



Minutes




Date:	Friday 28 August 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 now until 2016 Karen Perkins (KP) Lisa Somerville (LS)	Present Present
Austin Health (Vic)	Joanne Sweeney (JoS)	Present
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)	Apology Present
Gold Coast University Hospital	Jill Mahoney (JM) Dr Sharon Mickan (SM)	Apology
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)	Present
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 Apology
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	Present Present
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL)	Present Apology

	Gudrun Barratt-Peacock (GBK) Wendy Rowell (WR)	Apology Apology
Western Health (Vic)	Diana Perre (DP) Julia Firth (JF)	Present
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 24 July 2015 were endorsed by the attendees.  150724 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"> • Data submission – 6 hospitals still to submit data from the 53 hospitals • Health Round Table Meeting 2015 (29-30 October 2015) <ul style="list-style-type: none"> ○ Theme – linking activity to outcomes ○ Rydges (Exhibition St), Melbourne ○ Key note speaker update – Sharon Mickan • AAHBC project overview and update - presentation at the meeting to be scheduled (45 minutes) – do some showcases and speak re membership to AAHBC. <ul style="list-style-type: none"> ○ Data audit overview – Cherie ○ Clinical Care Ratio – Cherie ○ Staffing model – Ellen & Adam • Venue for 2016 meeting - Royal Adelaide Hospital <ul style="list-style-type: none"> ○ Suggestion for speaker – Alison Kitson re iParish 	Julie-Anne Ross to add to agenda for face-to-face meeting Cherie Hearn to liaise with Wojciech Korczynski re having the AAHBC presentation on the Thursday.
3.2	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> • Billing in July completed. • Balance \$62,162.00  NAHBC finance report July 14 June 1	
3.3	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> • Nil report 	
3.4	Data audit	Jim Sayer

	<ul style="list-style-type: none"> • Data audit <ul style="list-style-type: none"> ○ PAH are the winners again! ○ Jim Sayer to distribute the data audit files. ○ Results were overall slightly lower than last year. Jim has ranked departments and given a top 10 lists for various sizes of departments. ○ Only 29 questions this year instead of 30 (sorry Wendy McCallum for not hearing you about this!), this will be corrected next year. ○ Completion rate was lower as you couldn't complete the audit on Survey Monkey using internet explorer. ○ There are some areas facilities where there could be some improvement. Almost all facilities reached 80%. • Refresher document – available on website 	<p>Jim Sayer to send the full file for organisations and a flat file for distribution.</p> <div style="display: flex; justify-content: space-around; align-items: center;">   </div> <p>AAHBC Allied Health Activity Coding Audit AAHBC Allied Health Activity Coding Audit</p> <p>All members to send the flat file out for distribution only.</p> <p>Jim Sayer to label file for distribution so that the correct file was sent out.</p> <p>Specific departments to do some education to aim for 80% next years.</p>
4.0	Projects	Who / Action
4.1	Project proposal	
	<ul style="list-style-type: none"> • New template endorsed <div style="text-align: center;">  <p>Project Proposal Template v1.0.doc</p> </div>	<p>Julie-Anne Ross and Cherie Hearn to add a section to the template about intellectual property.</p>
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> • Draft of full paper written. Currently making some changes after feedback from the research conjoint. Will then share with Adam Govier before talking about at the face-to-face meeting. • Have decided to remove from the paper the assumption re the assumption of 70% clinical care. • Will publish on the website. Aim to put the guidelines on website. To discuss further at the face-to-face meeting re where to from here with the results. • Will aim to publish a paper in the Australian Health Review. • Abstract accepted for a presentation at the National Allied Health Conference. 	
4.3	Staff benchmarking model	Jim Sayer
	<ul style="list-style-type: none"> • ICU data not currently being captured well. • Data collection <ul style="list-style-type: none"> ○ On hold until 2016 as Jim Sayer is going on long service leave for 4/12. ○ Jim Sayer to send out some data requirements prior to going on leave. ○ Meeting of Chief Allied Health Advisors last week, Julie Hulcombe requested the staffing model be presented so Jim Sayer did this last week. There was a lot of interest in the model. ○ Low input for high output. ○ Approaching Victoria re using a similar sort of 	<p>Jim Sayer to send a copy of the presentation to membership</p> <p>Julie-Anne Ross to add to project proposal a statement for consideration about intellectual property and some room for a statement about how this will be addressed for this project. Reference to a MOU in the appendices which relates to the IP for that project. Include information about who will be</p>

