

Agenda

Date:	Tuesday 24 October 2017 Face to Face
Time:	1300hrs – 1430hrs (CST)
Connection:	N/A

Delegates

Health Service	Delegate name(s)	Apologies/absent
Alfred Health (VIC)	Jim Sayer (JS) Lisa Somerville (LS) Sharon Downey (SD)	Present Apologies Present
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	
Barwon Health - Geelong (VIC)	David Meade (DM) Roy Hoevenaars (RH)	
Canterbury District Health Board (NZ)	Garth Munro (GM) Rebecca George (RG)	Apologies
Flinders Medical Centre (SA) – Chair & Secretariat	Helen Tedesco (HT) Samantha Kruger (SK) 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 (NV) Sandra Parr (SP)	Present
Mt Hutt DHB (NZ)	Steve Whittaker (SW) Claire Tahu (CT)	Present Present
Melbourne Health (VIC)	Colin Steel (CS)	Apology
Monash Health – Royal Melbourne Hospital (VIC)	Raisa Shaikh (RS)	Apology
Nepean Hospital (NSW)	David O'Connor (DC)	Apology
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM)	Present Present Present
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	Present Present

Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Clare Ramsden (CR) Paula Hyland (PH) Brad Jolene May (JM)	Present Present Present Present Apologies
St Vincent's Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS) Tanya	Apologies Present Present Present
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	Present Present
The Health Roundtable	Wojciech Korczynski (WK)	Apology

No	Item	Outcome
1.0	Opening, quorum and apologies	
1.1	Welcome attendees, note apologies	Chair
2.0	Minutes confirmation	
2.1	Minutes from the meeting held on 4 August 2017	Approved
2.2	Review of actions from previous meetings	
3.0	Standing agenda	
3.1	The Health Roundtable update AAHBC Presentation confirmed for Thursday 26 November. Helen to present on behalf of AAHBC	Helen / Sarah to work on presentation
3.2	AAHBC meetings Nil update.	Nil
3.3	Financial report Balance \$59,933.00 favourable Does not yet include costs of the statistic education package development (\$5000 total) Discussion re project proposal submitted by Cherie and Julie-Anne to support the CCR project. Proposal allows for backfill to enable completion and write-up.	Helen & Sarah to reconcile receipt of membership payment and chase up if any outstanding. CCR Project funding unanimously Supported
3.4	NZ update Deferred	Nil
3.5	Data coding audit Helen provided an update and demonstration of the online stats education package-prototype. Includes quiz and games in education Ready for testing by 'sympathetic users'	Helen to circulate link to AAHBC members
4.0	Projects	
4.1	Ethics and Governance: Project proposal template and research collaborative agreements	Delegate required from each site. Forward name and contact details to Jim for staffing models project

	Discussion around minimum requirements for ethics (NEAF vs HREA) different for sites / states / NZ. SSA needed for each site Research collaboration agreement is a different document for governance and may require legal input (likely)	
4.2	Clinical care ratios <ul style="list-style-type: none"> 2017 data collection only been received from 6 hospitals thus far Dashboard in development, which will provide the ability to drill down to the individual staff member level 	All to forward their data collection sheets to Julie-Anne by end of November
4.3	Staff benchmarking model <ul style="list-style-type: none"> Update provided. 2014/15 data loaded (in dropbox) Power BI model in development HREA will be completed by The Alfred, then SSA at participating sites. 	Jim Sayer to recirculate protocol, drop box details. All to provide Jim to delegate for ethics application
4.4	Stroke pilot project <ul style="list-style-type: none"> Opportunities to develop a dashboard and further investigate variations in care Will require the raw data from the Stroke Foundation audits 	Julie-Anne to approach stroke coordinators re the data points/data collection and then advise pilot sites re data requirements
4.5	Ideas for AAHBC in 2018 <ul style="list-style-type: none"> Standardisation of Outcome Measures-PREMS and PROMS including profession specific Capacity and Demand-measurement AROC update and relevance to acute Right staffing models for the best outcomes Part time workforce and impact on efficiency 	
5.0	AAHBC membership	
5.1	Terms of reference - update due June 2018	All
5.2	Discussion re current membership and opportunities for expansion	All
5.3	Request/s for membership	Chair
6.0	National Allied Health e-collaborative	
6.1	Nil	
7.0	New business	
7.1		
7.2		
8.0	Close of meeting, review of action items	
8.1	Review of action items	Chair
8.2	Date: <ul style="list-style-type: none"> 1 December 2017 Time: <ul style="list-style-type: none"> 11.00am – 1230hrs AEST 10.30am – 1200hrs CST 1.00pm – 1430hrs NZST 	For noting

		Venue: Zoom	
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