


## Minutes


<b>Date:</b>	Friday 10 June 2016
<b>Time:</b>	10.00 – 1200am AEST 10.30 - 12.30pm CST 1.00pm – 3.00pm NZST
<b>Connection:</b>	<p>Videoconference details  <b>Conference title:</b> AAHBC (DialInVideoConference)  <b>Meeting date:</b> 10/06/2016 - 10/06/2016  <b>Start time:</b> 10:00 - 12:00  <b>Conference ID:</b> 1263838</p> <p><b>Connection Method:</b>  1. Qld Health sites please dial: 36346053  2. Non Qld Health IP sites please dial: 07 36346053@health.qld.gov.au  3. ISDN sites please dial: 07 36346053</p> <p>TOTAL SITES: 20  TOTAL NUMBER OF PHONE PORTS: 6</p>



## Delegates



Health Service	Delegate name(s)	Present/apologies/absent
Alfred Health (VIC)	Ibolya Nyulasi (IN) Jim Sayer (JS) Lisa Somerville (LS)	Absent Present - phone Apology
Austin Health (VIC)	Debbie Munro Joanne Sweeney (JoS)	Absent Present - phone
Barwon Health-Geelong (VIC)	Roy Hoevenaars (RH)	Absent
Capital and Coast DHB (NZ)	Steve Whittaker (SW)	Apology
Flinders Medical Centre (SA)	Helen Tedesco (HT) Sarah Woon (SW)	Apology Present - phone
Gold Coast University Hospital	Jill Mahoney (JM) Leigh Collier (LC) Dr Sharon Mickan (SM)	Present – v/c Present – v/c Apology
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Sandra Parr (SP)	Apology Absent
Melbourne Health (VIC)	Colin Steel (CS)	Present - phone
Monash Health (Vic)	Raisa Shaikh (RS)	Apology
Nepean Hospital (NSW)	David O'Connor (DC)	Absent
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH)	Present – v/c

	Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM)	Present – v/c Apology Apology
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM) Louise Baxter (LB)	Present - phone Present – v/c Absent
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Annegret Ludwig (AL)	Apology Apology
St Vincent’s Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS)	Absent Apology Present - phone
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	Apology Absent
The Health Roundtable	Wojciech Korczynski (WK)	Present - phone

<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 8 April 2016 were endorsed by the attendees.   160408 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.</li> <li>• Keynote speakers –Terry Haines &amp; Martin Keogh both presenting on a 7 day service</li> <li>• Data analysis – commencing</li> <li>• 23 participants registered already (N.B. Cost of registration goes up after 30 June), 60 hospitals as members</li> <li>• Allied Health Benchmarking Group is the biggest and oldest group in the HRT</li> </ul> </li> <li>• Venue for 2017 meeting - Royal Adelaide Hospital</li> </ul>	
3.2	AAHBC meeting	All members

