

Minutes



Date:	Friday 9 December 2016 (Webinar)
Time:	1000hrs – noon (AEST) 1030 – 1230hrs (CST) 1100 – 1300hrs (AEDT) 1300 – 1500hrs (NZ)
Connection:	AAHBC Meeting Fri, Dec 9, 2016 10:00 AM - 12:00 PM Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/420029517 You can also dial in using your phone. Australia +61 2 8355 1034 Access Code: 420-029-517 First GoToMeeting? Try a test session: http://help.citrix.com/getready


Delegates

Health Service	Delegate name(s)	Present/apologies/absent
Alfred Health (VIC)	Ibolya Nyulasi (IN) Jim Sayer (JS) Lisa Somerville (LS)	Present Apology
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	Present
Barwon Health - Geelong (VIC)	Roy Hoevenaars (RH)	
Capital and Coast DHB (NZ)	Catherine Epps (CE) Steve Whittaker (SW)	
Flinders Medical Centre (SA)	Helen Tedesco (HT) Samantha Kruger Sarah Woon (SW)	Apology Apology Apology
Gold Coast University Hospital (QLD)	Arlene Morley (AM) Jill Mahoney (JM) Leigh Collier (LC)	Apology
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Nicollete Varvounis (NV) - proxy Sandra Parr (SP)	Apology Present Apology
Melbourne Health (VIC)	Colin Steel (CS)	Apology
Monash Health – Royal Melbourne Hospital (VIC)	Raisa Shaikh (RS)	Present
Nepean Hospital (NSW)	David O'Connor (DC)	

Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) - Chair Julie-Anne Ross (JR) - Secretariat Kathy Grudzinkas (KG) Wendy McCallum (WM)	Apology Present Apology Present
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	Present
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Claire Ramsden (CR) Jolene May (JM)	Apology
St Vincent's Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS)	Present
Western Health (VIC)	Diana Perre (DP) Julia Firth (JFI)	Apology
The Health Roundtable	Wojciech Korczynski (WK)	Present

N.B. AAHBC website is www.aahbc.org and the member's area has all meeting materials available there.




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 5 August 2016 accepted as a true and accurate record  160805 AAHBC Minutes v2.docx Minutes from the meeting on 25 October 2016 accepted as a true and accurate record  16102425 AAHBC Minutes.docx	
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"> • 2016 <ul style="list-style-type: none"> ○ Reflections – Good feedback received on the evaluation forms completed at the end of the face to face session ○ Print out of topics: <ul style="list-style-type: none"> ▪ case mix data sets ▪ ?demand vs capacity for service delivery - ? link with capacity and staffing profiles 	<p>All members to think about key note speaker and bring to February 2017 meeting for discussion</p> <p>Julie-Anne Ross to send appointments for the AAHBC meeting and face-to-face</p>

	<ul style="list-style-type: none"> ▪ how to get the best outcomes? – using data to inform best use of resources ▪ unmet demand vs desire ▪ over-servicing ▪ under-servicing ▪ Outcomes achieves and achieving best possible practice ▪ Models of care – what is expected best practice and reasonable best practice <ul style="list-style-type: none"> ○ Data revisions should be released by Wednesday next week <ul style="list-style-type: none"> • 2017 <ul style="list-style-type: none"> ○ Adelaide, 25 – 26 October 2016 ○ Theme – as per discussion above ○ Key note speaker – need to think about appropriate speaker to topic 	meeting in 2017
3.2	AAHBC meeting	All members
	Webinars <ul style="list-style-type: none"> • GoToMeeting feedback Face-to-face meeting (October) <ul style="list-style-type: none"> • Half day meeting for discussion about projects • 2017 site visits – Aim for 2 site visits. ?Royal Adelaide Hospital & ?Lyell-McEwin Hospital • 2017 meeting venue • Opportunities for another face-to-face meeting in 2017 – will review who is attending closer to the time <ul style="list-style-type: none"> ○ ?NAHC August 2017 (Sydney) 	Julie-Anne Ross to send appointments for 2017 meetings
3.3	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> • Balance \$56,616.49 • Debits \$144.31 (AAHBC meeting expenses) • Credits \$1500.00 (QH Data Integrity Survey) 	
3.4	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> • Unsure if Steve is still receiving his emails now that he has moved jobs 	Julie-Anne Ross to try another address for Steve Whittaker now that he has moved positions
3.5	Data coding audit	All members
	Project update <ul style="list-style-type: none"> • Will commence platform establishment in 2017  <p>AAHBC stats audit project proposal.doc</p>	Sub-committee members to progress project in 2017 with aim for platform to be ready for the 2017 audit
4.0	Projects	Who / Action
4.1	Project proposal	All members