	<p>structure.</p> <ul style="list-style-type: none"> Ethics – nil update Intellectual Property – recommendation from the PAH re IP – recommending we should include in the project proposal re AAHBC owning some intellectual property. 	acknowledged and in what order.
4.4	Allied health models of care	Adam Govier
	<ul style="list-style-type: none"> Nil update. Awaiting the staffing model data methodology before this can be progressed. 	
4.5	AAHBC website	Julie-Anne Ross
	<ul style="list-style-type: none"> Members with access <ul style="list-style-type: none"> All current members of AAHBC have access to the website Content of website <ul style="list-style-type: none"> Still awaiting final project reports for: <ul style="list-style-type: none"> Nutrition data benchmarking project THS project Website information if issues <div style="text-align: center;">  <p>AAHBC Website - 20140415_01.pdf</p> </div> Funding for website <ul style="list-style-type: none"> Requested \$3000 retrospective funding and maintenance fee of \$50/month ongoing. Membership agreed. 	Julie-Anne Ross to submit an invoice for \$3600 to AHHBC for payment and arrange for ongoing invoicing for monthly upkeep.
4.6	New projects	All
	<p>Main projects being completed at each facility:</p> <ul style="list-style-type: none"> Alfred Hospital – Hip to hip which are presenting at NAHC – increased intervention for #NOF which reduced LOS by about 4-5/7, and saved ~1.3million with increased intervention. Advanced Respiratory Physiotherapy project – removal – ongoing at present. Austin Health – Barwon – Capital and Coast DHB – Gold Coast University Hospital – Flinders Medical Centre – Monash Health – Hand Therapy Plastics clinic that focuses on carpal tunnel and trigger finger, also have a Hip dysplasia clinic, collaboration between Barwon Health and Monash health about Women’s continence, LL Orthopaedic screening clinic – the last 2 will be presented at the NAHC. Princess Alexandra Hospital – Implementing Digital Hospital, go live is 4 November. Julie Connell has officially resigned from PAH. Royal Adelaide Hospital – Royal Hobart Hospital – Accreditation coming up. Royal Melbourne – 	

	Themes identified	
	<ul style="list-style-type: none"> Not discussed 	
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<ul style="list-style-type: none"> For review in December 2015. 	
5.2	Current membership and opportunities for expansion	All
	<p>Opportunities for expansion:</p> <ul style="list-style-type: none"> Qld – TPCH, RBWH, Townsville Hospital, Logan Hospital Victoria – St Vincent’s Hospital NSW – Illawarra, St Vincent’s Hospital, South East Sydney 	Discuss this at the face-to-face meeting and the HRT meeting.
5.3	Applications for membership	All
	<ul style="list-style-type: none"> Nil requests for membership 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 meetings recently 	
7.0	New business	Who / Action
7.1	Change of meeting date from September 2015 (excluding October face-to-face meeting)	All
	<ul style="list-style-type: none"> Subsequent meeting to be second Friday of the month Cancel September meeting. Next meeting to be face-to-face meeting 	All members to delete September meeting from Calendars
7.2	AAHBC face-to-face meeting	All
	<ul style="list-style-type: none"> AAHBC face-to-face meeting planning (28 October 2015) <ul style="list-style-type: none"> Draft agenda developed <div style="text-align: center;">  <p>151028 AAHBC Agenda.docx</p> </div> Themes developed Prioritise discussion and not standard agenda - Collaborate with projects 	<p>Cherie Hearn to liaise with Wojciech Korczynski re getting AAHBC presentation on Thursday</p> <p>Ellen Mills, Adam Govier and Steve Whittaker to present on Staffing Model at the HRT</p> <p>Jim Sayer to send data audit project information to Cherie Hearn</p>
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: Face-to-face meeting (28 October 2015) Teleconference (13 November 2015) 	