	<p>Face-to-face meeting (October)</p> <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>Lady Cilento Children's Hospital 24/10/16 (2.00 – 4.00pm) – tour in afternoon, dinner at Southbank for those interested in attending</li> <li>GCUH 25/10/16 (10am – 2pm), GCUH will provide lunch, afternoon drinks at the beach, PAH will provide transport (2 x vans booked)</li> </ul> </li> </ul> </li> <li>2016 meeting venue – GCUH (after site visit)</li> </ul>	<p><b>Julie-Anne Ross</b> to liaise with the GCUH re venues for drinks after site visit and meeting</p>
3.3	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> <li>Balance \$ 52,704.57</li> </ul> <div style="text-align: center;">  <p>160610 AAHBC finance report.xlsx</p> </div> <ul style="list-style-type: none"> <li>Expenditure over the last month – website maintenance &amp; catering</li> </ul>	
3.4	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> <li>Not present</li> <li>NICU afterhours service information request: <i>"We're reviewing the on call (out of hours) physiotherapy services for our NICU patients. We are the only hospital in New Zealand that apparently does this.</i></li> <li><i>I've copied and pasted the DRGs below (please refer to original email) that we are interested in based on some research one of our docs is doing which indicates for our 23 and 24 week gestation babies, we have better outcomes in terms of survival rates than other hospitals across Australia and New Zealand. We're not sure whether there is on call physio (for respiratory issues) in any of your facilities, so perhaps if you are willing to share, could you let me know:</i> <ul style="list-style-type: none"> <li>- Do you have a Neonatal intensive care unit (if no, ignore the rest)</li> <li>- Do you have on call physio for NICU – and if so how many cots do you have in NICU and do you have any idea on frequency of call outs (and is it more than once a night)</li> <li>- Do you have any data on survival rates for 23 and 24 week babies at your facility</li> <li>- Based on the HRT pivot table with these DRGs below, would you be willing to cut and paste your data for comparison?"</li> </ul> </li> </ul>	<p><b>All members</b> to respond to Steve Whittaker's email if they have a NICU</p>
3.5	Data coding audit	All members
	<ul style="list-style-type: none"> <li>June 2016 Coding audit <ul style="list-style-type: none"> <li>Need to choose questions for the 2016 audit. Helen Tedesco, Jim Sayer, Wendy McCallum</li> <li>Aim to undertake audit in August/September</li> <li>Qld Health have requested involvement in the audit process again this year</li> </ul> </li> <li>Education package &amp; data audit rebranding <ul style="list-style-type: none"> <li>Sub-committee report <ul style="list-style-type: none"> <li>We won't have a new platform up and running for the upcoming audit but will aim to have this done by the end of the year and certainly by next audit</li> <li>This may be standalone platform which links somehow</li> </ul> </li> </ul> </li> </ul>	<p><b>Helen Tedesco, Jim Sayer &amp; Wendy McCallum</b> to meet re audit questions.</p> <p><b>Jim Sayer</b> to liaise with Qld Health re participating in audit at the same time.</p> <p><b>Helen Tedesco, Julie-Anne Ross &amp; Steve Whittaker</b> to continue to liaise re audit and education package with aim to complete this project by the end</p>

	<p>to all other platforms OR we will modify a current training module (i.e. Capital &amp; Coast DHB) and see if they can host it to meet our needs (with associated \$)</p> <ul style="list-style-type: none"> <li>• Refresher document available on website</li> </ul>	of 2016.
<b>4.0</b>	<b>Projects</b>	<b>Who / Action</b>
4.1	Project proposal	All members
	 <p>Project Proposal Template v1.0.doc</p>	<p><b>Jim Sayer</b> to complete project proposal for the Staff benchmarking model</p> <p><b>Helen Tedesco</b> to submit project proposal on data audit and education package project</p>
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> <li>• Manuscript accepted for publication. Awaiting details of date.</li> <li>• Effect of students on CCRs <ul style="list-style-type: none"> <li>• Data submitted by St Vincent's, Lyell-McEwin, Royal Hobart, Melbourne Health</li> <li>• Awaiting data from all other facilities</li> </ul> </li> </ul>  <p>160408 Capturing student data.docx</p>	<p><b>Cherie Hearn</b> to circulate article proof to all members</p> <p><b>All members</b> to submit data for how student data is captured by 10 July 2016</p>
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> <li>• Jim Sayer, Ellen Mills, Adam Govier and Helen Tedesco met to discuss assumptions and current data submitted.</li> <li>• Sharing of information discussed. Issues to consider are: <ul style="list-style-type: none"> <li>○ How do we share the data?</li> <li>○ Who has access to this information?</li> <li>○ What level of detail can you see of other facilities data?</li> <li>○ Can you look at everyone's data?</li> <li>○ Should the data be password protected?</li> </ul> </li> <li>• Discussion re data <ul style="list-style-type: none"> <li>○ Useful to be able to see more than just the average.</li> <li>○ Agreed to use HRT code names</li> <li>○ Agreed to adopt the HRT honour code for this model</li> </ul> <p><i>Honour Code</i></p> <p><i>In order to maintain frank discussion in our meetings, all our members agree to abide by The Health Roundtable Honour Code which requires that:</i></p> <ul style="list-style-type: none"> <li>• <i>No member shall criticise the performance of other member organisations, or use any of the information to the detriment of a fellow member.</i></li> <li>• <i>No external distribution of data or conclusions based on Health Roundtable data is made without the unanimous consent of all contributors, unless required by law.</i></li> </ul> <p><i>Data provided to The Health Roundtable are freely shared amongst participating members, but are not disclosed to outside organisations. However, general insights and methodologies are openly available to the public through this website.</i></p> </li> </ul>	<p><b>Jim Sayer</b> to request additional information from some sites</p> <p><b>All members</b> to ensure that they submit their data by 24 June if they want to be involved – Barwon Health, St Vincent's Hospital, Nepean Hospital, Western Health, Melbourne Health</p> <p><b>Ellen Mills</b> to re-send email to Melbourne Health</p> <p><b>Jim Sayer</b> to circulate draft ethics application for review by all members</p>

