

Minutes

Date:	Friday 9 June 2017
Time:	1100hrs – 1230hrs (AEST) 1030 – 1200hrs (CST) 1300 – 1430hrs (NZ)
Connection:	Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/2367380183 Or iPhone one-tap (Australia Toll): +61280152088,2367380183# Or Telephone: Dial: +61 (0) 2 8015 2088 (Australia Toll) Meeting ID: 236 738 0183 International numbers available: https://zoom.us/join?meetingid=2367380183 https://zoom.us/join?meetingid=2367380183





Delegates




Health Service	Delegate name(s)	Present/apologies/absent
Alfred Health (VIC)	Jim Sayer (JS) Lisa Somerville (LS)	Present Apology
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	Apology
Barwon Health - Geelong (VIC)	David Meade (DM) Roy Hoevenaars (RH)	Present Apology
Canterbury DHB (NZ)	Garth Munro (GM) Rebecca George (RG)	Apology Apology
Capital and Coast DHB (NZ)	Chantalle Corbett (CC)	Present (partial)
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)	Present Present
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Nicollette Varvounis (NV) – proxy Sandra Parr (SP)	Present
Melbourne Health (VIC)	Colin Steel (CS)	
Monash Health – Royal Melbourne Hospital (VIC)	Raisa Shaikh (RS)	Apology
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 Present
St Vincent's Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS)	Apology 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 ?April 2017 accepted as an accurate and true record.	
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 Conference Centre 25 – 26 October 2016 Theme – Demand and capacity in delivering allied health services for acute patients Key note speaker – ?Alison Kitson (iParish) & Amy Ross from FMC 60 hospital members this year. 10 people registered to attend. 	
3.2	AAHBC meeting	All members
	Webinars <ul style="list-style-type: none"> Zoom trial Face-to-face meeting (October) <ul style="list-style-type: none"> 2017 site visits – Site visits on Monday afternoon and Tuesday morning (?Modbury, Sanberry, Flinder Medical Centre). To determine the invitation list for these visits. 	Julie-Anne Ross to arrange purchase of membership for one year for Zoom

	<ul style="list-style-type: none"> • Half day meeting most likely on the Tuesday afternoon • 2017 meeting venue TBA based on hospital openings • Winery tour on the Friday after the HRT <p>Opportunities for another face-to-face meeting in 2017</p> <ul style="list-style-type: none"> • National Allied Health Conference in August 	
3.3	Financial reports	Joanne Sweeney
	<p>Balance \$56,442.49</p>  <p>170609 AAHBC finance report.xlsx</p> <p>Continue with \$250/year membership</p>	
3.4	NZ update	Rebecca George
	<ul style="list-style-type: none"> • 	
3.5	Data coding audit	All members
	<p>Project update</p> <ul style="list-style-type: none"> • Online platform • September as audit month • Build an interactive education tool • Independent URL with server, backs up over time. Cheapest can get it to know your data is secure. Recommendation for long term reporting need independent server. • Centralised reporting • Allows people to look at own sites • Review ability to access for short periods of time for Qld Health. This should cover the majority of server fee.  <p>AAHBC stats audit project proposal v2.0</p>	<p>Helen Tedesco to continue to progress online learning & audit platform.</p> <p>Trial sites will need to Volunteer to test site (PAH, Gold Coast, Royal Hobart, Alfred)</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"> • Sub-committee meeting • Snapshot in March 2017. FMC can't do audit retrospectively. RAH would have difficulty doing prospectively as are easing off data capture for a few months because of transition to new hospital. Agreed that all centres that can do the audit retrospectively for March to do this, unless there are concerns with the accuracy of data. • Not collecting rostered overtime, on call or weekends. • Collect FTE on spreadsheet • Only clinical staff, not people on projects or who are undertaking clinical education. • Data collection sheet. • Research collaboration agreement - • Ethics - 	<p>Julie-Anne Ross to add to template that the average should add up to 100%, and collect FTE</p> <p>All members to submit the data to Cherie Hearn by end August 2017.</p>  <p>2017 CCR Template v1.1.xls</p> <p>Cherie Hearn to draft the ethics</p>

	<ul style="list-style-type: none"> 2017 data collection <ul style="list-style-type: none"> Who? AHAs (single profession or MD), staff, Clinical educators What? Individual staff data When? March How? TBA Cherie Hearn is presenting at the World Congress of Physiotherapy in early July. 	application and research governance document
4.3	Staff benchmarking model	Ellen Mills & Adam Govier
	<ul style="list-style-type: none"> Education session – <div style="text-align: center;">  <p>AAHBC Allied Health Staffing Model 20170</p> </div> Project proposal – yet to be completed Ethics application – yet to be completed Research governance – discussion: <div style="text-align: center;">  <p>170606 Research Collaboration Agreement</p> </div> <ul style="list-style-type: none"> Research collaborative Alfred Hospital, PAH, FMC, RAH. This is only outlining research agreement for the testing of the model. For other hospitals that input data they will have to data and staffing model. This would require a research agreement for the use of data. Model – located in a drop box. Project Officer Referencing of Model Project Officer Referencing of Model – to be established as part of the governance process Victorian Project completed. Hospitals involved have their data. Accessible on the Victorian DHS website 	<p>Jim Sayer to discuss further with the legal team at Alfred Hospital</p> <p>Jim Sayer to provide access to the model to Lyell-McEwin Hospital</p>
4.4	Allied health models of care – General Medicine	Adam Govier & Ellen Mills
	<ul style="list-style-type: none"> Nil update. 	Julie-Anne Ross to remove from agenda.
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"> Dashboard Next meeting Project proposal <div style="text-align: center;">  <p>AAHBC Project Proposal - Stroke (16)</p> </div> Meeting minutes Pilot sites – PAH, GCUH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent’s Hospital 	
4.6	Main projects being completed at each facility	All

