




Minutes



Date:	Friday 1 December 2017
Time:	1100hrs – 1230hrs (AEST) 1030 – 1200hrs (CST) 1300 – 1430hrs (NZ)
Connection:	Topic: AAHBC December Meeting Time: Dec 1, 2017 10:30 AM Adelaide




Delegates

Health Service	Delegate name(s)	Apologies (A) /Present (P)
Alfred Health (VIC)	Jim Sayer (JS) Lisa Somerville (LS)	A A
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	
Barwon Health - Geelong (VIC)	David Meade (DM) Roy Hoevenaars (RH)	A A
Canterbury District Health Board (NZ)	Garth Munro (GM) Rebecca George (RG)	A
Flinders Medical Centre (SA) – Chair & Secretariat	Helen Tedesco (HT) Sarah Woon (SW)	P P
Gold Coast University Hospital (QLD)	Arlene Morley (AM) Jill Mahoney (JM) Leigh Collier (LC)	P
Launceston General Hospital	Cindy Hollings (CH) Paula Hyland (PH)	P
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Nicollette (NV) Sandra Parr (SP)	A
Mt Hutt DHB (NZ)	Steve Whittaker (SW) Claire Tahu (CT)	A P
Melbourne Health (VIC)	Colin Steel (CS)	A
Monash Health – Royal Melbourne Hospital (VIC)	Raisa Shaikh (RS)	P
Nepean Hospital (NSW)	David O'Connor (DC)	
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM)	A P A A
Royal Adelaide Hospital (SA)	Adam Govier (AG)	P

	Ellen Mills (EM)	P
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Clare Ramsden (CR) Jolene May (JM)	P A P
St Vincent's Hospital (VIC)	Tanya Gilliver (TG) Fiona McKinnon (FM) Natalie Simmance (NS)	P P P
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	
The Health Roundtable	Wojciech Korczynski (WK)	P

No	Item	Person responsible
1.0	Opening, quorum and apologies	
1.1	Welcome attendees (new member – Launceston), note apologies	Chair
2.0	Minutes confirmation	
2.1	Minutes from the meeting held on 24 October 2017  171024 AAHBC Think Tank Notes.pdf  171024 AAHBC Minutes.pdf  NAHBC finance report July 11 June 1	All
2.2	Review of actions from previous October face to face meeting 1. Reconcile membership report (Sarah) : COMPLETE . All members paid for 2017/18 2. Online Education Package (Helen): To circulate demo link to members 3. Staffing Models (All): To send site contact details to Jim COMPLETE 4. CCR (All): Sites to forward data collection to Julie-Anne PENDING 5. Staffing Models (Jim): To circulate protocol and drop box details PENDING 6. New Members (Helen): To invoice Launceston Hospital 2017/18 membership COMPLETE	Chair
3.0	Standing agenda	
3.1	The Health Roundtable <ul style="list-style-type: none"> Review 2017 2018 Theme discussion: Response from AAHBC AAHBC members acknowledged proposed topic “how to measure patient outcomes under value based health care system” was a large topic and that data from HRT difficult to ascertain detailed outcomes. Agreed broader AH outcomes could contribute (ie; LOS +/- AH Intervention, earlier AH intervention = reduced LOS, Chad X, readmission etc) AAHBC members endorsed the theme. 	Wojciech Korczynski Helen / Sarah
3.2	AAHBC meetings <ul style="list-style-type: none"> 2018 Meeting Schedule Confirmed: Bi-Monthly, 1.5 Hours, First Friday of every 	All

