

## Minutes

<b>Date:</b>	Friday 7 April 2017
<b>Time:</b>	1000hrs – 1130hrs (AEST) 1030 – 1200hrs (CST) 1100 – 1230hrs (AEDT) 1300 – 1430hrs (NZ)
<b>Connection:</b>	170407 AAHBC Meetings Tue, 4 Apr 2017 10:00 PM - 11:30 PM AEST  Please join my meeting from your computer, tablet or smartphone. <a href="https://global.gotomeeting.com/join/768077965">https://global.gotomeeting.com/join/768077965</a>  You can also dial in using your phone. Australia: +61 2 8355 1050  Access Code: 768-077-965

## Delegates

Health Service	Delegate name(s)	Present/apologies/absent
Alfred Health (VIC)	Jim Sayer (JS) Lisa Somerville (LS)	Apology Present
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	
Barwon Health - Geelong (VIC)	David Meade (DM) Roy Hoevenaars (RH)	
Canterbury DHB (NZ)	Garth Munro (GM) Rebecca George (RG)	
Capital and Coast DHB (NZ)	Chantalle Corbett (CC)	
Flinders Medical Centre (SA)	Helen Tedesco (HT) Samantha Kruger Sarah Woon (SW)	Present Present
Gold Coast University Hospital (QLD)	Arlene Morley (AM) Jill Mahoney (JM) Leigh Collier (LC)	Apology
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Nicollette Varvounis (NV) – proxy Sandra Parr (SP)	Present
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)	Present Apology  Apology Apology
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	Present
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Claire Ramsden (CR) Jolene May (JM)	Present  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)	
The Health Roundtable	Wojciech Korczynski (WK)	Present

N.B. AAHBC website is [www.aahbc.org](http://www.aahbc.org) and the member's area has all meeting materials available there.

<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 3 February 2017 accepted as an accurate and true record. Separate Monash Health and Melbourne Health on the minutes from the last meeting.	
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
	2017 <ul style="list-style-type: none"> <li>Adelaide Conference Centre</li> <li>25 – 26 October 2016</li> <li>Theme – Demand and capacity in delivering allied health services for acute patients</li> <li>Key note speaker – Martin Chadwick from NZ, AAHBC members could deliver Clinical Care ratios or looking at capacity and demand, Chapell Dean do benchmarking for Ability First Australia around AH services that they provide for their clients</li> <li>60 hospital members this year.</li> </ul>	<b>Ellen Mills &amp; Helen Tedesco</b> to advise re appropriate accommodation options near the Adelaide Convention Centre  <b>Wojciech Korczynski</b> to brainstorm with colleagues re options for speakers outside of the health box who can be thought starters for capacity and demand management
3.2	AAHBC meeting	All members
	Webinars <ul style="list-style-type: none"> <li>Continuing to trial</li> </ul>	<b>Ellen Mills &amp; Helen Tedesco</b> to confirm Adelaide meeting details

	<p>Face-to-face meeting (October)</p> <ul style="list-style-type: none"> <li>• 2017 site visits – Site visits on Monday afternoon and Tuesday morning. To determine the invitation list for these visits.</li> <li>• Half day meeting most likely on the Tuesday afternoon</li> <li>• 2017 meeting venue TBA based on hospital openings</li> <li>• Winery tour on the Friday after the HRT</li> </ul> <p>Opportunities for another face-to-face meeting in 2017</p> <ul style="list-style-type: none"> <li>• National Allied Health Conference in August</li> </ul>	<p>closer to the event</p> <p><b>Ellen Mills, Sarah Woon &amp; Helen Tedesco</b> to arrange an AAHBC dinner for the Tuesday night</p> <p><b>Ellen Mills</b> to arrange a winery tour for AAHBC members for Friday</p> <p><b>Julie-Anne Ross</b> to confirm times for future AAHBC meetings</p>
3.3	Financial reports	Joanne Sweeney
	<p>Balance \$56,542.49</p> <div style="text-align: center;">         170407 AAHBC        finance report.xlsx     </div> <ul style="list-style-type: none"> <li>• Debits \$1,440.51</li> <li>• Credits \$5,125.00</li> </ul>	<b>Joanne Sweeney</b> to commence sending invoices for membership for 17/18 FY
3.4	NZ update	Rebecca George
	<ul style="list-style-type: none"> <li>• Nil update</li> </ul>	
3.5	Data coding audit	All members
	<p>Project update</p> <ul style="list-style-type: none"> <li>• Helen Tedesco advised that the education platform is progressing slowly. Barriers identified but project is achievable. Commenced building a draft platform for being shared locally. Likely cost \$8,000 - \$10,000. Likely at least another 3 months for development of the platform. Recommend that audit be conducted later this year to allow for build.</li> <li>• Plan B is SurveyMonkey</li> </ul> <div style="text-align: center;">         AAHBC stats audit        project proposal.pdf     </div>	<b>All members</b> data audit in early September this year (not in school holidays)
<b>4.0</b>	<b>Projects</b>	<b>Who / Action</b>
4.1	Project proposal	All members
	<div style="text-align: center;">         Project Proposal        Template v1.0.doc     </div> <ul style="list-style-type: none"> <li>• Research Ethics &amp; Governance processes have tightened up around Australia.</li> <li>• All future projects will require Ethics and Governance agreements.</li> <li>• Lisa Somerville has liaised with their legal team re the benchmarking project and how we publish on this initiative. To publish we require ethics application, but who owns the intellectual property? The recommendation is that the intellectual property should sit with the member organisations involved (as AAHBC as an entity may not</li> </ul>	<p><b>Jim Sayer</b> to pull a summary together of the evolution of the Staff Benchmarking Project</p> <p><b>Lisa Somerville</b> to arrange for the Alfred Hospital legal team to draft a research agreement to be tabled at the next meeting and once approved research collaboration agreement can be commenced with the sites who want to be involved in the staff</p>

