


Minutes


Date:	Friday 13 November 2015
Time:	10.00 – 11.00am AEST 11.00 – 12.00am AEDT 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#) Alert: Please note if you can't join in when you ring it means the Chair has not joined up as yet; the host needs to 'unlock the door' so just hang up and try in a another minute.

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)	Apology
Austin Health (Vic)	Debbie Munro Joanne Sweeney (JoS)	Present
Barwon Health-Geelong (Vic)	Roy Hoevenaars (RH)	
Capital and Coast DHB (NZ)	Steve Whittaker (SW)	Apology
Flinders Medical Centre (SA)	Helen Tedesco (HT) Sarah Woon (SW)	Present Present
Gold Coast University Hospital	Jill Mahoney (JM) Leigh Collier (LC) 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)	
Monash Health (Vic)	Raisa Shaikh (RS)	
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 Present Present

Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	Present after 25 minutes
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL) Gudrun Barratt-Peacock (GBK) Wendy Rowell (WR)	Present
Western Health (Vic)	Diana Perre (DP) Julia Firth (JF)	
The Health Roundtable	Wojciech Korczynski (WK)	Present

1.0	Opening, quorum and apologies	Who
1.1	Welcomed attendees and noted apologies.	Chair
1.1	Welcomed attendees and noted apologies. Confusion re late distribution of agenda noted.	Chair
2.0	Minute confirmation	
2.1	Minutes from the meeting held on 28 October 2015 were endorsed by the attendees.  151028 AAHBC Minutes.pdf	
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"> • Meeting 2016 <ul style="list-style-type: none"> ○ Venue - NZ not an option. Factors to be taken into consideration re Gold Coast as a venue discussed eg access for NZ flights, fast train access to Brisbane airport. ○ Dates - Days will probably be Wednesday and Thursday. ○ Theme ○ Keynote speaker ideas • Venue for 2017 meeting - Royal Adelaide Hospital <ul style="list-style-type: none"> ○ Suggestion for speaker – Alison Kitson re iParish 	
3.2	AAHBC meeting	All members
	<ul style="list-style-type: none"> • Thank you to Colin Steel for arranging the site visit and meeting venue for 2015 • Photos from AAHBC meeting sent to membership • Bi-monthly appointments have been sent for 2016 for videoconferences • Face to face 2016 <ul style="list-style-type: none"> • Site visits - The new Gold Coast University Hospital would be an excellent site visit option, as would The Lady 	Every site to investigate videoconference options and advise by December re ability to videoconference in to meeting

	<p>Cilento Hospital.</p> <ul style="list-style-type: none"> Meeting venue 	
3.3	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> Balance - No change since face to face meeting. Joanne Sweeney was expecting an invoice from Queensland. Cherie Hearn noted PAH also bought chocolates for their audit prize and will provide a receipt. 	Cherie Hearn to follow up re invoices
3.4	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> Not available 	
3.5	Data audit	Jim Sayer
	<ul style="list-style-type: none"> Data audit <ul style="list-style-type: none"> Re-branding of audit to education and audit <ul style="list-style-type: none"> Allocation of funding to develop an online education package Refresher document – available on website Possibility of Moodle platform briefly discussed only. 	All members to discuss possibility of a funded project at December meeting
4.0	Projects	Who / Action
4.1	Project proposal	
	 <p>Project Proposal Template v1.0.doc</p>	
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> Cherie Hearn reported that the presentation to NAHC on 11 November was well attended and received. 	Cherie Hearn to provide Powerpoint of presentation to be sent with minutes.
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> Awaiting completion of excel spreadsheet from Adam Govier and Ellen Mills 	All members to provide data to Adam Govier and Ellen Mills
4.4	Allied health models of care	Adam Govier & Ellen Mills
	Presentation re 7 day service trial in SA to be attached	Ellen Mills and Adam Govier to provide presentation re 7 day service to attach to minutes
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 Nutrition data benchmarking project Website information if issues 	

