


## Minutes


<b>Date:</b>	Friday 12 February 2016
<b>Time:</b>	10.00 – 11.30am AEST 11.00 – 12.30am AEDT 10.30 - 12.00pm CST 1.00pm – 2.30pm NZST
<b>Connection:</b>	<p>Videoconference details</p> <p><b>Conference Title:</b> AAHBC meeting (DialInVideoConference)</p> <p><b>Date:</b> 12/02/2016 - 12/02/2016</p> <p><b>Time:</b> 10:00 - 12:00 AEST</p> <p><b>Conference ID:</b> 1205334</p> <p><b>Connection Method:</b></p> <ol style="list-style-type: none"> <li>1. Qld Health sites please dial: 07 36346056</li> <li>2. Non Qld Health IP sites please dial: <a href="mailto:36346056@health.qld.gov.au">36346056@health.qld.gov.au</a></li> <li>3. ISDN sites please dial: 07 3634 6056</li> </ol>



## Delegates

Health Service	Delegate name(s)	Present/apologies/absent
Alfred Health (VIC)	Ibolya Nyulasi (IN) Jim Sayer (JS) Karen Perkins (KP) Lisa Somerville (LS)	Apology
Austin Health (VIC)	Debbie Munro Joanne Sweeney (JoS)	Apology Present
Barwon Health-Geelong (VIC)	Roy Hoevenaars (RH)	Present
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 Apology Apology
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Sandra Parr (SP)	Present Apology
Melbourne Health (VIC)	Colin Steel (CS)	Apology
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)	Apology Apology Apology

	Wendy McCallum (WM)	Present
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM) Louise Baxter (LB)	Apology Present (Chair) Present
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL) Gudrun Barratt-Peacock (GBK) Wendy Rowell (WR)	Present Present Apology Apology
St Vincent's Hospital (VIC)		
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	Apology Apology
The Health Roundtable	Wojciech Korczynski (WK)	Apology

<b>1.0</b>	<b>Opening, quorum and apologies</b>	<b>Who</b>
<b>1.1</b>	<b>Welcomed attendees and noted apologies.</b>	<b>Chair</b>
1.1	Welcomed attendees and noted apologies.	Chair
<b>2.0</b>	<b>Minute confirmation</b>	
2.1	Minutes from the meeting held on 11 December 2015 were endorsed by the attendees.   151211 AAHBC Minutes.docx	
2.2	Review of actions from previous meetings completed as per action list.	Chair
<b>3.0</b>	<b>Standing agenda</b>	<b>Who / Action</b>
3.1	The Health Roundtable update	Wojciech Korczynski
	<ul style="list-style-type: none"> <li>• Meeting 2016 <ul style="list-style-type: none"> <li>○ Venue - Brisbane</li> <li>○ Dates – 26 &amp; 27 October 2016</li> <li>○ Theme – Costs and benefits of a 7 day a week allied health service. Discussion highlighted issue of allied health structure e.g. operational v professional line management of allied health staff. This was suggested as a possible topic.</li> <li>○ Keynote speaker ideas –Terry Haines suggested</li> </ul> </li> <li>• Venue for 2017 meeting - Royal Adelaide Hospital</li> </ul>	
3.2	AAHBC meeting	All members
	Face-to-face meeting (October) <ul style="list-style-type: none"> <li>• 2016 site visits <ul style="list-style-type: none"> <li>○ 2 site visits <ul style="list-style-type: none"> <li>▪ one on the afternoon of 24/10/16 - ?Lady Cilento Hospital</li> <li>▪ one on the Tuesday 25/10/16 - ?GCUH</li> </ul> </li> </ul> </li> </ul>	<b>Jill Mahoney</b> to investigate room venue at GCUH