	<p>be able to hold ethics). Lisa advised that their legal service advised to establish a research collaboration agreement. This agreement will establish who is part of the collaboration and what each parties role is in that collaboration and who owns any data that is collected. This process makes it quite clear and enables us to have a more robust governance around projects.</p> <ul style="list-style-type: none"> <li>• A research collaboration agreement will make it clear who owns the data, what the organisations can do with the data and what needs/doesn't need permission.</li> <li>• All current and future AAHBC projects will need to have research collaboration agreements and potentially ethics application.</li> </ul>	<p>benchmarking initiative.</p> <p><b>Lead sites for each AAHBC project</b> (aka principal investigator) to commence research collaboration agreements (as per their organisation template). Where applicable ethics applications need to be completed.</p>
4.2	Clinical care ratios	Cherie Hearn & Adam Govier
	<ul style="list-style-type: none"> <li>• Sub-committee includes Anne Mullavey, Jill Mahoney, Julie-Anne Ross &amp; Cherie Hearn.</li> <li>• Meeting being scheduled for early May.</li> <li>• Will aim to do a snapshot in July/August.</li> <li>• Detail yet to be confirmed on how we will collect data and what data we will collect.</li> <li>• Research collaboration agreement and ethics will need to be established.</li> <li>• 2017 data collection <ul style="list-style-type: none"> <li>○ Who? AHAs (single profession or MD), staff, Clinical educators</li> <li>○ What? TBA</li> <li>○ When? August</li> <li>○ How? TBA</li> </ul> </li> <li>• Cherie Hearn is presenting at the World Congress of Physiotherapy in early July.</li> </ul>	<p><b>Julie-Anne Ross</b> to send out meeting appointment for sub-committee</p> <p><b>All members</b> to collect data in August.</p>
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> <li>• Education session – video yet to be developed re the use of the staff benchmarking model. Would be beneficial to include recommendations on how data should be collected and what should be collected in data collection.</li> </ul> <div style="text-align: center;">  <p>AAHBC Allied Health Staffing Model 20170</p> </div> <ul style="list-style-type: none"> <li>• Project proposal – yet to be completed</li> <li>• Ethics application – yet to be completed</li> <li>• Research governance – in the process of being established (as above)</li> <li>• Model – located in a drop box.</li> <li>• Project Officer</li> <li>• Referencing of Model Project Officer</li> <li>• Referencing of Model – to be established as part of the governance process</li> <li>• Victorian Project completed. Hospitals involved have their data. Accessible on the Victorian DHS website</li> </ul>	<p><b>Jim Sayer</b> to send out video on how to use the staff benchmarking model and data collection processes.</p> <p><b>Jim Sayer</b> to advise all members of what data is yet to be submitted and how we access this data.</p> <p><b>All members</b> to submit data for each site once research collaborations established.</p>
4.4	Allied health models of care – General Medicine	Adam Govier & Ellen Mills
	<ul style="list-style-type: none"> <li>• Nil update</li> </ul>	
4.5	New project – Stroke project	