4.6	New projects	All
	<p>Theme identified from NAHC which was attended by several members –</p> <ul style="list-style-type: none"> • Use of Allied Health Assistants • Stroke (as raised before) 	
4.7	Main projects being completed at each facility	All
	<p>Nil discussion</p> <ul style="list-style-type: none"> • Alfred Hospital – • Austin Health – • Barwon – • Capital and Coast DHB – • Gold Coast University Hospital – • Flinders Medical Centre – • Monash Health – • Princess Alexandra Hospital – Student contributions to a service • Royal Adelaide Hospital – • Royal Hobart Hospital – • Royal Melbourne – 	
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<p>Adam Govier raised the need for broader terms of reference to allow inclusiveness particularly for subacute or smaller regional sites.</p>	<p>Julie-Anne Ross to send out TOR again for ease of review and discussion at the December meeting</p> <p>Adam Govier to draft expanded membership criteria for consideration</p>
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> • Emphasised the need for consistent branding of AAHBC especially at conferences • Should we keep the membership at a tertiary level or consider sub-groups such as sub-acute and rural as well as acute? • Further opportunities for expansion? north Tasmania, rural Victoria 	<p>All members to ensure that any documents related to AAHBC use the AAHBC logo (templates are available on the website)</p>
5.3	Requests for membership	All
	<ul style="list-style-type: none"> • Pleasing EOIs after HRT and NAHC meetings noted (e.g. WA). Clarification that sites could be members of AAHBC without their facility being a member of HRT. • 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"> Allied Health Data Set meeting – 9 November 2015 (before NAHC) – Cherie Hearn attended on behalf of AAHBC. NSW has just disseminated their allied health data set. Aim is still agreement on a national data set. 	
7.0	New business	Who / Action
7.1	Complying with the National Stroke Guidelines and changes in practice	All
	<ul style="list-style-type: none"> Special meeting to be scheduled 	<p>Cherie Hearn to send an appointment for a special meeting</p> <p>All members to bring information on how they comply with the National Stroke Guidelines</p>
7.2	Effect of student supervision model on Clinical Care ratio.	All
	It was raised that if tutors were externally funded, only IPA for students was being recorded but no CSM etc. This effectively raised the clinical care ratio compared to clinical care ratios in sites where students were supervised internally by clinical educators who recorded the full minimum data set. Sites may need to locally interpret this to management.	
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
	Date: 11 December 2015 Time: 10.00 – 11.00am AEST 11.00 – 12.00am AEDT 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	

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	✓
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 Hoevennars	ASAP	
13	Provide THR final project report to Julie-Anne Ross	Wendy Rowell	ASAP	✓
15	Liaise with South East Sydney re joining AAHBC	Wendy McCallum	28 August 2015	

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	✓
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 AAHBC 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	✓
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	

No.	Action Items – 28 October 2015	Who	When	✓
1	Discuss at the next meeting the option of having additional AAHBC site visits, in addition to the AAHBC face to face meeting.	All members	13 November 2015	
2	Present on AAHBC at the HRT meeting.	Adam Govier & Ellen Mills	30 October 2015	✓
3	Lobby Wojciech Korczynski re NZ or Gold Coast as options for the location of the next HRT meeting.	Cherie Hearn	29 October 2015	✓
4	Discuss at the next meeting progressing an interactive education session and survey (?Moodle compatible platform) that provides immediate and individualised feedback.	All members	13 November 2015	
5	Distribute presentation on CCR after NAHC	Cherie Hearn	13 November 2015	

6	Distribute to all members excel spread sheet for data submission for the staffing model	Ellen Mills & Adam Govier	13 November 2015	
7	Distribute to all members the document Flinders Medical Centre provided to their Casemix team to assist with data submission for the staffing model	Helen Tedesco	13 November 2015	✓
8	Investigate Cancer model published by VAHLC	Jim Sayer	February 2016	
9	Investigate website access issues for Annegret Ludwig	Julie-Anne Ross	13 November 2015	✓
10	Check email circulation list to ensure Lisa Somerville is included	Julie-Anne Ross	13 November 2015	✓
11	Discuss terms of reference	All members	13 November 2015	
12	Ensure that any documents related to AAHBC use the AAHBC logo (templates are available on the website)	All members	Ongoing	
13	Bring information on how they comply with the National Stroke Guidelines to the next AAHBC meeting	All members	13 November 2015	
14	Investigate costs for videoconferencing through Qld Health Integrated Telecoms	Julie-Anne Ross	13 November 2015	✓
15	Send appointments for meetings for 2016	Julie-Anne Ross	9 December 2015	✓

No.	Action Items – 13 November 2015	Who	When	✓
1	Investigate videoconference options and advise by December re ability to videoconference in to meeting	Every site	13 December 2015	
2	Follow up re invoices to Joanne Sweeney	Cherie Hearn	13 December 2015	
3	Discuss possibility of a funded project for business rules and quiz being available on a learning platform at December meeting	All members	13 December 2015	
4	Provide Powerpoint of presentation on CCR given at NAHC	Cherie Hearn	13 December 2015	
5	Provide data to Adam Govier and Ellen Mills for the staff benchmarking model	All members	31 January 2016	
6	Provide presentation re 7 day service to attach to minutes	Ellen Mills and Adam Govier	13 December 2015	
7	Send out TOR again for ease of review and discussion at the December meeting  AAHBC Intro and Terms of Reference 2	Julie-Anne Ross	13 December 2015	✓
8	Draft expanded membership criteria for consideration	Adam Govier	13 December 2015	

9	Ensure that any documents related to AAHBC use the AAHBC logo (templates are available on the website)	All members	Ongoing	
10	Send an appointment for a special meeting to discuss the stroke guidelines	Cherie Hearn	13 December 2015	
11	Bring information on how they comply with the National Stroke Guidelines to special meeting	All members	TBA	