Project Proposal
Template v1.0.doc

	<p>Project Proposal Template v1.0.doc</p>	
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> • Discussion about CCR data age. • Agreed to re-submit data in 2017 to ensure that the data remains contemporary 	<p>Cherie Hearn & Adam Govier to advise all members of the data required from each facility and submission date</p>
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> • Project proposal – yet to be submitted • Ethics application <ul style="list-style-type: none"> ○ Needs to be completed, retrospectively and prospectively ○ How data is used and by whom ○ Need to consider safe storage and transfer of model and data • Research governance <ul style="list-style-type: none"> ○ Concern that this needs to be determined prior to any release of the model beyond AAHBC members ○ Needs to be site specific • Model <ul style="list-style-type: none"> ○ Book in an education session as part of meeting in 2017 ○ Not included on the www.aahbc.org website as not everyone has submitted data to the model ○ Has not been sent to any members who have not submitted data. If you have submitted data and do not have access to the model please liaise with Jim Sayer ○ PowerPoint has been developed to assist members with filtering in the model ○ Model needs to be updated to include 15/16 financial year data so can do year to year comparisons • Project Officer • Victorian Project <ul style="list-style-type: none"> ○ Jim Sayer advised that he used some of the principles from this model in a recent project for Victorian Allied Health (both acute and sub-acute) where he was a consultant. Now has a new table for sub-acute. Each site was given a word document showing the comparison vs average. ○ Jim Sayer and Lyndal Keating were in Qld on 8 December talking about a similar process for Qld Allied Health. ○ Agreed that any work that uses the AAHBC initial document needs to be referenced 'AAHBC Staffing Model' 	<p>All members who submitted data to the staff benchmarking model to liaise with Jim Sayer if they do not have access to the model</p> <p>Julie-Anne Ross to add to agenda for 2017 a 30 minute education session on the staff benchmarking model</p> <p>Jim Sayer to circulate PowerPoint to assist with filtering in the staff benchmarking model</p> <p>Jim Sayer to send out data request for the 15/16 financial year data</p> <p>All members to submit 15/16 data for the staff benchmarking model as per request from Jim Sayer</p> <p>All members who have yet to submit data to the model can submit data to Jim Sayer for all financial years captured in the model</p> <p>Jim Sayer to check Lyell-McEwin data submitted</p> <p>Jim Sayer to confirm the sites included in the model</p>
4.4	Allied health models of care	Adam Govier & Ellen Mills

	Held over	
4.5	New project – Stroke project	
	<ul style="list-style-type: none"> Brief update provided Project proposal <ul style="list-style-type: none">  AAHBC Project Proposal - Stroke (16) Meeting minutes <ul style="list-style-type: none">  160902 AAHBC Special Meeting (Stro) Pilot sites – PAH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent’s Hospital Draft dashboard <ul style="list-style-type: none">  stroke spreadsheet.xls 	
4.6	Main projects being completed at each facility	All
	<ul style="list-style-type: none"> Alfred Hospital <ul style="list-style-type: none"> Improving/increasing weekend service Output review New dashboard for information systems and reporting (financial, HRM, activity) Austin Health <ul style="list-style-type: none"> 2 whole of hospital projects working on <ol style="list-style-type: none"> 24 hour hospital 3 sites and about service mix at each site – what? When? Where? Staffing profile? Major maintenance being undertaken at present Barwon – Capital and Coast DHB – Flinders Medical Centre – Gold Coast University Hospital – Lyell McEwin Hospital <ul style="list-style-type: none"> Transforming health is ongoing Data build is happening for Modbury (electronic submission) Melbourne Health – Monash Health – Nepean Hospital – Princess Alexandra Hospital <ul style="list-style-type: none"> Digital Hospital – MARS release Replacing an aging information system linked to HBCIS, hoping to replace with a CERNER product. Organisation is not keen for a PowerForm. Want to link incoming system with Snomed technology. CSIRO are currently 	

