



## Minutes




<b>Date:</b>	Friday 19 June 2015
<b>Time:</b>	11.00 – 12.00am AEST 11.30-12.30am CST 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)	Present/apologies/absent
Alfred Health (Vic)	Ibolya Nyulasi (IN) Jim Sayer (JS)	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)	Present
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Sandra Parr (SP)	Present
Melbourne Health (VIC)	Colin Steel (CS) Stella Kravstov (SK)	Present
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 Present Apology Present
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	Present Apology
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL) Gudrun Barratt-Peacock (GBK) Wendy Rowell (WR)	Apology Apology Apology Apology

Western Health (Vic)	Diana Perre (DP) Julia Firth (JF)	Apology
The Health Roundtable	Wojciech Korczynski (WK)	Present

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 19 June 2015 were endorsed by the attendees as a true and accurate record of proceedings.   150619 AAHBC Minutes.pdf	All
2.2	Review of actions from previous meetings completed as per action list	Chair
3.0	Standing agenda	Who / Action
3.1	The Health Roundtable update	Wojciech Korczynski
	<ul style="list-style-type: none"> <li>• Data submission required by end of July, processing of reports will occur for a couple of months after that</li> <li>• Health Round Table Meeting 2015 (29-30 October 2015)               <ul style="list-style-type: none"> <li>○ Theme – linking activity to outcomes</li> <li>○ Rydges (Exhibition St), Melbourne</li> <li>○ Key note speaker suggestions                   <ul style="list-style-type: none"> <li>▪ 45 minute presentation</li> <li>▪ ?Sharon Mickan would be good discussing translation of research in to practice</li> </ul> </li> </ul> </li> <li>• Suggested venue for 2016 meeting               <ul style="list-style-type: none"> <li>○ Royal Adelaide Hospital – request for venue submitted to General Manager to take to the board.</li> </ul> </li> <li>• AAHBC face-to-face meeting planning (28 October 2015)               <ul style="list-style-type: none"> <li>○ Draft agenda developed                       151028 AAHBC Agenda.docx</li> <li>○ Themes developed</li> <li>○ Melbourne Health to host meeting and site visit</li> <li>○ Current plan for face-to-face meeting                   <ul style="list-style-type: none"> <li>▪ Meeting to commence at 1130am to allow for a longer meeting.</li> <li>▪ Initial meeting spot for attendees is a small cafe (Zouki) just off the main car park on the Poplar road entrance.</li> <li>▪ Room booked in the Hospital Education Centre (HEC) on the Royal Park Campus for 28 October.</li> </ul> </li> </ul> </li> </ul>	<p>All members to ensure they submit their data to HRT by end July</p> <p>Jill Mahoney to liaise with Sharon Mickan re possibility of being a keynote speaker at the HRT meeting and advise WK re same</p> <p>Julie-Anne Ross to attach the draft agenda for the face-to-face meeting</p> <p>All members to provide feedback to Cherie Hearn re draft agenda prior to next meeting</p>

	<ul style="list-style-type: none"> <li>▪ Site visit in the afternoon <ul style="list-style-type: none"> <li>• The Hand Hub</li> <li>• Movement laboratory</li> <li>• Activity Arcade</li> </ul> </li> </ul>	
3.2	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> <li>• Balance \$59,417</li> </ul> <div style="text-align: center;">   1415 FY AAHBC  finance report.pdf </div> <ul style="list-style-type: none"> <li>• Prospective invoicing for the 2015/2016 sent.</li> </ul>	
3.3	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> <li>• Working on some code tables for minimum data set, to then be taken to national committee for endorsement</li> </ul>	
3.4	Data audit	Jim Sayer
	<ul style="list-style-type: none"> <li>• Data audit <ul style="list-style-type: none"> <li>○ 800 audits completed to date by AAHBC organisations</li> <li>○ Audit officially closes today, requests for extension received. Decision made by membership to extend until 2 August 2015</li> <li>○ Accidentally dropped audit to 29 questions and not 30 questions as per previous years</li> <li>○ Qld Health billed by the Alfred Hospital, Alfred Hospital billed by AAHBC for the amount from this that comes to AAHBC (\$1500)</li> </ul> </li> <li>• Refresher document <ul style="list-style-type: none"> <li>○ Updated version that has previously been sent to membership</li> </ul> </li> </ul> <div style="text-align: center;">   NAHBC Allied Health  Stats refresher 2015 </div>	Jim Sayer to send around an email advising of the extension for the data audit
<b>4.0</b>	<b>Projects</b>	<b>Who / Action</b>
4.1	Project proposal	
	<ul style="list-style-type: none"> <li>• New template endorsed</li> </ul> <div style="text-align: center;">   Project Proposal  Template v1.0.doc </div>	
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> <li>• Cherie Hearn off line in August to complete write up of the CCR project</li> <li>• Time to be funded by AAHBC</li> <li>• Plan is to establish guidelines that can be published</li> <li>• Yet to hear re NAHC abstract submission</li> </ul>	Cherie Hearn to send invoice to Joanne Sweeney for payment by AAHBC
4.3	Staff benchmarking model	Jim Sayer

