


Minutes





Date:	Friday 8 April 2016
Time:	10.00 – 1200am AEST 10.30 - 12.30pm CST 1.00pm – 3.00pm NZST
Connection:	<p>Videoconference details</p> <p>Conference title: Australasian Allied Health Benchmarking Consortium (AAHBC)</p> <p>Meeting date: 8/04/2016</p> <p>Start time: 10:00 End time: 12:00</p> <p>Conference ID: 1233044</p> <p>Connection Method:</p> <p>Qld Health sites please dial: 36346002</p> <p>Non Qld Health IP sites please dial: 36346002@health.qld.gov.au</p> <p>ISDN sites please dial: 07 36346002</p>


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
Barwon Health-Geelong (VIC)	Roy Hoevenaars (RH)	Apology
Capital and Coast DHB (NZ)	Steve Whittaker (SW)	
Flinders Medical Centre (SA)	Helen Tedesco (HT) Sarah Woon (SW)	Present
Gold Coast University Hospital	Jill Mahoney (JM) Leigh Collier (LC) Dr Sharon Mickan (SM)	Present Present
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)	Present
Nepean Hospital (NSW)	David O'Connor (DC)	
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR)	Present Present



	Kathy Grudzinkas (KG) Mary Whitehead (MW) Wendy McCallum (WM)	Apology Present Apology
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM) Louise Baxter (LB)	Present
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL) Wendy Rowell (WR)	
St Vincent's Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS)	Present
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	
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 12 February 2015 were endorsed by the attendees.  160212 AAHBC Minutes.docx	Minutes to be ratified at the next meeting as quorum not met
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 - Brisbane • Dates – 26 & 27 October 2016 • 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. <ul style="list-style-type: none"> • Keynote speaker ideas –Terry Haines suggested • Venue for 2017 meeting - Royal Adelaide Hospital 	Cherie Hearn to follow up with Wojcich Korczynski re meeting keynote speaker
3.2	AAHBC meeting	All members

	<p>Face-to-face meeting (October)</p> <ul style="list-style-type: none"> 2016 site visits <ul style="list-style-type: none"> 2 site visits <ul style="list-style-type: none"> Lady Cilento Children's Hospital 24/10/16 (2.00 – 4.00pm) – tour in afternoon, dinner at Southbank for those interested in attending GCUH 25/10/16 (10am – 2pm), GCUH will provide lunch, afternoon drinks at the beach, PAH will provide transport if possible 2016 meeting venue - GCUH 	<p>Julie-Anne Ross will seek approval to arrange transport for AAHBC members to GCUH</p> <p>Jill Mahoney to arrange for lunch for the day meeting at GCUH</p>
3.3	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> Balance \$ 52,874.54  <p>NAHBC finance report July 15 June 1</p> <ul style="list-style-type: none"> Expenditure over the last month – website maintenance, investigate bill for Express Virtual Meetings for 11 February 2016. 	<p>Cherie Hearn to liaise with Joanne Sweeney re payment for Express Virtual Meetings in February 2016</p>
3.4	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> Not in attendance 	
3.5	Data audit	All members
	<ul style="list-style-type: none"> Education package Data audit Refresher document – available on website Helen Tedesco, Julie-Anne Ross and Steve Whittaker have not met yet, but Helen Tedesco has sought information about the minimum requirements for the system. Set it up on a separate platform and link it in to the system. Commence determining content for the education package and then look at questions. Aim to have education package and audit ready for loading on each facilities LMS' by mid June 2016. 	<p>Helen Tedesco, Steve Whittaker and Julie-Anne Ross to review education materials, including review education package on iLearn.</p>   <p>NAHBC Allied Health ahiis_training_V4.1.ppt Stats refresher 2015</p> <p>Helen Tedesco, Steve Whittaker and Julie-Anne Ross to review the audit questions and then suggest recommendations for the next meeting.</p>
4.0	Projects	Who / Action
4.1	Project proposal	All members
	 <p>Project Proposal Template v1.0.doc</p>	
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> Manuscript accepted for publication. Effect of students on CCRs 	<p>All sites to advise how capture student data for each profession using template and return to</p>