	<ul style="list-style-type: none"> <li>2016 meeting venue - ?GCUH</li> </ul>	
3.3	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> <li>Balance \$ 52,975</li> <li>Outgoings have included costs of CC Ratio project and website.</li> </ul>	<b>Joanne Sweeney</b> to send report for inclusion with the minutes
3.4	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> <li>Not in attendance</li> </ul>	
3.5	Data audit	Jim Sayer
	<ul style="list-style-type: none"> <li>Education package</li> <li>Data audit</li> <li>Refresher document – available on website</li> <li>Helen Tedesco, Julie-Anne Ross and Steve Whittaker have not met yet, but Helen Tedesco has sought advice from a learning platform expert. Solution would be external to the individual platforms at each site, allowing sites to access existing platforms. Would cost ?\$5,000-8,000, maybe less.</li> </ul>	<b>Helen Tedesco</b> to send a summary of proposal for each site to confirm technical support.
<b>4.0</b>	<b>Projects</b>	<b>Who / Action</b>
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"> <li>Manuscript submitted to Australian Health Review on 22 January 2016</li> </ul>	<b>Cherie Hearn</b> to send out a copy of the paper submitted to AHR to members once accepted
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> <li>Data due 31 January 2016</li> <li>A couple of sites have submitted to date. The definition of clinical FTE was raised for standardisation purposes across sites. Ellen Mills cited a Queensland project summary on ?FTE support for clinical services which she will distribute.</li> </ul>	<b>All members</b> to submit staffing data ASAP
4.4	Allied health models of care	Adam Govier & Ellen Mills
		Hold over
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 Nutrition data benchmarking project</li> </ul> </li> <li>Website information if issues</li> </ul>	<b>Julie-Anne Ross</b> to remove from agenda

	 AAHBC Website - 20140415_01.pdf	
4.6	New projects	All
	<ul style="list-style-type: none"> <li>• Complying with the National Stroke Guidelines and changes in practice. <ul style="list-style-type: none"> <li>○ Stroke benchmarking –special meeting held 15 January 2016.</li> <li>○ Where to from here was not discussed – possibility of a funded project raised?</li> </ul> </li> </ul> <div style="text-align: center;">   160115 AAHBC  Special Meeting (Strol) </div>	<b>Cherie Hearn</b> to provide a plan to move forward with complying with the NSF guidelines
4.7	Main projects being completed at each facility	All
	Nil discussion <ul style="list-style-type: none"> <li>• <b>Alfred Hospital</b> – Nil news</li> <li>• <b>Austin Health</b> – Physiotherapy workforce redesign into 3 streams to be applied to OT and Social Work; standardisation of documentation and processes across the Continuum of Care across hospital</li> <li>• <b>Barwon</b> – Pilot site for Version 2 of NHQS; fiscal constraints are affecting allied health ability to replace staff in a timely way. Concern AH cannot provide current on line data about FTE allocation to wards compared to ability of medical and nursing to provide this information from databases.</li> <li>• <b>Capital and Coast DHB</b> – Nil news</li> <li>• <b>Flinders Medical Centre</b> – Transforming health agenda continues; also focus on weekend service and prevention of functional decline in acute hospital. Restructure of allied health also topical</li> <li>• <b>Gold Coast University Hospital</b> – Reconfiguration of rehab and aged care is raising issues.</li> <li>• <b>Lyell McEwin</b> – Movement of acute medical beds and follow on staffing realignments</li> <li>• <b>Monash Health</b> – Nil news</li> <li>• <b>Princess Alexandra Hospital</b> – Still bedding down the digital hospital program after the Xmas-New year break, not yet business as usual. Powerform solution for data collection has progressed to the final version following state-wide consultation.</li> <li>• <b>Royal Adelaide Hospital</b> – Work continues on preparing for new hospital, funding for stroke and gen med pilots</li> <li>• <b>Royal Hobart Hospital</b> – Multidisciplinary medical patient journey redesign involving allied health assistant role development; Outpatient redesign, new hospital build on existing site with movement of rehab off-site resulting in service delivery challenges.</li> <li>• <b>Royal Melbourne</b> – Nil news</li> </ul>	Information about Physiotherapy restructure available from Debbie Munro, AH Director
5.0	AAHBC membership	Who / Action