	<p>second month</p> <ul style="list-style-type: none"> • 2nd Feb • 6th April • 1st June • 3rd August • October (Face to face) • 7th December <p>ACTION: chairs to circulate calendar meeting requests for all meetings</p>	
3.3	<p>Financial report</p> <p>Balance \$</p> <p>No updated financial report. Remain approximately \$59K in favour. Awaiting \$ from new member (LGH), invoice from PA and from FMC regarding approved project funding.</p>	Joanne Sweeney
3.4	<p>NZ update</p> <p>Claire reported project aimed towards consistent AH data standards has had interim sign off. Also undertaking project for investigate AH Safe Staffing</p> <p>ACTION: Claire to circulate reports once endorsed</p>	Rebecca George & Steve Whittaker
3.5	<p>Data coding audit</p> <ul style="list-style-type: none"> • Project update • Online Stats Education Platform <p>Continues to progress. Link to test website to be circulated within 2 weeks.</p> <p>ACTION: Helen to circulate link for sympathetic testing with goal of going live end of January</p>	All Helen
4.0	Projects	
4.1	<p>Project proposal template and research collaborative agreements</p> <p> Project Proposal Template v1.0.doc</p>	Cherie Hearn
4.2	<p>Clinical care ratios</p> <ul style="list-style-type: none"> • 2017 data collection due 31 August 2017 <p> 2017 CCR Template v1.1.xls</p> <p>Ethics approval required for participation with contact person for each participating site required ASAP. Data refresh required by the 15th December. Draft research protocol to be circulated</p> <p>ACTIONS: All participating sites to provide Cherie/Julie-Anne with contact person by 8th December Update data submission and return to Julie-Anne by 15th December</p>	Julie-Anne Ross
4.3	Staff benchmarking model	Jim Sayer

	<ul style="list-style-type: none"> • Video re staff benchmarking model • Project proposal • Ethics application • Research governance • Research collaboration agreement  <p>170606 Research Collaboration Agreeem</p> <ul style="list-style-type: none"> • Model • Project Officer • Victorian Project • Referencing of Model <p>Jim an apology for the meeting. Jim sent email to Chairs for circulating – see below.</p>  <p>AAHBC Meeting Friday.msg</p> <p>Jim commencing HREA to inform the site leads Participating sites to determine data collection period Some members expressed uncertainty at how to present the data – suggested a Benchmarking meeting in January with (willing) participating sites + their casemix representatives to go through data submission.</p> <p>ACTIONS: Circulate Jim’s email (embedded into minutes document) Liaise with Jim to arrange Benchmarking Zoom meeting in January with casemix staff (HT) Confirm Nepean membership / participation (HT) If able, participating sites to commence harvesting 16/17 data for submission (not getting 15/16)</p>	
4.4	<p>Stroke pilot project</p> <ul style="list-style-type: none"> • Update • Project proposal  <p>AAHBC Project Proposal - Stroke (16)</p> <ul style="list-style-type: none"> • Meeting minutes • Pilot sites – GCUH, PAH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent’s Hospital <p>Aiming to finalise the submission for funding of project support.</p>	All
4.5	<p>AAHBC Priorities and Projects for 2018</p> <p>PREMS / PROMS PT – agreement from PA, Royal Hobart & RAH for shared</p>	All

		outcome measure SP – agreement from FMC and RAH to investigate shared outcome measure Dietetics – Monash investigating a tool	
	4.6	Main projects being completed at each facility <u>Mt Hutt</u> : focus on data integrity <u>Monash</u> : EMR – all in scope. Focusing on collecting data within EMR. Also looking at AH Clinical Indicators - <u>PA</u> : All sites going to EMR before 30 th June. Looking at integrating data with EMR and also ‘touch time’. <u>RAH</u> : EPAS roll out <u>RHH</u> : Data governance, AH dashboard, Increased AH access to PAS system, measure impact of increased resource M-F on patient flow <u>FMC</u> : new sub-acute patient moves, AH restructure <u>ST Vincent’s</u> (via email as line cut out): demand and capacity (dashboard roll out), impact of WIES on revenue and impact on AH funding increase	All
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 HT chasing WA request COMPLETE - AWAITING	Chair
6.0	National Allied Health e-collaborative		
	6.1	Update	
7.0	New business		
	7.1	Criterion Led Discharge Ellen (RAH) looking for member’s experience / protocols with regards to CLD. Please circulate if you have any information	
	7.2		
8.0	Close of meeting, review of action items		
	8.1	Review of action items	Chair
	8.2	Date: • 2 February 2018 Time: 11.00am – 1230hrs AEST 10.30am – 1200hrs CST 1.00pm – 1430hrs NZST Venue: Webinar	For noting

Shared Challenges:

Here are the summaries from participating sites regarding the 3 challenges discussed at the face to face meeting:



3 challenges
FMC_AAHBC.docx



3 challenges
GCUH.docx



3 challenges
Western Health.docx



AAHBC SVH
Melbourne.docx



Lyell McEwin SA.docx



Mt Hutt AAHBC
preparation.docx



Tas Health
Service.docx

Apologies if I have left your contribution off this list. Thanks again to everyone for their enthusiastic contribution.