	<ul style="list-style-type: none"> • Student data not captured consistently • Project being undertaken by QH Physiotherapists – students currently capturing the usual time it would take for an OOS, rather than the time they actually spent. Can separate student data out. • GCUH just enter clinical care data. • Flinders Medical Centre only record clinical care data, identified as student and able to be separated out from the staff data. Difficulty with ensuring all students don't capture the OOS if see patients together. • Monash – capture clinical care time only. Under discipline student care type. • St Vincent's – student time is separated out. 	<p>AAHBC email address by end May 2016.</p>  <p>160408 Capturing student data.docx</p>
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> • Student and AHA data needs to be submitted. • Discussion required re how beds are counted to ensure this is consistent. • Jim Sayer has been working on the staff benchmarking model. He has developed more extensive reporting. Developed AH/bed figure/hospital. Can also drill down in to a matrix. • Helen Tedesco, Ellen Mills, Adam Govier and Jim Sayer to meet to review assumptions with data. • Positive feedback for GCUH re data submission. • Data required by end May 2016 otherwise it will not be included in the current model. <ul style="list-style-type: none"> • Robina Hospital • PAH to submit AHA and student data • RAH to separate once clinical unit • Lyell-McEwin – work in progress • Hobart – work in progress • Flinders Medical Centre – data sent after last teleconference • Monash – working on data • NZ – have data • St Vincent's – look at data submission 	<p>Jim Sayer to send a reminder to all sites that have not submitted all data.</p> <p>Jim Sayer to send out an email to membership about inclusions in data.</p> <p>Jim Sayer and Fiona McKinnon to liaise about ?inclusion of St Vincent's Hospital data in the staff benchmarking model.</p> <p>All sites to submit data by end of May 2016.</p> <p>Helen Tedesco, Ellen Mills, Adam Govier and Jim Sayer to meet re assumptions of model.</p> <p>Cherie Hearn to contact Jim Sayer to follow up re project proposal, governance and ethics applications.</p>
4.4	Allied health models of care	Adam Govier & Ellen Mills
	Nil update	
4.5	New projects	
	<ul style="list-style-type: none"> • Complying with the National Stroke Guidelines and changes in practice. • Proposal for next steps <ul style="list-style-type: none"> • Need to provide continuum of care view • Look at including the rehabilitation component as it has a significant impact upon LOS 	<p>All members to feedback to Cherie Hearn on the project proposal by end April 2016.</p> <p>Julie-Anne Ross to arrange a meeting for May to commence discussion on rolling out the</p>

	<ul style="list-style-type: none"> Sites interested in participating in pilot project – St Vincent’s, PAH, Flinders Medical Centre, RAH   160115 AAHBC AAHBC Project Special Meeting (Strol Proposal - Stroke (16) Supporting documents for proposal <ul style="list-style-type: none"> http://www.safetyandquality.gov.au/atlas/ http://www.safetyandquality.gov.au/wp-content/uploads/2015/11/SAQ201_01_FrontSection_v10_FILM_TAGGED-4-Investigating-and-addressing-unwarranted-variation.pdf 	project. Any members interested in being a part of the pilot project to advise Cherie Hearn before end of April 2016.
4.6	Main projects being completed at each facility	All
	<ul style="list-style-type: none"> Alfred Hospital – Doing SIBR (pronounced cyber) (Structured interdisciplinary bedside rounds), works well, does take additional time for the rounding process. Austin Health – Nil update Barwon – Nil update Capital and Coast DHB – Nil update Flinders Medical Centre – Continuing with transforming Health. Focusing on early identification of frailty. Gold Coast University Hospital – Nil update Lyell McEwin Hospital – Projects around AHAs, moving to having 10% of workforce AHAs. Division of Medicine is rolling out a new MoC which includes SIBR rounds (Structured interdisciplinary bedside rounds). Melbourne Health – Nil update Monash Health – Advanced practice roles happening. Started SIBR rounding in one of wards - project finishing at the end of April and will look at data evaluation. Nepean Hospital – Nil update Princess Alexandra Hospital – Bedding down Digital Hospital, getting ready for Phase II of implementation (Medication, Anaesthetics and Research, plus activity system. Looking at getting Acute Stroke Unit funding. Working on FIM – all patients who are SNAPed are getting a FIM score to ensure we get adequate revenue. Physio working on a dashboard for workload. Clinical Analytics committee commenced in AH – looking at how we use the data we are collecting to drive clinical care improvement. Looking at data that is available and looking at this across this across the patient journey to triangulate the care and variation and then address driving improvements in that area. Commencing with stroke project and looking at developing a methodology that is repeatable and workable. Still looking at key stakeholders to support turning data in to knowledge. Aim is to take that knowledge and make clinical change. Royal Adelaide Hospital – Delay in moving to new hospital – data TBA, likely February 2017. Working on Transforming Health. Looking at ramping down services at Rah and other services ramping up so service can move and staff can train. 	

