





Minutes

Date:	Friday 22 May 2015
Time:	11.00 – 12.00am AEST 11.30-12.30am 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)		Ibolya Nyulasi (IN) Jim Sayer (JS)
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)
Gold Coast University Hospital	Jill Mahoney (JM) Dr Sharon Mickan (SM)	
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) Wendy McCallum (WM)	Julie-Anne Ross (JR) Kathy Grudzinkas (KG)
Royal Adelaide Hospital (SA)	Adam Govier (AG)	Ellen Mills (EM)
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Gudrun Barratt-Peacock (GBK) Wendy Rowell (WR)	Annegret Ludwig (AL)
Western Health (Vic)		Diana Perre (DP) Julia Firth (JF)
The Health Roundtable	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 24 April 2015 were endorsed by the attendees as a true and accurate record of proceedings. <div style="text-align: center;">  150424 AAHBC Minutes.pdf </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"> • New AAHBC Peer HRT reports – not discussed • Proposed data specifications <ul style="list-style-type: none"> ○ No major changes, a few new demographic fields that should be easy to provide to assist linking all the activity with episodes. ○ FIM data is back in this year ○ Request to add in community as category to add to IP,OP,ED <div style="text-align: center;">  HRT-AlliedDataSpecs -20142015-v1a.pdf </div> <ul style="list-style-type: none"> • Health Round Table Meeting 2015 29-30 October 2015 <ul style="list-style-type: none"> ○ Theme – linking activity to outcomes ○ Rydges (Exhibition St), Melbourne • Suggested venue for 2016 meeting <ul style="list-style-type: none"> ○ Royal Adelaide Hospital • AAHBC face-to-face planning (28 October 2015) <ul style="list-style-type: none"> ○ Themes developed ○ Outcome of discussion with Melbourne Health re site visit • HRT data and intellectual property <ul style="list-style-type: none"> ○ Have to apply to HRT to use data 	<p>Cherie Hearn to draft email for WK to email to all allied health membership re support for Adelaide visit with invitation for membership</p> <p>Colin Steel and Julie-Anne Ross to liaise re venue</p>
3.2 Financial reports	Joanne Sweeney
<ul style="list-style-type: none"> • Balance \$58172. Reminder that money is available for projects • 2014/2015 invoice has been sent. Meeting agreed that 15/16 invoices be sent out in advance in line with HRT procedure 	<p>Cherie Hearn to contact Joanne Sweeney to organise issue of 2015/16 invoices prospectively</p>
3.3 NZ update	Steve Whittaker
<ul style="list-style-type: none"> • Friday does not suit Canterbury unfortunately 	Nil action

	<ul style="list-style-type: none"> Steve Whittaker reported a focus on Minimum data Set discussion – e.g. AHA coding especially if multidisciplinary. 	
3.4	Data audit	Jim Sayer
	<ul style="list-style-type: none"> Data audit <ul style="list-style-type: none"> Qld Health are on board again and will do it at the same time as AAHBC To be held from 13 - 26 July 2015. AAHBC refresher document. Jim Sayer believes this has been sent to Julie-Anne Ross for distribution 	<p>Jim Sayer to send out an link and introductory email ahead of time</p> <p>Julie-Anne Ross to send out updated PowerPoint</p>  <p>NAHBC Allied Health Stats refresher 2015</p>
4.0	Projects	Who / Action
4.1	Project proposal	
	<ul style="list-style-type: none"> New template endorsed  <p>Project Proposal Template v1.0.doc</p>	Julie-Anne Ross to put project template on website
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> Progress of publication continues. Cherie Hearn is considering presenting at the National Allied Health Conference. 	Cherie Hearn to send draft to Adam Govier
4.3	Staff benchmarking model	Jim Sayer
	<ul style="list-style-type: none"> Project proposal is being finalised by Jim Sayer, Ellen Mills and Adam Govier Discussion re new model <ul style="list-style-type: none"> Testing of model with newly aligned groupings 	<p>Jim Sayer to complete Ethics application</p> <p>Jim Sayer to send out template to include Hospital Activity, AH Activity, and verifying data e.g. physical bed nos and actual EFT</p>
4.4	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> Ellen Mills collating staffing figures for ICU and GEMS if relevant Adam Govier working on General Medicine but not needing input at the moment 	
4.5	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> Gold Coast require access and will contact Julie-Anne Julie-Anne Ross to check with Roy Hoevenaars re his access to website 	Julie-Anne Ross to send out an email re accessing AAHBC website
4.6	New projects	All
	<p>Main projects being completed at each facility:</p> <ul style="list-style-type: none"> Alfred Hospital Austin Health 	All members to consider opportunities for new projects and existing funding