	<ul style="list-style-type: none"> <li>○ For facilities outside of AAHBC they will only be able to access macro data (e.g. mean)</li> <li>○ For facilities within AAHBC who do not submit data to the model they will only be able to access macro data (e.g. mean)</li> <li>○ Difficulty to highlight high performers as this is specific to a question</li> <li>○ Full data set only available to people who have submitted data</li> <li>● Still awaiting some data from some sites. These include: <ul style="list-style-type: none"> <li>○ Barwon Health</li> <li>○ St Vincent's Hospital</li> <li>○ Nepean Hospital</li> <li>○ Western Health</li> <li>○ Melbourne Health</li> </ul> </li> <li>● Ethics application – Jim Sayer advised her has drafted an ethics application.</li> </ul>	
4.4	Allied health models of care	Adam Govier & Ellen Mills
	On hold at present, awaiting outcome of staffing model project.	
4.5	New projects	
	<ul style="list-style-type: none"> <li>● Complying with the National Stroke Guidelines and changes in practice. <ul style="list-style-type: none"> <li>○ Meeting held on 3 June 2016 to progress stroke project</li> </ul> </li> <li>● Proposal for next steps <ul style="list-style-type: none"> <li>○ Project proposal updated <div style="text-align: center;">  <p>AAHBC Project Proposal - Stroke (16)</p> </div> </li> <li>○ Meeting frequency – monthly <div style="text-align: center;">  <p>160603 AAHBC Special Meeting (Stro)</p> </div> </li> <li>○ Pilot sites – PAH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent's Hospital – other facilities to advise by 17 June 2016</li> </ul> </li> </ul>	<b>All members</b> to advise by 17 June if would like to be involved in the stroke project
4.6	Main projects being completed at each facility	All
	<ul style="list-style-type: none"> <li>● <b>Alfred Hospital</b> – Increased funding for burns service. Burns review many years ago highlighted low resources, have had ongoing push for increased resources since then. Getting an additional 24 beds. Using data within staff benchmarking model to generate information about the FTE require for new beds. Benchmarking through Department of Health (as per Melbourne Health update)</li> <li>● <b>Austin Health</b> – received Grant from Department of Health around implementing evidence in sub-acute stroke care. Neuropsychology and psychology are developing a screening tool to identify issues early.</li> <li>● <b>Barwon</b> – Nil update</li> <li>● <b>Capital and Coast DHB</b> – Nil update</li> </ul>	

	<ul style="list-style-type: none"> <li>• <b>Flinders Medical Centre</b> – Commenced pilot for increased weekend services for 6/12. Targeting specific units and DRGs. Will evaluate in terms of LOS, complications and weekend discharge rates. Aiming to be able to present preliminary data at the HRT meeting.</li> <li>• <b>Gold Coast University Hospital</b> – Pilot ongoing for weekend services for winter bed strategy and extended hours on Monday and Friday at another facility. Aim to present at HRT meeting. Targeting 6.2 capacity alerts and linking with patient flow teams.</li> <li>• <b>Lyell McEwin Hospital</b> – Nil update</li> <li>• <b>Melbourne Health</b> – Department of Health benchmarking project – trying to get a sense of staffing ratios for acute and sub-acute professions and specialities. Aiming for a sense of staffing against programs to inform future work.</li> <li>• <b>Monash Health</b> – Nil update</li> <li>• <b>Nepean Hospital</b> – Nil update</li> <li>• <b>Princess Alexandra Hospital</b> – Trying to balance budget. Digital Hospital has had a huge impact on budget. Working on implementing Medication, Anaesthetics and Research modules into Digital Record early next year.</li> <li>• <b>Royal Adelaide Hospital</b> – Electronic health record being implemented in 2-3/52 (AllScripts built specifically for SA health). Move to new hospital delayed. – Significant amount of work still needs to be completed. Still aiming for November 2016. Project where increased staffing in General Medicine. Got permanent funding several months ago. Still measuring outcomes. Sustained outcomes with reduced LOS.</li> <li>• <b>Royal Hobart Hospital</b> – Nil update</li> <li>• <b>St Vincent's Hospital</b> – Contributing to the Victorian benchmarking project. Doing internal work around general medicine staffing profiles. Rotational staff vs permanent staff and impacts on patient flow.</li> <li>• <b>Western Health</b> – Nil update</li> </ul>	
<b>5.0</b>	<b>AAHBC membership</b>	<b>Who / Action</b>
5.1	Terms of reference	All
	Due for update April 2017	
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> <li>• Aim to present on AAHBC at HRT meeting in October</li> </ul>	<b>Cherie Hearn</b> to liaise with Wojcieck Korzynski re presenting on AAHBC in meeting
5.3	Requests for membership	All
	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	
<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>• Send out NSW minimum data set</li> </ul>	<b>Cherie Hearn</b> to circulate the new NSW data set
<b>7.0</b>	<b>New business</b>	<b>Who / Action</b>

