


Minutes



Date:	Friday 11 December 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)	
Austin Health (Vic)	Debbie Munro Joanne Sweeney (JoS)	
Barwon Health-Geelong (Vic)	Roy Hoevenaars (RH)	
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) 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)	Present
Monash Health (Vic)	Raisa Shaikh (RS)	Apology
Nepean Hospital (NSW)	David O'Connor (DC)	Apology
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)	Apology

	Ellen Mills (EM) Louise	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)	Apology

1.0	Opening, quorum and apologies	Who
1.1	Welcomed attendees and noted apologies.	Chair
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2.0	Minute confirmation	
2.1	Minutes from the meeting held on 13 November 2015 were endorsed by the attendees.  151113 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 – likely Brisbane ○ Dates – ○ Days will probably be Wednesday and Thursday. ○ Theme - ○ Keynote speaker ideas - • Venue for 2017 meeting - Royal Adelaide Hospital 	
3.2	AAHBC meeting	All members
	<ul style="list-style-type: none"> • Qld Health able to host videoconferences for free in 2016. • All present indicated that they were able to videoconference in to meeting • Face-to-face venue to be determined once HRT meeting venue determined 	Julie-Anne Ross to send out videoconference appointments for the 2016 meetings
3.3	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> • Balance - \$57,848.00 • Income \$1500 (Q Health survey & membership fees) • Expenditures (Express virtual meetings, website creation and maintenance) 	Cherie Hearn to send out copy of financial report
3.4	NZ update	Steve Whittaker

	<ul style="list-style-type: none"> Concluded MDS work at present Will meet again in 2016 to determine “where to from here?” 	Steve Whittaker to send through MDS work to Kathy Grudzinskas
3.5	Data audit	Jim Sayer
	<ul style="list-style-type: none"> Education package online with immediate feedback re answer – Helen Tedesco, Julie-Anne Ross and Steve Whittaker to investigate opportunities for progression. Data audit Refresher document – available on website 	<p>All sites to confirm what platforms will be compatible with their local learning management system.</p> <p>Helen Tedesco, Steve Whittaker & Julie-Anne Ross to meet re MDS education package</p>
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"> Submit article in January. 	
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> All members to continue to submit data as requested for re-population of the staff benchmarking model. 	<p>All members to provide data to Adam Govier and Ellen Mills by end January 2016.</p> <p>All members to contact Ellen Mills if you have any concerns.</p>
4.4	Allied health models of care	Adam Govier & Ellen Mills
	General Medicine – nil discussion	
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  <p>AAHBC Website - 20140415_01.pdf</p>	
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 – hold over until 2016 Stroke (as raised before) – meeting yet to be arranged. Aim for January 2016. 	<p>Cherie Hearn and Julie-Anne Ross to send an agenda for the special stroke meeting</p> <p>Colin Steel to forward stroke</p>

		information to Cherie Hearn prior to meeting.
4.7	Main projects being completed at each facility	All
	<p>Nil discussion</p> <ul style="list-style-type: none"> • Alfred Hospital – Nil news • Austin Health – Nil news • Barwon – Nil news • Capital and Coast DHB – Working with Primary Care partners. Hospital Board will fund pilot sites in different ways to support hospital admissions and support discharge. ? allied health based out of community practices • Flinders Medical Centre – Transforming the health agenda and the allied health restructure is ongoing • Gold Coast University Hospital – Moving in to solutions phase of delineation of role, tasks, functions – to progress further in 2016 • Lyell McEwin – Bed transfers will impact on allied health. Using staff benchmarking model to generate appropriate allied health requirements • Monash Health – Clinical prioritisation and unmet need. Executive have identified 25 projects for allied health to complete! Currently working on allied health interdisciplinary practitioner in aged care. Case management role to look at professional practice, early intervention, timely intervention etc. Currently reduced LOS by 1/7 which = \$1 million saving in 1 year. Concerned re growth of nursing roles without evidence, outcome or evaluation. Using HRT and activity data to report on outcomes • Princess Alexandra Hospital – 2/52 in to ‘Go Live’ for Digital Hospital implementation. Successful implementation. Daily issue resolution continuing. Meeting with NSW re data collection in Cerner. Looking at a Powerform solution. Liaising with AHPOQ who are supporting gaining consensus across the state. Aiming for solution in 2016 • Royal Adelaide Hospital – Nil discussion • Royal Hobart Hospital – Nil discussion • Royal Melbourne – Nil discussion 	
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<ul style="list-style-type: none"> • For review in detail at the February 2016 meeting 	
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> • For discussion re sub-group for smaller facilities. 	
5.3	Requests for membership	All
	<ul style="list-style-type: none"> • Nil applications for membership 	
6.0	National e-health collaborative	Who / Action
6.1	Update	Ellen Mills

	<ul style="list-style-type: none"> Looking at getting National Data Sets up and running again. 	
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 for January 2016 	
7.2	Effect of student supervision model on Clinical Care ratio	All
	<ul style="list-style-type: none"> General discussion re management of student data and clinical care contribution. 	Remove from agenda
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
	<p>Date: 12 February 2016 (Cherie Hearn and Julie-Anne Ross are both apologies)</p> <p>Time:</p> <p>10.00 – 12.00am AEST</p> <p>11.00 – 1.00pm AEDT</p> <p>11.30 - 1.30am CST</p> <p>1.00pm – 3.00pm NZST</p> <p>Venue: Videoconference</p>	

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	


No.	Action Items – 22 May 2015	Who	When	✓
8	Complete Ethics application for staffing model project	Jim Sayer	19 June 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	✓
12	Provide Nutrition data benchmarking final project report to Julie-Anne Ross	Roy Hoevenars	ASAP	
15	Liaise with South East Sydney re joining AAHBC	Wendy McCallum	28 August 2015	

No.	Action Items – 28 August 2015	Who	When	✓
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	

13	Send data audit project information to Cherie Hearn	Jim Sayer	28 August 2015	
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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	✓
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	✓
8	Investigate Cancer model published by VAHLC	Jim Sayer	February 2016	
11	Discuss terms of reference	All members	13 November 2015	
13	Bring information on how they comply with the National Stroke Guidelines to the next AAHBC meeting	All members	13 November 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	All members	Ongoing	

	website)			
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	

No.	Action Items – 11 December 2015	Who	When	✓
1	Send out videoconference appointments for the 2016 meetings	Julie-Anne Ross	31 January 2016	
2	Send out copy of financial report	Cherie Hearn	11 December 2015	
3	Send through MDS work to Kathy Grudzinskas	Steve Whittaker	11 December 2015	✓
4	Confirm what platforms will be compatible with their local learning management system.	All sites	12 February 2016	
5	Meet re MDS education package	Helen Tedesco, Steve Whittaker & Julie-Anne Ross	31 January 2016	
6	Provide data to Adam Govier and Ellen Mills by end January 2016.	All members	31 January 2016	
7	Contact Ellen Mills if you have any concerns.	All members	31 January 2016	
8	Send an agenda for the special stroke meeting	Cherie Hearn & Julie-Anne Ross	10 January 2016	
9	Forward stroke information to Cherie Hearn prior to meeting.	Colin Steel	20 January 2016	
10	Remove from agenda re CCR	Julie-Anne Ross	11 December 2015	
11	Find alternate chair for the February 2016 meeting. Wendy McCallum to take minutes.	Cherie Hearn	23 January 2016	