

Minutes


Date:	Friday 3 February 2017
Time:	1000hrs – 1130hrs (AEST) 1030 – 1200hrs (CST) 1100 – 1230hrs (AEDT) 1300 – 1430hrs (NZ)
Connection:	<p>170203 AAHBC Meeting (Webinar) Friday, 3 February 2017 11:00 AM - 12:30 PM AEDT</p> <p>Please join my meeting from your computer, tablet or smartphone. https://global.gotomeeting.com/join/611594525</p> <p>You can also dial in using your phone. Australia: +61 2 8355 1050 Access Code: 611-594-525</p> <p>First GoToMeeting? Try a test session: http://help.citrix.com/getready</p>





Delegates




Health Service	Delegate name(s)	Present/apologies/absent
Alfred Health (VIC)	Ibolya Nyulasi (IN) Jim Sayer (JS) Lisa Somerville (LS)	Present Present
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	Apology
Barwon Health - Geelong (VIC)	Roy Hoevenaars (RH)	
Canterbury DHB (NZ)	Garth Munro (GM) Rebecca George (RG)	Present
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)	Present Present
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Nicollette Varvounis (NV) – proxy Sandra Parr (SP)	Apology Present
Melbourne Health (VIC)	Colin Steel (CS)	Apology
Monash Health – Royal	Raisa Shaikh (RS)	Apology


Melbourne Hospital (VIC)		
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)	Present 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 Present
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 Apology
The Health Roundtable	Wojciech Korczynski (WK)	Apology

N.B. AAHBC website is www.aaahbc.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
1.1	Welcomed attendees and noted apologies. Welcome new member (Canterbury DHB – Christchurch)	Chair
2.0	<u>Minute</u> confirmation	
2.1	Minutes from the meeting held on 9 December 2016 accepted as an accurate and true record.  161209 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
	2017 <ul style="list-style-type: none"> Adelaide 25 – 26 October 2016 Theme – Key note speaker – suggestions included return on investment (Ellen Mills), what would good look like? (NZ), understanding diversity 	Cherie Hearn to provide Wojciech Korczynski with ideas for HRT meeting keynote speakers
3.2	AAHBC meeting	All members

	<p>Webinars</p> <ul style="list-style-type: none"> GoToMeeting account <p>Face-to-face meeting (October)</p> <ul style="list-style-type: none"> 2017 site visits Half day meeting 2017 meeting venue Opportunities for another face-to-face meeting in 2017 	<p>All members who may go to NAHC 2017 to advise Julie-Anne Ross to see if we can have an AAHBC meeting at this time.</p>
3.3	Financial reports	Joanne Sweeney
	<ul style="list-style-type: none"> Balance \$56,517.00 <div style="text-align: center;">  170127 AAHBC finance report.xlsx </div> <ul style="list-style-type: none"> Debits \$1340.50 (Website maintenance, expenses and virtual meeting) Credits \$0 in December/January 	
3.4	NZ update	Steve Whittaker
	<ul style="list-style-type: none"> Welcome to Canterbury DHB 	
3.5	Data coding audit	All members
	<p>Project update</p> <ul style="list-style-type: none"> Will commence platform establishment in 2017. Nil update at present. <div style="text-align: center;">  AAHBC stats audit project proposal.doc </div>	
4.0	Projects	Who / Action
4.1	Project proposal	All members
	<div style="text-align: center;">  Project Proposal Template v1.0.doc </div>	
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> 2017 data collection <ul style="list-style-type: none"> What? When? How? 	<p>Adam Govier and Cherie Hearn to meet to discuss data for collection</p>
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> Education session (30 minutes of meeting) <div style="text-align: center;">  AAHBC Allied Health Staffing Model 20170 </div> <ul style="list-style-type: none"> Project proposal Ethics application Research governance Model 	<p>Cherie Hearn, Ellen Mills and Jim Sayer to meet to talk about Governance, Ethics and Intellectual Property</p> <p>Jim Sayer to develop a voiceover to go with PowerPoint and send out by 24 February</p>