	<p>looking at coding datasets. We are looking at other opportunities for data collection.</p> <ul style="list-style-type: none"> ○ Data analytics project around falls and stroke ● Royal Adelaide Hospital <ul style="list-style-type: none"> ○ Transforming health – stroke, geriatrics, and rehabilitation (with \$!) ○ Delay for new RAH – contractual disagreement ○ Working on Allied Health in ED ○ Output reform ● Royal Hobart Hospital – ● St Vincent’s Hospital <ul style="list-style-type: none"> ○ Focus on weekend services ○ Project lead for allied health ○ Working on redesign – ED collaboration ○ Focus on patient flow ● Western Health – 	
5.0	AAHBC membership	Who / Action
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"> ● Not discussed 	
5.3	Requests for membership	All
	<p>Request/s for membership</p> <ul style="list-style-type: none"> ● Christchurch Hospital, Canterbury District Health Board – not yet received ● Logan Hospital, Metro South Hospital & Health Service – not yet received 	Circulate request for membership as they are received
6.0	National e-health collaborative	Who / Action
6.1	Update	Cherie Hearn
	<ul style="list-style-type: none"> ● MDS for allied health reviewed 	
7.0	New business	Who / Action
7.1	Nomination for new chair (2017 – 2018)	All
	<ul style="list-style-type: none"> ● Cherie Hearn to talk with Victorian members re chairing AAHBC in 2017/2018 	<p>Cherie Hearn to liaise with Victorian members re chairing AAHBC in 2017/2018</p> <p>Julie-Anne Ross & Cherie Hearn to set agenda for the February 2017 meeting and chair/minute as required</p>
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: 3 February 2017</p> <p>Time:</p> <p>10.00am – 12.00pm AEDT</p> <p>11.00am – 1.00pm AEST</p> <p>11.30am - 1.30pm CST</p> <p>1.00pm – 3.00pm NZST</p> <p>Venue: Webinar</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	✓
6	Provide presentation re 7 day service to attach to minutes  HRT1616 InnovationPoster CAI	Ellen Mills and Adam Govier	13 December 2015	✓


No.	Action Items – 8 April 2016	Who	When	✓
15	Contact Jim Sayer to follow up re project proposal, governance and ethics applications.	Cherie Hearn	30 April 2016	
20	Distribute any minutes from e-health collaborative meetings.	Ellen Mills	30 April 2016	✓

No.	Action Items – 10 June 2016	Who	When	✓
4	Liaise with Qld Health re participating in audit at the	Jim Sayer	30 June 2016	✓

	same time as AAHBC.			
5	Continue to liaise re audit and education package with aim to complete this project by the end of 2016.	Helen Tedesco, Julie-Anne Ross & Steve Whittaker	Ongoing	✓
6	Complete project proposal for the Staff benchmarking model	Jim Sayer	5 August 2016	
7	Submit project proposal on data audit and education package project  AAHBC stats audit project proposal.doc	Helen Tedesco	5 August 2016	✓
10	Submit information for how student data is captured	All members	10 July 2016	✓
11	Request additional information from some sites for the staff benchmarking model	Jim Sayer	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	All members	24 June 2016	✓
14	Circulate draft ethics application for review by all members	Jim Sayer	5 August 2016	
19	Look at Qld Health data audit results to see how accurate other Qld facilities are with capturing data.	Julie-Anne Ross	30 June 2016	✓