	<ul style="list-style-type: none"> <li>• Data collection <ul style="list-style-type: none"> <li>○ Getting a refresh of the Adelaide data</li> </ul> </li> <li>• Ethics <ul style="list-style-type: none"> <li>○ In progress</li> <li>○ For review by AAHBC once drafted</li> <li>○ Ethics applications to be sent to all AAHBC sites for approval</li> <li>○ Will send request for data once ethics application is finalised</li> </ul> </li> </ul>	<p>Jim Sayer to send out the draft of the specifications</p> <p>Jim Sayer to circulate draft ethics application for review by membership once drafted</p> <p>Jim Sayer to obtain ethics applications for all AAHBC sites prior to collecting data</p>
4.4	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> <li>• Qualitative data received</li> <li>• Will pull FTE data from the Staff Benchmarking model once it is received</li> </ul>	
4.5	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> <li>• Members with access <ul style="list-style-type: none"> <li>○ All current members of AAHBC have access to the website</li> </ul> </li> <li>• Content of website <ul style="list-style-type: none"> <li>○ Still awaiting final project reports for: <ul style="list-style-type: none"> <li>▪ Nutrition data benchmarking project</li> <li>▪ THS project</li> </ul> </li> <li>○ Nil additional information suggested by membership for uploading to website</li> </ul> </li> <li>• Website information if issues</li> </ul> <div style="text-align: center;">  <p>AAHBC Website - 20140415_01.pdf</p> </div>	<p>All members to advise Julie-Anne Ross if there are any concerns with the website</p> <p>All members to advise Julie-Anne Ross if there is anything else they would like included on the website</p> <p>Roy Hoevenars to provide Nutrition data benchmarking final project report to Julie-Anne Ross</p> <p>Wendy Rowell to provide THR final project report to Julie-Anne Ross</p>
4.6	New projects	All
	<p><b>Main projects being completed at each facility:</b></p> <ul style="list-style-type: none"> <li>• Alfred Hospital –</li> <li>• Austin Health –</li> <li>• Barwon –</li> <li>• Capital and Coast DHB –</li> <li>• Gold Coast University Hospital – working on integrating the structure</li> <li>• Flinders Medical Centre –</li> <li>• Monash Health –</li> <li>• Princess Alexandra Hospital – Physiotherapy department are looking at work groups and having a coding for work and staff for a work group (GARB – Green, Amber, Red, Brown). Found useful to improve flow between assistants and physios and work groups. Continuing to refine. Providing objective evidence which is useful with change management. Capital and Coast DHB are also working on something similar and will discuss this with PAH.</li> <li>• Royal Adelaide Hospital – Continuing working towards</li> </ul>	<p>All members to consider opportunities for new projects and existing funding</p> <p>Cherie Hearn to send out information on GARB to members</p>

