion at the next meeting.</p> <p>Cherie Hearn to take the clinical care ratio project example to the PA Hospital lawyers to increase understanding of intellectual property considerations. This is then to be further considered for other projects once we have an increased understanding.</p>

3.2	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> Balance \$58,425 Members advised that the invoice for 15/16 has 14/15 on invoice. 	Cherie Hearn to liaise with Joanne Sweeney re invoice dates.
3.3	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> Cherie Hearn has contacted Canterbury who advised they are re-considering their membership 	
3.4	Data audit	Jim Sayer
	<ul style="list-style-type: none"> Data audit <ul style="list-style-type: none"> To be held from 13 - 29 July 2015. Monash Health will be participating this year. The organisation collects clinical care information only. AAHBC refresher document <ul style="list-style-type: none"> Has been reviewed and updated. For distribution. 	<p>Jim Sayer to distribute refresher document to all members.</p> <p>New members to contact Jim Sayer (Telephone 9076 3455) re participation in audit and tiers to use for your organisation.</p>
3.5	Terms of references	
	<ul style="list-style-type: none"> Due for review in December 2015. 	
4.0	Projects	Who / Action
4.1	Project proposal	
	<ul style="list-style-type: none"> Draft circulated to some members 	Cherie Hearn to distribute draft to all members for comment by end April.
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> Progress of publication. <ul style="list-style-type: none"> Ethics exemption obtained. Additional work has been done on refining the statistics for the project. Addendum to minutes – Cherie Hearn is considering presenting at the National Allied Health Conference. 	<p>Cherie Hearn and Adam Govier to continue to progress publication.</p> <p>Cherie Hearn to submit abstract for NAHC on CCR work.</p>
4.3	Staff benchmarking model	Jim Sayer
	<ul style="list-style-type: none"> Finalised the specifications file. All members will need to organise data by financial year and will need to map your local units to the general names. Project proposal Discussion re new model <ul style="list-style-type: none"> Data can be added in quite readily Additional data needs to be submitted to make the model more valid. No longer using clinical service groups and DRGs. Will have agreed groupings and your local unit under that to see performance. 	<p>Jim Sayer to send specifications to membership.</p> <p>All members to consider participation in staff benchmarking model.</p> <p>Jim Sayer to commence ethics application and documenting governance.</p> <p>All members need to consider how ICU should be captured in staffing model.</p>

	<ul style="list-style-type: none"> ○ Will give an 'Allied Health figure' for your hospital, it will be a high level number which will give you a basic measure to compare with other hospitals. It will then drill down to profession. ○ Discussion that there would be more meaning in the data if we could separate the 'Allied Health figure' for acute and rehabilitation. Jim Sayer advised that this is dependent upon your mapping. ○ Tracheostomy isn't a unit so these patients are wrapped up in to the relevant units. ○ Model doesn't allow for ICU at this point in time as at Alfred Health they don't have this as a referring source. 	
4.4	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> • Nil update. 	
4.5	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> • All members on distribution list have access to the website 'members only' area. • Continuing to upload resources on to the website. • Funding request yet to be developed. 	All members requiring access to the website to advise Julie-Anne Ross
4.6	New projects	All
	<p>Main projects being completed at each facility:</p> <ul style="list-style-type: none"> • Alfred Hospital • Austin Health • Capital and Coast DHB • Flinders Medical Centre • Monash Health • Princess Alexandra Hospital • Royal Adelaide Hospital • Royal Hobart Hospital • Royal Melbourne • Themes identified <p>Nil discussion.</p>	All members to consider opportunities for new projects and existing funding
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<ul style="list-style-type: none"> • Require review in December 2015. Not for discussion. 	
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> • NZ – Canterbury DHB • Qld – Gold Coast University Hospital, TPCH, RBWH, Townsville Hospital, Logan Hospital 	Cherie Hearn to follow up with relevant facilities re membership

	<ul style="list-style-type: none"> Victoria – St Vincent’s Hospital NSW – Illawarra, St Vincent’s Hospital 	
5.3	Applications for membership	All
	<ul style="list-style-type: none"> Gold Coast University Hospital application for membership submitted. Discussion occurred. 	Cherie Hearn to check data accuracy meets requirements for AAHBC and then progress with membership.
6.0	National e-health collaborative	Who / Action
6.1	Update	Ellen Mills
	<ul style="list-style-type: none"> Nil update. 	
7.0	New business	Who / Action
7.1		All
	<ul style="list-style-type: none"> Nil new business. 	
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: 22 May 2015 Time <ul style="list-style-type: none"> ○ 11.00 – 12.00am 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	
9	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	Develop funding proposal for retrospective and prospective funding for the AAHBC website establishment and maintenance and table to meeting	Cherie Hearn, Julie-Anne Ross and Wendy McCallum	31 January 2015	

No.	Action Items – 23 January 2015	Who	When	✓
6	Finish CCR write up	Adam Govier & Cherie Hearn	30 June 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	✓
3	Investigate about Christchurch Hospital wanting to re-join AAHBC.	Cherie Hearn		✓
4	Advise JoS re Christchurch.	Cherie Hearn		
6	Send AAHBC refresher document for consideration for use by all members.	Jim Sayer		

11	Develop a proforma for project proposals	Cherie Hearn		
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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 Julie-Anne Ross 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 document	Cherie Hearn	24 April 2015	✓
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	✓

No. Action Items – 24 April 2015		Who	When	✓
1	Request RAH sell Adelaide as a venue for the next HRT meeting.	Cherie	22 May 2015	
2	Discuss at the next face-to-face meeting re ?videoconferences	All members	28 October 2015	
3	Send out some background information about the	Colin Steel	22 May 2015	

	site visit in October.			
4	Liaise re venue	Julie-Anne Ross and Colin Steel	22 May 2015	
5	Commence drafting agenda for face-to-face meeting	Cherie Hearn	22 May 2015	
6	Commence ethics application and documenting governance for staffing model for discussion at the next meeting.	Jim Sayer	22 May 2015	
7	Take the clinical care ratio project example to the PA Hospital lawyers to increase understanding of intellectual property considerations. This is then to be further considered for other projects once we have an increased understanding.	Cherie Hearn	22 May 2015	
8	Liaise with Joanne Sweeney re invoice dates.	Cherie Hearn	22 May 2015	✓
9	Distribute refresher document to all members.	Jim Sayer	22 May 2015	
10	Contact Jim Sayer (Telephone 9076 3455) re participation in audit and tiers to use for your organisation.	New members	22 May 2015	
11	Distribute draft to all members for comment by end April.	Cherie Hearn	30 April 2015	
12	Submit abstract for NAHC on CCR work.	Cherie Hearn	22 May 2015	
13	Send staffing model specifications to membership.	Jim Sayer	22 May 2015	
14	Consider participation in staff benchmarking model.	All members	22 May 2015	
15	Commence ethics application and documenting governance.	Jim Sayer	22 May 2015	
16	Consider how ICU should be captured in staffing model.	All members	22 May 2015	
17	to follow up with relevant facilities re membership	Cherie Hearn	22 May 2015	
18	to check data accuracy meets requirements for AAHBC and then progress with membership.	Cherie Hearn	ASAP	✓

Add to agenda – proposal to change meeting date in June to 19 June