


Minutes

Date:	Friday 19 June 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)	Present/apologies/absent
Alfred Health (Vic)	Ibolya Nyulasi (IN) Jim Sayer (JS)	Apology Present
Austin Health (Vic)	Joanne Sweeney (JoS)	Present
Barwon Health-Geelong (Vic)	Roy Hoevenaars (RH)	Apology
Capital and Coast DHB (NZ)	Steve Whittaker (SW)	Present
Flinders Medical Centre (SA)	Helen Tedesco (HT) Sarah Woon (SW)	Present Present
Gold Coast University Hospital	Jill Mahoney (JM) Dr Sharon Mickan (SM)	Apology Apology
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Sandra Parr (SP)	Apology
Melbourne Health (VIC)	Colin Steel (CS) Stella Kravstov (SK)	
Monash Health (Vic)	Raisa Shaikh (RS)	Apology
Nepean Hospital (NSW)	David O'Connor (DC)	
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM)	Present Apology Apology Present
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	Apology Present
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL) Gudrun Barratt-Peacock (GBK) Wendy Rowell (WR)	Present Present Present Apology

Western Health (Vic)	Diana Perre (DP) Julia Firth (JF)	Apology Apology
The Health Roundtable	Wojciech Korczynski (WK)	Apology
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 22 May 2015 were endorsed by the attendees as a true and accurate record of proceedings.  150522 AAHBC Minutes.pdf	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"> • 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 – N.B. supported by all AAHBC members ○ Support for holding the meeting in Adelaide (N.B. Nil negative responses received from non-AAHBC members to date) <ul style="list-style-type: none"> ▪ Andrea Winters, Qld ▪ Anne Mullavey, RHH, Tas ▪ Anne Maree Buttner, Mater Health, Qld ▪ Di Peers, Health Waikato, NZ ▪ Donna Goodman, Qld ▪ Fiona McKinnon, St Vincent’s Hospital, Vic ▪ Gay Rollings, A/DAH, Darling Downs HHS, Qld ▪ Helen Tedesco, Flinders, SA ▪ Jill Mahoney, GCUH, Qld ▪ Julia Firth, Western Health, Vic ▪ Leanne Larsson, NSW ▪ Linda Nimmo, Lyell McEwin Hospital, SA ▪ Natasha Toohey, Western Health, Vic ▪ Samantha Kruger, DAH, Noarlunga Hospital ▪ Stella Ward, CDHB, NZ ▪ Steve Whittaker, NZ 	

- Tamzin Brott, Waitemate DHB, NZ
- Wendy Hubbard, CAHO, Ballarat Health Services, Vic
- Wendy Rowell, RHH, Tas

Wojciech will now approach David Dean and the Board to see if we are able to do this.

- AAHBC face-to-face planning (28 October 2015)
 - Themes developed
 - Melbourne Health to host meeting and site visit



Royal Park Campus -
Where to find us.pdf








Royal Park Campus
Site Map.pdf

- Current plan for face-to-face meeting
 - Initial meeting spot for attendees is a small cafe (Zouki) just off the main car park on the Poplar road entrance.
 - Room booked in the Hospital Education Centre (HEC) on the Royal Park Campus for all day 28 October at present. It is accessible via No 55 tram from Elizabeth Street. This is the tram that comes up to Melbourne Zoo. The next stop after that is Royal Park Campus. Train access is via Royal Park Train Station a walk of 200m only.
 - It was decided to start the face to face meeting at 11:30-12:00 as not everyone would arrive before then, . Either an early lunch or to do the site visit first and then break for lunch. Decision made to extend face-to-face meeting
 - Catering for the event to be arranged by Colin Steel
 - Site visit in the afternoon
 - The Hand Hub. This is an area specializing in upper limb rehabilitation using new technologies. We have had over 100 patients through a research trial here. It is used primarily for neurological upper limb rehabilitation but we are now are also introducing this technology for upper limb prosthetics retraining with good results. The Hand Hub is a robotic and computer-based gaming facility. It has been specially developed for individuals who have difficulties using their hand or arm after a nervous system injury or illness such as stroke or multiple

To discuss agenda at the next meeting- all members

To confirm at next meeting that workforce design to be a topic of our face to face meeting- all members