	<ul style="list-style-type: none"> • Barwon – ? value of recording of interventions in charts • Capital and Coast DHB - stroke dosage • Flinders Medical Centre • Monash Health • Princess Alexandra Hospital • Royal Adelaide Hospital • Royal Hobart Hospital • Royal Melbourne <p>Themes identified Nil discussion.</p>	All members to consider stroke as a topic for face to face
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<ul style="list-style-type: none"> • No discussion. 	
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> • NZ – Canterbury DHB unfortunately can't link in on Fridays • Qld – TPCH, RBWH, Townsville Hospital, Logan Hospital Welcome to Gold Coast • Victoria – St Vincent's Hospital • NSW – Illawarra, St Vincent's Hospital Welcome to Gold Coast 	
5.3	Applications for membership	All
	<ul style="list-style-type: none"> • One page application is on the website (http://www.aahbc.org/) 	
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	Change of next meeting time	All
	<ul style="list-style-type: none"> • 19 June confirmed 	
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: 19 June 2015 • Time <ul style="list-style-type: none"> ○ 11.00 – 12.00am AEST ○ 11.30 - 12.30am CST ○ 1.00pm – 2.00pm NZST • Venue: Teleconference 	

Action Items

No. Action Items – 2014		Who	When	✓
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	
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	

No. Action Items – 27 February 2015		Who	When	✓
4	Advise JoS re Christchurch.	Cherie Hearn	24 April 2015	
6	Send AAHBC refresher document for consideration for use by all members.	Jim Sayer	24 April 2015	

No. Action Items – 27 March 2015		Who	When	✓
8	Follow up with Queensland Health re ?participating in the audit this year.	Jim Sayer	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	

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 site visit in October.	Colin Steel	22 May 2015	
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	Follow up with relevant facilities re membership	Cherie Hearn	22 May 2015	
18	Check data accuracy meets requirements for AAHBC and then progress with membership.	Cherie Hearn	ASAP	✓

No.	Action Items – 22 May 2015	Who	When	✓
1	Draft email for WK to email to all allied health membership re support for Adelaide visit with invitation for membership	Cherie Hearn	19 June 2015	
2	Liaise re AAHBC meeting venue	Colin Steel and Julie- Anne Ross	19 June 2015	
3	Contact Joanne Sweeney to organise issue of	Cherie Hearn	19 June 2015	

	2015/16 invoices prospectively			
4	Send out a link and introductory email ahead of coding audit	Jim Sayer	19 June 2015	
5	Send out Minimum data set updated PowerPoint	Julie-Anne Ross	19 June 2015	✓
6	Put project template on website	Julie-Anne Ross	19 June 2015	
7	Send draft off CCR write up to Adam Govier	Cherie Hearn	19 June 2015	
8	Complete Ethics application for staffing model project	Jim Sayer	19 June 2015	
9	Send out template to include Hospital Activity, AH Activity, and verifying data e.g. physical bed nos and actual EFT	Jim Sayer	19 June 2015	
10	Send out an email re accessing AAHBC website	Julie-Anne Ross	19 June 2015	✓
11	Consider opportunities for new projects and existing funding	All members	19 June 2015	
12	Consider stroke as a topic for face to face meeting in October	All members	19 June 2015	