<ul style="list-style-type: none"> • Time <ul style="list-style-type: none"> ○ 10.00 – 11.00am AEDT ○ 11.00 – 12.00am AEST ○ 11.30 - 12.30am CST ○ 1.00pm – 2.00pm NZST • Venue: Teleconference 	
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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 – 24 April 2015		Who	When	✓
13	Send staffing model specifications to membership	Jim Sayer	22 May 2015	
15	Commence ethics application and documenting governance for staffing model	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 of CCR write up to Adam Govier	Cherie Hearn	19 June 2015	
8	Complete Ethics application for staffing model project	Jim Sayer	19 June 2015	
11	Consider opportunities for new projects and existing funding	All members	19 June 2015	

No. Action Items – 19 June 2015		Who	When	✓
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 data to HRT	All members	31 July 2015	✓
2	Liaise with Sharon Mickan re possibility of being a	Jill Mahoney	ASAP	✓

	keynote speaker at the HRT meeting and advise WK re same			
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	
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 data	Jim Sayer	2015	
10	Advise Julie-Anne Ross if there are any concerns with the website	All members	As required	
11	Advise Julie-Anne Ross if there is anything else they would like included on the website	All members	As required	
12	Provide Nutrition data benchmarking final project report to Julie-Anne Ross	Roy Hoevenars	ASAP	
13	Provide THR final project report to Julie-Anne Ross	Wendy Rowell	ASAP	
14	Distribute information on GARB to members  GARB snapshot.xls  GARB dashboard snapshot.xls	Cherie Hearn	28 August 2015	✓
15	Liaise with South East Sydney re joining AAHBC	Wendy McCallum	28 August 2015	
16	Send around appointment for new dates for November and December meetings	Julie-Anne Ross	28 August 2015	✓
17	Delete AAHBC meeting for 25 September and 27 November from their calendars	All members	28 August 2015	✓
18	Advise if 1 st or 2nd Friday of month would be suitable for AAHBC meeting date change (and preference)	All members	ASAP	✓

No.	Action Items – 28 August 2015	Who	When	✓
1	Add to agenda for face-to-face meeting re presentation at HRT meeting	Julie-Anne Ross	28 October 2015	
2	Liaise with Wojciech Korczynski re having the AAHBC presentation on the Thursday.	Cherie Hearn	ASAP	
3	Send the full data audit file for organisations and a	Jim Sayer	28 August 2015	✓

	flat file for distribution.			
4	Send the flat file out for distribution only.	All members	28 August 2015	✓
5	Label file 'for distribution' so that the correct file was sent out.	Jim Sayer	28 August 2015	✓
6	Undertake education to aim for 80% accuracy on coding audit next years.	Specific departments/facilities	July 2016	
7	Add a section to the project proposal template about intellectual property.	Julie-Anne Ross & Cherie Hearn	28 October 2015	
8	Send a copy of the presentation given to the Chief Allied Health Officers on the staffing model to membership	Jim Sayer	28 August 2015	
9	Submit an invoice for \$3600 to AHHBC for payment and arrange for ongoing invoicing for monthly upkeep of website.	Julie-Anne Ross	28 October 2015	
10	Discuss opportunities for expansion at the face-to-face meeting and the HRT meeting.	All members	28 October 2015	
11	Delete September meeting from Calendars	All members	ASAP	✓
12	Present on Staffing Model at the HRT meeting	Ellen Mills, Adam Govier and Steve Whittaker	28 October 2015	
13	Send data audit project information to Cherie Hearn	Jim Sayer	28 August 2015	