7.1	How does your facility establish AH WAU?	All
	<ul style="list-style-type: none"> <li>What do you include? (E.g. Managers? Clinical Educators? Researchers? AHAs? Costs from service provided outside work hours? (e.g. overtime), AH led clinics?)</li> <li>Where do you get the data from? (e.g. payroll? clinical costing system?)</li> </ul> <p>GCUH working with costings team, who have been excluding a lot of data. Trying to negotiate a better way to calculate AH WAU.</p> <p>Melbourne Health – too cheap for cost/WAU. ?under-reporting of data with a manual system prior to going to a consistent electronic collection method. Pull cost by activity, by clinical unit and work data out from that.</p> <p>Royal Adelaide Hospital – State-wide costing system that all hospitals input in to. Include direct and indirect costs (Exec split across all, space using, cleaning etc). Hard to articulate what is included. Working group in place, costing reliant on accuracy of data in the first place. Not all sites collect data consistently.</p>	<p><b>Julie-Anne Ross</b> to look at Qld Health data audit results to see how other accurate other Qld facilities are with capturing data.</p> <p><b>Julie-Anne Ross</b> to liaise with Leigh Collier re work they are doing on AH cost/WAU</p>
<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: 5 August 2016</p> <p>Time:</p> <p><b>10.00 – 12.00am AEST</b></p> <p><b>11.30 - 1.30am CST</b></p> <p><b>1.00pm – 3.00pm NZST</b></p> <p>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 costing 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	✓
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	✓
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 – 13 November 2015	Who	When	✓
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	✓

No.	Action Items – 11 December 2015	Who	When	✓
5	Meet re MDS education package	<b>Helen Tedesco, Steve Whittaker &amp; Julie-Anne Ross</b>	31 January 2016	✓

No.	Action Items – 12 February 2016	Who	When	✓
4	Send a summary of proposal re coding education package and audit for each site to confirm technical support.	<b>Helen Tedesco</b>	14 March 2016	✓



5	Send out a copy of the paper submitted to AHR to members once accepted	<b>Cherie Hearn</b>	Once accepted to AHR	
6	Submit staffing data ASAP	<b>All members</b>	ASAP	✓
9	Check with Adam Govier re status of sub-acute subgroup	<b>Cherie Hearn</b>	14 March 2016	✓
13	Send an invoice to St Vincent's Hospital for payment of membership fees	<b>Joanne Sweeney</b>	8 April 2016	