	<ul style="list-style-type: none"> • Alfred Hospital – • Austin Health – • Barwon – • Canterbury DHB – • Capital and Coast DHB – • Flinders Medical Centre – In preparation for move. • Gold Coast University Hospital – • Lyell McEwin Hospital – Providing AH into aged mental health, divisional restructure. • Melbourne Health – • Monash Health – • Nepean Hospital – • Princess Alexandra Hospital – Digital dilemma recently after the ransomware attacks worldwide. Limited the number of users. Digital records were down for a week. Stroke data analytics – a digital portal for AuSCR data. Looking at extending services through business case submission. • Royal Adelaide Hospital – In preparation for move. • Royal Hobart Hospital – A lot of work around clinical governance for the Tasmanian Health Service. Building new hospital is commencing. • St Vincent’s Hospital – Business case submission – ED. • Western Health – 	
5.0	AAHBC membership	Who / Action
5.1	Terms of reference	All
	<div style="text-align: center;">  <p>AAHBC Intro and Terms of Reference v</p> </div> <ul style="list-style-type: none"> • Endorsed until June 2018. 	Julie-Anne Ross to update document on the website
5.2	Current membership and opportunities for expansion	All
	<ul style="list-style-type: none"> • Not discussed 	
5.3	Requests for membership	All
	Request/s for membership <ul style="list-style-type: none"> • Hutt Valley DHB, NZ 	Cherie Hearn to advise Hutt Valley they are welcomed into the group. Joanne Sweeney to send invoice to Hutt Valley.
6.0	National e-health collaborative	Who / Action
6.1	Update	Jim Sayer
	<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"> Thank you to Sarah Woon and Helen Tedesco for agreeing to take on the chair role. 	Cherie Hearn, Julie-Anne Ross, Sarah Woon and Helen Tedesco to arrange a time for handover.
7.2	National Allied Health Data Set Meetings	All
	<ul style="list-style-type: none"> Qld consultation - Face to face meeting in Brisbane. Wendy McCallum, Jill Mahoney and Julie-Anne Ross attending. 	
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
	Date: 4 August 2017 Time: 1100 – 1230hrs (AEST) 1030 – 1300hrs (CST) 1300 – 1430hrs (NZ) Venue: Webinar	

Action Items

No.	Action Items – 9 June 2017	Who	When	✓
1	Arrange purchase of membership for one year for Zoom	Julie-Anne Ross	31 July 2017	
2	Continue to progress online learning & audit platform.	Helen Tedesco	ASAP	
3	Trial sites who will volunteer to test online learning and audit platform	PAH Gold Coast Royal Hobart Alfred	August 2017	
4	Add to the CCR template that the average should add up to 100%, and collect FTE	Julie-Anne Ross	16 June 2017	✓
5	Submit the data to Cherie Hearn and Julie-Anne Ross by end August 2017.	All members	31 August 2017	
6	Draft ethics application and research governance document re CCR project	Cherie Hearn	31 July 2017	
7	Discuss further with the legal team at Alfred Hospital	Jim Sayer	4 August 2017	
8	Provide access to the model to Lyell-McEwin Hospital	Jim Sayer	ASAP	
9	Remove from agenda re MoC general medicine	Julie-Anne Ross	ASAP	
10	Update ToR document on the website	Julie-Anne Ross	4 August 2017	
11	Advise Hutt Valley they are welcomed into the group.	Cherie Hearn	ASAP	✓
12	Send invoice to Hutt Valley.	Joanne Sweeney	ASAP	✓
13	Arrange a time for handover of Chair/Secretariat role.	Cherie Hearn, Julie-Anne Ross, Sarah Woon and Helen Tedesco	31 July 2017	

No.	Action Items – 17 April 2017	Who	When	✓
1	Advise re appropriate accommodation options near the Adelaide Convention Centre	Ellen Mills & Helen Tedesco	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	Wojciech Korczynski	2 June 2017	✓
3	Confirm Adelaide meeting details closer to the event	Ellen Mills & Helen	31 August 2017	

		Tedesco		
4	Arrange an AAHBC dinner for the Tuesday night	Ellen Mills, Sarah Woon & Helen Tedesco	30 September 2017	
5	Arrange a winery tour for AAHBC members for Friday	Ellen Mills	30 September 2017	
7	Commence sending invoices for membership	Joanne Sweeney	ASAP	
8	Complete data audit in early September this year (not in school holidays)	All members	4 September 2017	
9	Pull a summary together of the evolution of the Staff Benchmarking Project	Jim Sayer	ASAP	
11	Commence research collaboration agreements (as per their organisation template). Where applicable ethics applications need to be completed.	Lead sites for each AAHBC project (aka principal investigator)	2 June 2017	
13	Collect CCR refresh data in August.	All members	August 2017	✓
14	Send out video on how to use the staff benchmarking model and data collection processes.	Jim Sayer	ASAP	
15	Advise all members of what data is yet to be submitted and how we access this data.	Jim Sayer	ASAP	✓
16	Submit data for the staff benchmarking model for each site once research collaborations established.	All members	As advised	
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	✓

No. Action Items – 3 February 2017		Who	When	✓
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	✓
5	Develop a voiceover to go with PowerPoint and send out by 24 February	Jim Sayer	24 February 2017	
7	Consider feedback on new HRT reports	All members	7 April 2017	

No. Action Items – 9 December 2016		Who	When	✓
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	
14	Confirm the sites included in the model	Jim Sayer	3 February 2017	

No. Action Items – 25 October 2016		Who	When	✓
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	

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

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	✓
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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	