	<p>transition to new hospital</p> <ul style="list-style-type: none"> <li>Royal Hobart Hospital –</li> <li>Royal Melbourne –</li> </ul> <p><b>Themes identified</b></p> <ul style="list-style-type: none"> <li>Not discussed</li> </ul>	
<b>5.0</b>	<b>AAHBC membership</b>	<b>Who / Action</b>
5.1	Terms of reference	All
	<ul style="list-style-type: none"> <li>No discussion.</li> </ul>	
5.2	Current membership and opportunities for expansion	All
	<p>Opportunities for expansion:</p> <ul style="list-style-type: none"> <li>Qld – TPCB, RBWH, Townsville Hospital, Logan Hospital</li> <li>Victoria – St Vincent's Hospital</li> <li>NSW – Illawarra, St Vincent's Hospital, South East Sydney</li> </ul>	Wendy McCallum to liaise with South East Sydney re joining AAHBC
5.3	Applications for membership	All
	<ul style="list-style-type: none"> <li>One page application is on the website (<a href="http://www.aahbc.org/">http://www.aahbc.org/</a>)</li> </ul>	
<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>Not discussed</li> </ul>	
<b>7.0</b>	<b>New business</b>	<b>Who / Action</b>
7.1	Change of meeting date from September 2015 (excluding October face-to-face meeting)	All
	<ul style="list-style-type: none"> <li>Cherie Hearn requested that AAHBC meetings be rescheduled in September and November meetings. Initial discussion were to change the meetings to 1/52 earlier, however after the meeting PAH identified that the meetings would need to be held on the 1<sup>st</sup> or second Friday of the month.</li> <li>Week change to continue for 2016 meeting dates</li> </ul>	<p>Julie-Anne Ross to send around new dates for September and November meetings</p> <p>All members to delete AAHBC meeting for 25 September and 27 November from their calendars</p> <p>All members to advise if 1<sup>st</sup> or 3<sup>rd</sup> Friday of month would be suitable for AAHBC meeting date change (and preference)</p>
<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: 28 August 2015</li> <li>Time <ul style="list-style-type: none"> <li>11.00 – 12.00am AEST</li> <li>11.30 - 12.30am CST</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"><li>○ <b>1.00pm – 2.00pm NZST</b></li><li>• Venue: Teleconference</li></ul>	
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## 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	
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 March 2015		Who	When	✓
13	Circulate draft specifications data and model before 24 April 2015.	Jim Sayer	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	✓
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	✓
13	Send staffing model specifications to membership	Jim Sayer	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	

No. Action Items – 22 May 2015		Who	When	✓
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 numbers and actual EFT	Jim Sayer	19 June 2015	✓
11	Consider opportunities for new projects and existing funding	All members	19 June 2015	
12	Consider stroke as an opportunity for next face-to-face meeting	All members	24 July 2015	✓

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

No. Action Items – 24 July 2015		Who	When	✓
1	Ensure submit their data to HRT	All members	31 July 2015	
2	Liaise with Sharon Mickan re possibility of being a keynote speaker at the HRT meeting and advise WK re same	Jill Mahoney	ASAP	
3	Draft agenda for the face-to-face meeting and distribute	Julie-Anne Ross	28 August 2015	✓
4	Provide feedback to Cherie Hearn re draft agenda for face-to-face meeting	All members	28 August 2015	
5	Send around an email advising of a 1/52 extension for the data audit	Jim Sayer	ASAP	✓
6	Send invoice to Joanne Sweeney for time for CCR write up for payment by AAHBC	Cherie Hearn	28 August 2015	
7	Send out the draft of the specifications for the staff benchmarking model	Jim Sayer	28 August 2015	
8	Circulate draft ethics application for the staff benchmarking model for review by membership once drafted	Jim Sayer	28 August 2015	
9	Obtain ethics applications for the staff benchmarking model project for all AAHBC sites prior to collecting	Jim Sayer	2015	



	data			
<b>10</b>	Advise Julie-Anne Ross if there are any concerns with the website	All members	As required	
<b>11</b>	Advise Julie-Anne Ross if there is anything else they would like included on the website	All members	As required	
<b>12</b>	Provide Nutrition data benchmarking final project report to Julie-Anne Ross	Roy Hoevenars	ASAP	
<b>13</b>	Provide THR final project report to Julie-Anne Ross	Wendy Rowell	ASAP	
<b>14</b>	Dsitribute information on GARB to members	Cherie Hearn	28 August 2015	
<b>15</b>	Liaise with South East Sydney re joining AAHBC	Wendy McCallum	28 August 2015	
<b>16</b>	Send around appointment for new dates for September and November meetings	Julie-Anne Ross	28 August 2015	
<b>17</b>	Delete AAHBC meeting for 25 September and 27 November from their calendars	All members	28 August 2015	
<b>18</b>	Advise if 1 <sup>st</sup> or 3 <sup>rd</sup> Friday of month would be suitable for AAHBC meeting date change (and preference)	All members	ASAP	