	<ul style="list-style-type: none"> <li>• Brief update provided about progress of group <ul style="list-style-type: none"> <li>○ Data from most pilot sites. In the process of establishing a draft dashboard using AUSCR data and the National Standards. Some gaps in data collection.</li> <li>○ Next meeting 21 April 2017</li> </ul> </li> <li>• Project proposal <div style="text-align: center;">  <p>AAHBC Project Proposal - Stroke (16)</p> </div> </li> <li>• Meeting minutes <div style="text-align: center;">  <p>170317 AAHBC Special Meeting (Strol)</p> </div> </li> <li>• Pilot sites – PAH, GCUH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent’s Hospital</li> </ul>	
4.6	Main projects being completed at each facility	All
	<ul style="list-style-type: none"> <li>• <b>Alfred Hospital</b> – Working on research collaboration.</li> <li>• <b>Austin Health</b> – Nil update</li> <li>• <b>Barwon</b> – Nil update</li> <li>• <b>Canterbury DHB</b> – Nil update</li> <li>• <b>Capital and Coast DHB</b> – Nil update</li> <li>• <b>Flinders Medical Centre</b> – Appointed an EDAH for Adelaide (Julie) which will help facilitate work around a strategic vision for allied health. Planning moves and decommissioning of sites. Implementation of transforming health models of care, stroke and geriatrics.</li> <li>• <b>Gold Coast University Hospital</b> – Nil update</li> <li>• <b>Lyell McEwin Hospital</b> – rolled out a new data collection system at Modbury Hospital which will enable the submission of HRT data. Involved in transforming health and looking at 7 day service models and building KPIs into the data systems. Expanding AH assistant workforce and reviewing recording of this work.</li> <li>• <b>Melbourne Health</b> – Nil update</li> <li>• <b>Monash Health</b> – Signed off agreement with vendor for electronic medical records (CERNER). Completed mapping of AHA workforce. Mapping credentialing and scope of practice for staff. Aiming to be able to pull data from this. Automated all training records to increase ease of data analysis.</li> <li>• <b>Nepean Hospital</b> – Nil update</li> <li>• <b>Princess Alexandra Hospital</b> – Implemented Medication, Anaesthetics &amp; Research Support (MARS) Systems. The AH implementation of entering home medications was not successful. Recommend sites ask vendor what work-arounds other states are doing.</li> <li>• <b>Royal Adelaide Hospital</b> – Accreditation last week. New hospital – lots of training in process. Unsure of move data at this point. Rolling out transforming health, in particular injection into AH ambulatory services. KPIs that need to be</li> </ul>	

	<p>met re episodes, KPIs and outcomes.</p> <ul style="list-style-type: none"> <li>• <b>Royal Hobart Hospital</b> – In process of getting an EDAH for the state. Have 2 other hospitals in the state that are now part of the HRT. Unsure if they have the capacity to have a representative at the meetings. Use ABC state-wide in Tasmania.</li> <li>• <b>St Vincent's Hospital</b> – Appointed Tanya Gulliver as a project lead to do an analysis of service and direction of service. Trying to also include in this a major mapping of all AH services (where are, touch points and interfaces across the episodes of care re 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	<a href="#">Terms of reference</a>	All
	<ul style="list-style-type: none"> <li>• Due for update April 2017</li> </ul> <div style="text-align: center;">   AAHBC Intro and  Terms of Reference v </div> <ul style="list-style-type: none"> <li>• Need to update membership</li> </ul>	<b>Julie-Anne Ross</b> to update membership list in ToR <b>All members</b> to come to next meeting with suggestions for any changes to the ToR
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> <li>• Not discussed</li> </ul>	
5.3	Requests for membership	All
	Request/s for membership <ul style="list-style-type: none"> <li>• Logan Hospital, Metro South Hospital &amp; Health Service – not yet received</li> </ul>	<b>Anne Mullavey</b> to follow up with the Tasmanian Hospitals re membership. Membership form is on the aahbc website
<b>6.0</b>	<b>National e-health collaborative</b>	<b>Who / Action</b>
6.1	Update	Jim Sayer
	<ul style="list-style-type: none"> <li>• Nil update</li> </ul>	<b>Jim Sayer</b> to provide an update on the National e-health collaborative
<b>7.0</b>	<b>New business</b>	<b>Who / Action</b>
7.1	Nomination for new chair (2017 – 2018)	All
	<ul style="list-style-type: none"> <li>• Still working through the role of chair from June</li> </ul>	<b>Cherie Hearn</b> to liaise with possible chairs re role
7.2	Discussion re Steve Whittaker continuing to attend meetings	All
	<ul style="list-style-type: none"> <li>• Steve Whittaker would like to attend meetings as a guest as his current organisation is not a member but is not able to join at present. Steve is hoping organisation will join in the future.</li> <li>• Discussion from the group is that organisation needs to join. Is there anything that we can do to facilitate membership?</li> </ul>	<b>Cherie Hearn</b> to advise Steve Whittaker of the outcome of the discussion.
<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: 9 June 2017 (please note change in date)</p> <p>Time:</p> <p>1100 – 1230hrs (AEST)</p> <p>1030 – 1300hrs (CST)</p> <p>1300 – 1430hrs (NZ)</p> <p>Venue: Webinar</p>	