	<p>Additional AH staff for a pilot – 13 FTE made permanent. Have commenced weekend provision of service for patients who have had a stroke. Got 5 additional FTE for strokes looking at data and advocating on savings with additional AH. Resulted in reduction in nursing FTE. Were able to prove it reduced nursing staffing requirements.</p> <ul style="list-style-type: none"> • Royal Hobart Hospital – Nil update • St Vincent’s Hospital – Working on Advanced Practice roles with Monash, trying to get an idea re FTE/bed, and working with costings unit to understand the processes being used across difference system for AH costings which will influence how continue to collect data • Western Health – Nil update 	
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<ul style="list-style-type: none"> • Included ‘Subcommittees will be convened as necessary’ to be included within the purpose.  <p>AAHBC Intro and Terms of Reference v</p>	All members to review updated Terms of Reference. Terms of reference to be ratified at the next meeting.
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> • Continue to seek increased membership. 	
5.3	Requests for membership	All
	<ul style="list-style-type: none"> • Nil received 	
6.0	National e-health collaborative	Who / Action
6.1	Update	Ellen Mills
	<ul style="list-style-type: none"> • Nil update 	Ellen Mills to distribute any minutes from meetings.
7.0	New business	Who / Action
7.1	Digital Medical Records used across Australia	All
	<ul style="list-style-type: none"> • PAH – used in outpatient, ED, surgery, radiology, pathology and inpatients (start to finish) – all linked, linked booking system, CERNER system, will collect AH data through the same system eventually. Electronic documentation, direct entry, powerforms used as templates for structured documentation, multi-patient task list used to track inpatient referrals and monitor follow-ups required. System will be integrated across the state and will be able to read about care provided at other QH facilities wherever you are within QH. • Flinders Medical Centre – Nil electronic medical record • Noralunga Hospital – community has a medical record. Hospital with a medical and surgical ward and outpatients and ED. Fully integrated. • Repatriation General Hospital – Rehab and Aged Care and acute medical, and outpatient. Use EPAS (PAS as well as 	<p>All members to advise Julie-Anne Ross re level of electronic medical record use by end April. Please use attached template.</p>  <p>160408 Electronic medical record implem</p>

	<p>medical record). Fully integrated. Bookings not fully online.</p> <ul style="list-style-type: none"> • GCUH – electronic medical record, acute and sub-acute facilities, currently rolling out to community sector. Still using some paper charts and scanning for assessments. Patient record is electronic. Bookings online. • Lyell-McEwin Hospital – nil inpatient electronic, community sites use electronic case notes. Bookings all online. • Monash Health – majority paper-based. Converting to electronic medical record. ED, maternity and paediatrics are using electronic medical records. Community using e-notes as part of their electronic booking system. Tier 2 specialise clinics in acute use appointment bookings, currently using e-notes being implemented. 	
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: 10 June 2016 Time: 10.00 – 12.00am AEST 11.30 - 1.30am CST 1.00pm – 3.00pm NZST Venue: Videoconference (Dial 07 before phone number if outside Qld)</p>	

Action Items

No. Action Items – 2014 & 2015		Who	When	✓
6	Complete project proposal (with costings and governance) for staff benchmarking model	Adam Govier, Ellen Mills & Jim Sayer	31 January 2015	
15	Complete ethics application for staff benchmarking model and circulate to membership for comment	Jim Sayer	22 May 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	✓
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	✓
5	Distribute presentation on CCR after NAHC	Cherie Hearn	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	✓
4	Provide Powerpoint of presentation on CCR given at	Cherie Hearn	13 December 2015	✓



	NAHC			
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	
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	✓