	<ul style="list-style-type: none"> • Project Officer • Victorian Project • Referencing of Model Project Officer • Victorian Project • Referencing of Model 	
4.4	Allied health models of care – General Medicine	Adam Govier & Ellen Mills
	<ul style="list-style-type: none"> • Nil update 	
4.5	New project – Stroke project	
	<ul style="list-style-type: none"> • Brief update provided about progress of group <ul style="list-style-type: none"> ○ Next meeting 17 February 2017 • Project proposal <div style="text-align: center;">  <p>AAHBC Project Proposal - Stroke (16f</p> </div> • Meeting minutes <div style="text-align: center;">  <p>160902 AAHBC Special Meeting (Strol</p> </div> • Pilot sites – PAH, GCUH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent’s Hospital • Draft dashboard <div style="text-align: center;">  <p>stroke spreadsheet.xls</p> </div> 	All pilot sites to ensure data is submitted to Julie-Anne Ross by 8 February 2017
4.6	Main projects being completed at each facility	All
	<ul style="list-style-type: none"> • Alfred Hospital – working on dashboard for Ah activity and payroll, financial reporting. Trying to make more user friendly and contemporary. Looking at demand management – intensity of therapy, service models, preparing for winter demand • Austin Health • Barwon – • Canterbury DHB – dashboard looking at predictive capacity information and matching with finance, new application (Cortex) being rolled out in GenSurg to look at caseload management and task allocation tool (points of time where different professions interact with patients to identify variation) • Capital and Coast DHB – • Flinders Medical Centre – • Gold Coast University Hospital – • Lyell McEwin Hospital • Melbourne Health – • Monash Health – • Nepean Hospital – • Princess Alexandra Hospital – MARS (Medication, Anaesthetics and Research Support) implementation, looking 	All members to consider feedback on new HRT reports Wendy McCallum and Ellen Mills to talk about data into the electronic medical record

	<p>at HRT reports in detail (diagnosis and DRG reports, sub-acute reports disappointing). Working with CSIRO to align Snomed and CERNER data collection.</p> <ul style="list-style-type: none"> • Royal Adelaide Hospital – Broad getting a broad health information management committee (health reporting, outcomes). Now able to enter data in to ieMR but can't get information out. A separate page after enter data for the patient. • Royal Hobart Hospital – AH Data reference group, Integration of routine data review in AH risk framework, Review of In-reach rehab project (12 month pilot) • St Vincent's Hospital • Western Health – 	
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<ul style="list-style-type: none"> • Due for update April 2017 <div style="text-align: center;">  <p>AAHBC Intro and Terms of Reference v</p> </div>	All members to come to the next meeting with any suggestions for changes required to the Terms of Reference
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"> • Logan Hospital, Metro South Hospital & Health Service – not yet received 	
6.0	National e-health collaborative	Who / Action
6.1	Update	Cherie Hearn
	<ul style="list-style-type: none"> • Nil update 	
7.0	New business	Who / Action
7.1	Nomination for new chair (2017 – 2018)	All
	<ul style="list-style-type: none"> • Cherie Hearn and Julie-Anne Ross to continue in their current role until end of June and continue to discuss with AAHBC members re chairing 	Ellen Mills and Cherie Hearn to talk about options for Chair offline
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: 7 April 2017 Time: 1000hrs – 1130hrs (AEST) 1030 – 1200hrs (CST) 1100 – 1230hrs (AEDT)</p>	


	1300 – 1430hrs (NZ) Venue: Webinar	
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Action Items

No.	Action Items –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	✓

No.	Action Items – 10 June 2016	Who	When	✓
6	Complete project proposal for the Staff benchmarking model	Jim Sayer	5 August 2016	
14	Circulate draft ethics application for review by all	Jim Sayer	5 August 2016	

	members			
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No.	Action Items – 25 October 2016	Who	When	✓
2	Investigate webinar options and arrange an account	Julie-Anne Ross	9 December 2016	✓
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 Vincents 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	

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 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 benchmarking model to liaise with Jim Sayer if they do not have access to the model	All members	ASAP	
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 once ethics received	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	✓

No. Action Items – 3 February 2017		Who	When	✓
1	Provide Wojciech Korczynski with ideas for HRT meeting keynote speakers	Cherie Hearn	30 April 2017	
2	Advise Julie-Anne Ross if you are going to NAHC and would be interested in having a face-to-face AAHBC meeting	All members	30 June 2017	
3	Meet to discuss data for collection	Adam Govier and Cherie Hearn	7 April 2017	
4	Meet to talk about Governance, Ethics and Intellectual Property	Cherie Hearn, Ellen Mills and Jim Sayer	28 February 2017	
5	Develop a voiceover to go with PowerPoint and send out by 24 February	Jim Sayer	24 February 2017	
6	Ensure data is submitted to Julie-Anne Ross by 8 February 2017	All Stroke project pilot sites	8 February 2017	
7	Consider feedback on new HRT reports	All members	7 April 2017	
8	Talk about data into the electronic medical record	Wendy McCallum and Ellen Mills	7 April 2017	
9	Come to the next meeting with any suggestions for changes required to the Terms of Reference	All members	7 April 2017	
10	Talk about options for Chair offline	Ellen Mills and Cherie Hearn	ASAP	