5.1	Terms of reference	All
	<ul style="list-style-type: none"> <li>Reviewed. Changes to be made: Inclusions of new members needed and change to meeting frequency</li> <li>Issue of subgroups raised and whether they would be kept separate or included in TOR</li> <li>Proposal to ratify for 12 months initially</li> </ul>	<p><b>Cherie Hearn</b> to check with Adam Govier re status of sub-acute subgroup</p> <p><b>Julie-Anne Ross</b> to make changes to Terms of Reference</p>
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> <li>PAH still working on NSW contacts through digital hospital project</li> <li>Interest in developing a sub-acute subgroup</li> </ul>	
5.3	Requests for membership	All
	<ul style="list-style-type: none"> <li>St Vincent's Hospital – Melbourne meets criteria. Accepted.</li> <li>Fiona McKinnon will be the contact.</li> </ul>	<p><b>Cherie Hearn</b> to send a letter to St Vincent's Hospital advising of membership</p> <p><b>Julie-Anne Ross</b> to send meeting appointments to Fiona McKinnon</p> <p><b>Joanne Sweeney</b> to send an invoice for payment</p>
<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>Nil to report</li> </ul>	
<b>7.0</b>	<b>New business</b>	<b>Who / Action</b>
7.1	Effect of student supervision on Clinical Care Ratios	All
	<ul style="list-style-type: none"> <li>Seen to be an issue of variability in Teaching and Training % depending on whether supervisor was internal or external. IPA data was being collected. Take off agenda.</li> </ul>	
<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
	<p>Date: 8 April 2016</p> <p>Time:</p> <p><b>10.00 – 12.00am AEST</b></p> <p><b>11.00 – 1.00pm AEDT</b></p> <p><b>11.30 - 1.30am CST</b></p> <p><b>1.00pm – 3.00pm NZST</b></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	✓
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	
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	

No. Action Items – 28 October 2015		Who	When	✓
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5	Distribute presentation on CCR after NAHC	<b>Cherie Hearn</b>	13 November 2015	✓
8	Investigate Cancer model published by VAHLC	<b>Jim Sayer</b>	February 2016	
11	Discuss terms of reference	<b>All members</b>	13 November 2015	
13	Bring information on how they comply with the National Stroke Guidelines to the next AAHBC meeting	<b>All members</b>	13 November 2015	✓

No.	Action Items – 13 November 2015	Who	When	✓
4	Provide Powerpoint of presentation on CCR given at NAHC	<b>Cherie Hearn</b>	13 December 2015	✓
5	Provide data to Adam Govier and Ellen Mills for the staff benchmarking model	<b>All members</b>	31 January 2016	
6	Provide presentation re 7 day service to attach to minutes	<b>Ellen Mills and Adam Govier</b>	13 December 2015	
8	Draft expanded membership criteria for consideration	<b>Adam Govier</b>	13 December 2015	
9	Ensure that any documents related to AAHBC use the AAHBC logo (templates are available on the website)	<b>All members</b>	Ongoing	
10	Send an appointment for a special meeting to discuss the stroke guidelines	<b>Cherie Hearn</b>	13 December 2015	✓
11	Bring information on how they comply with the National Stroke Guidelines to special meeting	<b>All members</b>	TBA	✓

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

<b>11</b>	Find alternate chair for the February 2016 meeting. Wendy McCallum to take minutes.	<b>Cherie Hearn</b>	23 January 2016	✓
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<b>No.</b>	<b>Action Items – 12 February 2016</b>	<b>Who</b>	<b>When</b>	<b>✓</b>
<b>1</b>	Investigate room venue at GCUH	<b>Jill Mahoney</b>	8 April 2016	
<b>2</b>	Send report for inclusion with the minutes	<b>Joanne Sweeney</b>	29 February 2016	✓
<b>4</b>	Send a summary of proposal for each site to confirm technical support.	<b>Helen Tedesco</b>	14 March 2016	
<b>5</b>	Send out a copy of the paper submitted to AHR to members once accepted	<b>Cherie Hearn</b>	Once accepted to AHR	
<b>6</b>	Submit staffing data ASAP	<b>All members</b>	ASAP	
<b>7</b>	Remove website from agenda	<b>Julie-Anne Ross</b>	8 April 2016	
<b>8</b>	Provide a plan to move forward with complying with the NSF guidelines	<b>Cherie Hearn</b>	8 April 2016	✓
<b>9</b>	Check with Adam Govier re status of sub-acute subgroup	<b>Cherie Hearn</b>	14 March 2016	
<b>10</b>	Make suggested changes to Terms of Reference	<b>Julie-Anne Ross</b>	8 April 2016	
<b>11</b>	Send a letter to St Vincent's Hospital advising of membership (cc Joanne Sweeney)	<b>Cherie Hearn</b>	14 March 2016	
<b>12</b>	Send meeting appointments to Fiona McKinnon	<b>Julie-Anne Ross</b>	14 March 2016	✓
<b>13</b>	Send an invoice to St Vincent's Hospital for payment of membership fees	<b>Joanne Sweeney</b>	8 April 2016	