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	✓
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	
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	✓
11	Find alternate chair for the February 2016 meeting. Wendy McCallum to take minutes.	Cherie Hearn	23 January 2016	✓

No.	Action Items – 12 February 2016	Who	When	✓
1	Investigate room venue at GCUH	Jill Mahoney	8 April 2016	✓
2	Send report for inclusion with the minutes	Joanne Sweeney	29 February 2016	✓
4	Send a summary of proposal re coding education package and audit for each site to confirm technical support.	Helen Tedesco	14 March 2016	
5	Send out a copy of the paper submitted to AHR to	Cherie Hearn	Once accepted to	

	members once accepted		AHR	
6	Submit staffing data ASAP	All members	ASAP	
7	Remove website from agenda	Julie-Anne Ross	8 April 2016	✓
8	Provide a plan to move forward with complying with the NSF guidelines	Cherie Hearn	8 April 2016	✓
9	Check with Adam Govier re status of sub-acute subgroup	Cherie Hearn	14 March 2016	
10	Make suggested changes to Terms of Reference	Julie-Anne Ross	8 April 2016	✓
11	Send a letter to St Vincent's Hospital advising of membership (cc Joanne Sweeney)	Cherie Hearn	14 March 2016	
12	Send meeting appointments to Fiona McKinnon	Julie-Anne Ross	14 March 2016	✓
13	Send an invoice to St Vincent's Hospital for payment of membership fees	Joanne Sweeney	8 April 2016	

No.	Action Items – 8 April 2016	Who	When	✓
1	Follow up with Wojcich Korczynski re HRT meeting keynote speaker	Cherie Hearn	30 April 2016	
2	Seek approval to arrange transport for AAHBC members to GCUH	Julie-Anne Ross	30 April 2016	
3	Arrange for lunch for the day meeting at GCUH	Jill Mahoney	25 October 2016	
4	Liaise with Joanne Sweeney re payment for Express Virtual Meetings in February 2016	Cherie Hearn	30 April 2016	
5	Draft project proposal for the revamping of the business rules and coding audit and distribute to membership	Helen Tedesco, Steve Whittaker and Julie-Anne Ross	30 May 2016	
6	Review education materials, including review education package on iLearn.  NAHBC Allied Health Stats refresher 2015	Helen Tedesco, Steve Whittaker and Julie-Anne Ross	30 April 2016	
7	Share local education packages re business rules with Helen Tedesco, Steve Whittaker and Julie-Anne Ross PAH –  ahis_training_V4.1.p pt	All members	30 April 2016	
8	Review the audit questions and then suggest recommendations for the next meeting.	Helen Tedesco, Steve Whittaker and	30 May 2016	

		Julie-Anne Ross		
9	<p>Advise how capture student data for each profession using template and return to AAHBC email address by end May 2016.</p>  <p>160408 Capturing student data.docx</p>	All sites	30 May 2016	
10	Send out an email to membership about inclusions in data.	Jim Sayer	30 April 2016	
11	Send a reminder to all sites that have not submitted all data.	Jim Sayer	30 April 2016	
12	Liaise about ?inclusion of St Vincent's Hospital data in the staff benchmarking model.	Jim Sayer and Fiona McKinnon	30 April 2016	
13	Submit data by end of May 2016.	All sites	30 May 2016	
14	Discuss assumptions of staff benchmarking model.	Helen Tedesco, Ellen Mills, Adam Govier and Jim Sayer	10 June 2016	
15	Contact Jim Sayer to follow up re project proposal, governance and ethics applications.	Cherie Hearn	30 April 2016	
16	Feedback to Cherie Hearn on the project proposal by end April 2016.	All members	30 April 2016	
17	Arrange a meeting for May to commence discussion on rolling out the pilot stroke project.	Julie-Anne Ross	30 April 2016	
18	If interested in being a part of the pilot project to advise Cherie Hearn before end of April 2016.	Any members	30 April 2016	
19	Review updated Terms of Reference. Terms of reference to be ratified at the next meeting.	All members	10 June 2016	
20	Distribute any minutes from meetings.	Ellen Mills	30 April 2016	
21	<p>Advise Julie-Anne Ross re level of electronic medical record use by end April</p>  <p>160408 Electronic medical record implem</p>	All members	30 April 2016	