No.	Action Items – 5 August 2016	Who	When	✓
1	Alter the presentation given by AAHBC at the HRT last year	Cherie Hearn	26 October 2016	✓
2	Email Steve NICU data as appropriate	All members	ASAP	✓
3	Follow up re local stroke mapping at the next meeting	Fiona McKinnon	25 October 2016	
5	Liaise with Julie Hulcombe re getting on the circulation list for the National e-health collaborative minutes	Cherie Hearn	ASAP	✓

No.	Action Items – 25 October 2016	Who	When	✓
1	Update August AAHBC minutes and circulate	Julie-Anne Ross	ASAP	✓
2	Investigate webinar options and arrange an account	Julie-Anne Ross	9 December 2016	
3	Continue to arrange 2 site visits at future AAHBC face to face meetings	Hosting Members of AAHBC	October 2017	✓
4	Extend length of AAHBC meeting at face to face meeting in subsequent years	AAHBC Chair	October 2017	✓

5	Upload the full audit results to the website.	Julie-Anne Ross	ASAP	✓
6	Circulate the flat file to all members  AAHBC Allied Health Activity Coding Audit	Jim Sayer	9 December 2016	✓
7	Continue to progress initiative and provide regular updates to committee	Education/data audit rebranding sub-committee	Ongoing	✓
8	Consider opportunities to present CCR results	All members	Ongoing	✓
10	Liaise with Wojciech Korczynski re getting the student data separated out for an average OOS time.	Cherie Hearn	9 December 2016	
11	Consider developing a student education package within student platform.	Education/data audit rebranding sub-committee	Ongoing	
12	Send through to Jim Sayer 2014/2015 data for staff benchmarking model	St Vincent's Hospital	ASAP	
13	Fund a research project officer for up to one month to complete the ethics application for the Staff Benchmarking Model project and publish model on behalf of AAHBC.	AAHBC	9 December 2016	
14	Progress research project officer	Jim Sayer	9 December 2016	
15	Follow up re the NZ ethics process and advise Jim Sayer.	Steve Whittaker	9 December 2016	
16	Try and re-engage Monash Health with AAHBC	Lisa Somerville	9 December 2016	
17	Chat with Barwon Health re re-engaging with AAHBC	Lisa Somerville	9 December 2016	
18	Approach Colin Steel re his interest in chair	Cherie Hearn	9 December 2016	✓

No. Action Items – 9 December 2016		Who	When	✓
1	Think about key note speaker and bring to February 2017 meeting for discussion	All members	3 February 2017	
2	Send appointments for the AAHBC meeting and HRT face-to-face meeting in 2017	Julie-Anne Ross	ASAP	✓
3	Send appointments for 2017 meetings	Julie-Anne Ross	ASAP	✓
4	Try another address for Steve Whittaker now that he has moved positions	Julie-Anne Ross	ASAP	
5	Progress project in 2017 with aim for platform to be ready for the 2017 audit	Sub-committee members	February 2017	
6	Advise all members of the data required from each facility and submission date	Cherie Hearn & Adam Govier	February 2017	
7	Members who submitted data to the staff	All members	ASAP	

	benchmarking model to liaise with Jim Sayer if they do not have access to the model			
8	Add to agenda for 2017 a 30 minute education session on the staff benchmarking model	Julie-Anne Ross	3 February 2017	
9	Circulate PowerPoint to assist with filtering in the staff benchmarking model	Jim Sayer	3 February 2017	
10	Send out data request for the 15/16 financial year data	Jim Sayer	February 2017	
11	Submit 15/16 data for the staff benchmarking model as per request from Jim Sayer	All members	As advised	
12	Members who have yet to submit data to the model can submit data to Jim Sayer for all financial years captured in the model	All members	Ongoing	
13	Check Lyell-McEwin data submitted for the staff benchmarking model	Jim Sayer	3 February 2017	
14	Confirm the sites included in the model	Jim Sayer	3 February 2017	
15	Circulate request for membership as they are received	Julie-Anne Ross	ASAP	✓
16	Liaise with Victorian members re chairing AAHBC in 2017/2018	Cherie Hearn	January 2017	✓
17	Set agenda for the February 2017 meeting and chair/minute as required	Julie-Anne Ross & Cherie Hearn	3 February 2017	