No.	Action Items – 8 April 2016	Who	When	✓
1	Follow up with Wojcich Korczynski re HRT meeting keynote speaker	<b>Cherie Hearn</b>	30 April 2016	
2	Seek approval to arrange transport for AAHBC members to GCUH	<b>Julie-Anne Ross</b>	30 April 2016	✓
3	Arrange for lunch for the day meeting at GCUH	<b>Jill Mahoney</b>	25 October 2016	✓
4	Liaise with Joanne Sweeney re payment for Express Virtual Meetings in February 2016	<b>Cherie Hearn</b>	30 April 2016	✓
5	Draft project proposal for the revamping of the business rules and coding audit and distribute to membership	<b>Helen Tedesco, Steve Whittaker and Julie-Anne Ross</b>	30 May 2016	
6	Review education materials, including review education package on iLearn.  NAHBC Allied Health Stats refresher 2015	<b>Helen Tedesco, Steve Whittaker and Julie-Anne Ross</b>	30 April 2016	✓
7	Share local education packages re business rules with Helen Tedesco, Steve Whittaker and Julie-Anne Ross PAH –   ahiis_training_V4.1.ppt RMM Data Collection 2013 v3.pptx	<b>All members</b>	30 April 2016	✓
8	Review the education packages and then suggest recommendations for the next meeting.	<b>Helen Tedesco, Steve Whittaker and Julie-Anne Ross</b>	30 May 2016	✓
10	Send out an email to membership about inclusions in data.	<b>Jim Sayer</b>	30 April 2016	
11	Send a reminder to all sites that have not submitted all data.	<b>Jim Sayer</b>	30 April 2016	
12	Liaise about ?inclusion of St Vincent's Hospital data in the staff benchmarking model.	<b>Jim Sayer and Fiona McKinnon</b>	30 April 2016	✓
13	<b>Submit data by end of May 2016.</b>	<b>All sites</b>	30 May 2016	✓

14	Discuss assumptions of staff benchmarking model.	<b>Helen Tedesco, Ellen Mills, Adam Govier and Jim Sayer</b>	10 June 2016	✓
15	Contact Jim Sayer to follow up re project proposal, governance and ethics applications.	<b>Cherie Hearn</b>	30 April 2016	
16	Feedback to Cherie Hearn on the project proposal by end April 2016.	<b>All members</b>	30 April 2016	✓
18	If interested in being a part of the pilot project to advise Cherie Hearn before end of April 2016.	<b>Any members</b>	30 April 2016	✓
19	Review updated Terms of Reference. Terms of reference to be ratified at the next meeting.	<b>All members</b>	10 June 2016	✓
20	Distribute any minutes from meetings.	<b>Ellen Mills</b>	30 April 2016	

No.	Action Items – 8 April 2016	Who	When	✓
1	Liaise with the GCUH re venues for drinks after site visit and meeting	<b>Julie-Anne Ross</b>	24 October 2016	✓
2	Respond to Steve Whittaker's email if they have a NICU	<b>All members</b>	17 June 2016	
3	Meet re questions for the 2016 coding audit.	<b>Helen Tedesco, Jim Sayer &amp; Wendy McCallum</b>	30 June 2016	
4	Liaise with Qld Health re participating in audit at the same time as AAHBC.	<b>Jim Sayer</b>	30 June 2016	
5	Continue to liaise re audit and education package with aim to complete this project by the end of 2016.	<b>Helen Tedesco, Julie-Anne Ross &amp; Steve Whittaker</b>	Ongoing	
6	Complete project proposal for the Staff benchmarking model	<b>Jim Sayer</b>	5 August 2016	
7	Submit project proposal on data audit and education package project	<b>Helen Tedesco</b>	5 August 2016	
8	Circulate article proof to all members	<b>Cherie Hearn</b>	As able	
10	Submit information for how student data is captured	<b>All members</b>	10 July 2016	
11	Request additional information from some sites for the staff benchmarking model	<b>Jim Sayer</b>	17 June 2016	
12	Ensure that they submit their data by 24 June if they want to be involved – Barwon Health, St Vincent's Hospital, Nepean Hospital, Western Health, Melbourne Health	<b>All members</b>	24 June 2016	
13	Re-send email to Melbourne Health re the staff benchmarking model data collection	<b>Ellen Mills</b>	10 June 2016	

<b>14</b>	Circulate draft ethics application for review by all members	<b>Jim Sayer</b>	5 August 2016	
<b>15</b>	Advise Cherie Hearn if would like to be involved in the stroke pilot project	<b>All members</b>	17 June 2016	
<b>16</b>	Liaise with Wojcieck Korzynski re presenting on AAHBC in meeting	<b>Cherie Hearn</b>	5 August 2016	
<b>18</b>	Circulate the new NSW data set	<b>Cherie Hearn</b>	17 June 2016	
<b>19</b>	Look at Qld Health data audit results to see how other accurate other Qld facilities are with capturing data.	<b>Julie-Anne Ross</b>	30 June 2016	
<b>20</b>	Liaise with Leigh Collier re work they are doing on AH cost/WAU	<b>Julie-Anne Ross</b>	30 June 2016	✓