	<p>sclerosis or brain injury. It can benefit patients learning to use an arm/hand prosthesis. Equipment here includes Armeo Power Robot, Saebo Rejoice , Saebo Flex, and other equipment</p> <ul style="list-style-type: none"> • The second area to see may be a new movement laboratory that has also just opened • Underneath the Rehabilitation Unit on this site is also what we call the Activity Arcade. It is part of a study on enriched environments providing recreational and therapy facilities to patients while not in therapy. 	
3.2	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> • Balance \$58,029.00  <p>150619 AAHBC finance report.pdf</p> <ul style="list-style-type: none"> • Prospective invoicing for the 2015/2016 financial year to occur in July 2015. 	<p>Joanne Sweeney to invoice members for the 2015/2016 financial year in July</p>
3.3	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> • Group has been looking at activity types as well as the different data items that are useful to collect from a patients journey that assist with service improvements and planning. • We are aligned to another national project where 5 facilities are involved in a pilot using trendcare to collect data which can be used to predict capacity and demand and provides realtime reporting. They are focused on inpatient work and we will align our work for Same items (higher level) as well as outpatient and community services 	
3.4	Data audit	Jim Sayer
	<ul style="list-style-type: none"> • Data audit – draft survey link sent to all participants. If there are any issues please contact Jim Sayer. Jim will send out the link on July 9. The audit will be open for 2 weeks and then extend. • Wendy will contact audit group re questions. • AAHBC refresher document  <p>NAHBC Allied Health Stats 2015.ppt</p>	<p>Jim to send the link to the audit by July 9.</p> <p>Helen to send updated refresher powerpoint to embed in minutes.</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>	
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> Still in progress. An abstract has been submitted for the NAHC for this. 	
4.3	Staff benchmarking model	Jim Sayer
	<ul style="list-style-type: none"> Sent team a spreadsheet re input date we will collect. Jim is progressing with ethics 	
4.4	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> Not discussed. 	
4.5	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> Invoice due for payment - \$333.00 due 26 June 2015. Meeting agreed for payment of this.  <p>Invoice INV-1141.pdf</p> <ul style="list-style-type: none"> Server issue rectified. Access given to new members and those who have requested access recently (except request from RAH) Project template added Coding refresher document added Website information if issues  <p>AAHBC Website - 20140415_01.pdf</p>	Cherie to send Joanne invoice to pay Royal Hobart to send 1-2 additional names of users.
4.6	New projects	All
	<p>Main projects being completed at each facility:</p> <ul style="list-style-type: none"> Alfred Hospital – Work on Competency framework in physiotherapy. DAH has resigned and have acting person at moment Austin Health – Physiotherapy workforce redesign in acute and now moving into subacute. Acute: changing from cardiothoracic to 3 streams with pt risk and flow- deteriorating patient, transition and early rehab team- a year long project and is working well. Barwon – Not present Capital and Coast DHB – 	All members to consider opportunities for new projects and existing funding

	<p>Looking at acute hospital workforce- lean thinking. E.g. medical wards with PTs,OTs. SP. Using the assistant workforce. Addressing all the patients needs.</p> <ul style="list-style-type: none"> • Flinders Medical Centre – <p>Caught up in transforming health care agenda. Restructuring the allied health workforce across Southern Adelaide.</p> <p>Looking at winter demand strategy- NEAT target and patient capacity and flow on the ward.</p> <ul style="list-style-type: none"> • Monash Health – <p>Not present</p> <ul style="list-style-type: none"> • Princess Alexandra Hospital – <p>Kathy Grudzinskas extended in DAH role for another 3 months. Undergoing Digital Hospital with rollout in November. We have a couple of AH positions for change management.</p> <ul style="list-style-type: none"> • Royal Adelaide Hospital – <p>Colocation of clinical services and staff required. Moving to new RAH and electronic hospital.</p> <ul style="list-style-type: none"> • Royal Hobart Hospital – <p>Transitioning to a statewide health service from July 1st.</p> <p>Involved in redesign of medical patient journey.</p> <ul style="list-style-type: none"> • Royal Melbourne – • Not present <p>Themes identified</p> <p>Workforce redesign- meeting agreed it would be a good topic for face to face meeting.</p>	
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"> • Membership form sent out to HRT with change of venue for 2016 email. No interest expressed as yet. • Qld – TPCH, RBWH, Townsville Hospital, Logan Hospital • Victoria – St Vincent’s Hospital • NSW – Illawarra, St Vincent’s Hospital Welcome to Gold Coast 	To followup in July/August with eligible sites.-Cherie
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"> • Not discussed 	

7.0	New business	Who / Action
7.1		All
	<ul style="list-style-type: none"> • No 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"> • To discuss face to face agenda at the next meeting and confirm workforce redesign as topic to discuss • 2015/16 Invoices to be sent in July • Send link for AAHBC audit by July 9 • Send updated refresher powerpoint for audit to cherie • Cherie to send Website Invoice to Joanne to Pay • Royal Hobart to send names of 1-2 extra users to AAHBC/Cherie • Follow up potential new members in July/August 	<p>All members</p> <p>Joanne Sweeney</p> <p>Jim Sayer</p> <p>Helen Tedesco</p> <p>Cherie Hearn</p> <p>Royal Hobart</p> <p>Cherie Hearn</p>
8.2	Next meeting	For noting
	<ul style="list-style-type: none"> • Date: 24 July 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	✓
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	✓
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	✓
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	Cherie Hearn	22 May 2015	✓

	meeting			
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	
10	Contact Jim Sayer (Telephone 9076 3455) re participation in audit and tiers to use for your organisation.	New members	22 May 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	✓

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 2015/16 invoices prospectively	Cherie Hearn	19 June 2015	✓
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	√

No. Action Items – 19 June 2015		Who	When	✓
1	To discuss face to face agenda at the next meeting and confirm workforce redesign as topic to discuss	All members	26 July	
2	2015/16 Invoices to be sent in July	Joanne Sweeney	July	
3	Send link for AAHBC audit by July 9	Jim Sayer	July 9	
4	Send updated refresher PowerPoint for audit to Cherie	Helen Tedesco	June 22	
5	Cherie to send Website Invoice to Joanne to Pay	Cherie Hearn	June 22	
6	Royal Hobart to send names of 1-2 extra users to AAHBC/Cherie	Royal Hobart Hospital	July 26	
7	Follow up potential new members in July/August	Cherie Hearn	August 29	
8				
9				
10				