## Action Items

No.	Action Items – 17 April 2017	Who	When	✓
1	Advise re appropriate accommodation options near the Adelaide Convention Centre	<b>Ellen Mills &amp; Helen Tedesco</b>	31 May 2017	
2	Brainstorm with colleagues re options for speakers outside of the health box who can be thought starters for capacity and demand management	<b>Wojciech Korczynski</b>	2 June 2017	
3	Confirm Adelaide meeting details closer to the event	<b>Ellen Mills &amp; Helen Tedesco</b>	31 August 2017	
4	Arrange an AAHBC dinner for the Tuesday night	<b>Ellen Mills, Sarah Woon &amp; Helen Tedesco</b>	30 September 2017	
5	Arrange a winery tour for AAHBC members for Friday	<b>Ellen Mills</b>	30 September 2017	
6	Confirm times for future AAHBC meetings	<b>Julie-Anne Ross</b>	2 June 2017	✓
7	Commence sending invoices for membership	<b>Joanne Sweeney</b>	ASAP	
8	Complete data audit in early September this year (not in school holidays)	<b>All members</b>	4 September 2017	
9	Pull a summary together of the evolution of the Staff Benchmarking Project	<b>Jim Sayer</b>	ASAP	
10	Arrange for the Alfred Hospital legal team to draft a research agreement to be tabled at the next meeting and once approved research collaboration agreement can be commenced with the sites who want to be involved in the staff benchmarking initiative.	<b>Lisa Somerville</b>	2 June 2017	
11	Commence research collaboration agreements (as per their organisation template). Where applicable ethics applications need to be completed.	<b>Lead sites for each AAHBC project (aka principal investigator)</b>	2 June 2017	
12	Send out meeting appointment for CCR sub-committee	<b>Julie-Anne Ross</b>	ASAP	✓
13	Collect CCR refresh data in August.	<b>All members</b>	August 2017	
14	Send out video on how to use the staff benchmarking model and data collection processes.	<b>Jim Sayer</b>	ASAP	
15	Advise all members of what data is yet to be submitted and how we access this data.	<b>Jim Sayer</b>	ASAP	

16	Submit data for the staff benchmarking model for each site once research collaborations established.	All members	As advised	
17	Update membership list in ToR	Julie-Anne Ross	2 June 2017	✓
18	Come to next meeting with suggestions for any changes to the ToR	All members	2 June 2017	
19	Follow up with the Tasmanian Hospitals re membership. Membership form is on the aahbc website	Anne Mullavey	2 June 2017	
20	Provide an update on the National e-health collaborative	Jim Sayer	2 June 2017	
21	Liaise with possible chairs re role	Cherie Hearn	2 June 2017	
22	Advise Steve Whittaker of the outcome of the discussion re participating in the AAHBC meeting as a guest	Cherie Hearn	2 June 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	

No.	Action Items – 9 December 2016	Who	When	✓
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	<b>Sub-committee members</b>	February 2017	✓
6	Advise all members of the data required from each facility and submission date	<b>Cherie Hearn</b>	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	<b>All members</b>	ASAP	✓
9	Circulate PowerPoint to assist with filtering in the staff benchmarking model	<b>Jim Sayer</b>	3 February 2017	
10	Send out data request for the 15/16 financial year data once ethics received	<b>Jim Sayer</b>	February 2017	
11	Submit 15/16 data for the staff benchmarking model as per request from Jim Sayer	<b>All members</b>	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	<b>All members</b>	Ongoing	
13	Check Lyell-McEwin data submitted for the staff benchmarking model	<b>Jim Sayer</b>	3 February 2017	✓
14	Confirm the sites included in the model	<b>Jim Sayer</b>	3 February 2017	

<b>No. Action Items – 25 October 2016</b>		<b>Who</b>	<b>When</b>	<b>✓</b>
10	Liaise with Wojciech Korczynski re getting the student data separated out for an average OOS time.	<b>Cherie Hearn</b>	9 December 2016	
11	Consider developing a student education package within student platform.	<b>Education/data audit rebranding sub-committee</b>	Ongoing	
12	Send through to Jim Sayer 2014/2015 data for staff benchmarking model	<b>St Vincents Hospital</b>	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.	<b>AAHBC</b>	9 December 2016	
14	Progress research project officer	<b>Jim Sayer</b>	9 December 2016	
15	Follow up re the NZ ethics process and advise Jim Sayer.	<b>Steve Whittaker</b>	9 December 2016	
16	Try and re-engage Monash Health with AAHBC	<b>Lisa Somerville</b>	9 December 2016	✓
17	Chat with Barwon Health re re-engaging with AAHBC	<b>Lisa Somerville</b>	9 December 2016	✓

<b>No. Action Items – 10 June 2016</b>		<b>Who</b>	<b>When</b>	<b>✓</b>
14	<b>Circulate draft ethics application for review by all members</b>	<b>Jim Sayer</b>	<b>5 August 2016</b>	

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	

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 –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	