





## Agenda

<b>Date:</b>	Friday 2 February 2018
<b>Time:</b>	1100hrs – 1230hrs (ACDT) 1030 – 1200hrs (AEDT) 1330 – 1500hrs (NZ)
<b>Connection :</b>	Join from PC, Mac, Linux, iOS or Android: <a href="https://zoom.us/j/490230209">https://zoom.us/j/490230209</a>  Or iPhone one-tap :  Australia: +61280152088,,490230209# Or Telephone: Dial(for higher quality, dial a number based on your current location) :  Australia: +61 (0) 2 8015 2088 Meeting ID: 490 230 209 International numbers available: <a href="https://zoom.us/zoomconference?m=y2_ENQQ-K1WbXLpHcZC_TFqktcfIC5qH">https://zoom.us/zoomconference?m=y2_ENQQ-K1WbXLpHcZC_TFqktcfIC5qH</a>

No	Item	Person responsible
<b>1.0</b>	<b>Opening, quorum and apologies</b>	
1.1	Welcome attendees (new member – Prince Charles Hospital, represented by Anthony Fish), note apologies – see final page for delegate list	Chair
<b>2.0</b>	<b>Minutes confirmation</b>	
2.1	Minutes from the meeting held on 1 December 2017 - NB : updated Hutt Valley DHB details   171201 AAHBC Minutes.docx	All
2.2	Review of actions from previous meetings  1. Circulate link Online Education Package (Helen): Partially completed 2. Staffing Models (All): To send site contact details to Jim 3. Sites to start pulling 16/17 data for staffing model (all) 4. Benchmarking meeting with casemix colleagues for sites unable to obtain data for staffing model : 5. CCR (All): Sites to forward data collection to Julie-Anne 6. Stroke project proposal (Cherie/Julie-Anne) 7. Staffing Models (Jim): To circulate protocol and drop box details 8. Calendar invites for 2018 (Helen) – complete 9. Confirm 2018 HRT – COMPLETE – Sydney 24 <sup>th</sup> & 25 <sup>th</sup> October	Chair

3.0 Standing agenda		
3.1	The Health Roundtable	Wojciech Korczynski
3.2	AAHBC meetings <ul style="list-style-type: none"> <li>2018 Meeting Schedule set with calendar invites sent <ul style="list-style-type: none"> <li>October (Face to face) – schedule timing + Sydney ?site tour</li> </ul> </li> </ul>	All
3.3	Financial report Balance \$	Joanne Sweeney
3.4	NZ update	Rebecca George & Steve Whittaker
3.5	Data coding audit <ul style="list-style-type: none"> <li>Project update</li> <li>Schedule 2018 audit</li> <li>Online Stats Education Platform</li> </ul>	All  Helen
4.0 Projects		
4.1	Clinical care ratios <ul style="list-style-type: none"> <li>2017 data collection due 31 August 2017</li> </ul>  <p>2017 CCR Template v1.1.xls</p>	Julie-Anne Ross
4.2	Staff benchmarking model <ul style="list-style-type: none"> <li>Video re staff benchmarking model</li> <li>Project proposal</li> <li>Ethics application</li> <li>Research governance</li> <li>Research collaboration agreement</li> </ul>  <p>170606 Research Collaboration Agreeem</p> <ul style="list-style-type: none"> <li>Model</li> <li>Project Officer</li> <li>Victorian Project</li> <li>Referencing of Model</li> </ul>	Jim Sayer
4.3	Stroke pilot project <ul style="list-style-type: none"> <li>Update</li> <li>Project proposal</li> </ul>  <p>AAHBC Project Proposal - Stroke (16)</p> <ul style="list-style-type: none"> <li>Meeting minutes</li> <li>Pilot sites – GCUH, PAH, RAH, Melbourne Health, Flinders Medical Centre, Lyell-McEwin, St Vincent's Hospital</li> </ul>	All

	4.4	AAHBC Priorities and Projects for 2018 PREMS + PROMS – update on plan to progress...	All
	4.5	Main projects being completed at each facility	All
<b>5.0</b>	<b>AAHBC membership</b>		
	5.1	<a href="#">Terms of reference</a> - update due June 2018	Hold for April meeting
	5.2	Discussion re current membership and opportunities for expansion	All
	5.3	Request/s for membership	Chair
<b>6.0</b>	<b>National Allied Health e-collaborative</b>		
	6.1	Update	Natalie Simmance / Jim Sayer
<b>7.0</b>	<b>New business</b>		
	7.1		
	7.2		
<b>8.0</b>	<b>Close of meeting, review of action items</b>		
	8.1	Review of action items	Chair
	8.2	<b>Date:</b> <ul style="list-style-type: none"> <li>• 6 April 2018</li> </ul> <b>Time:</b> <ul style="list-style-type: none"> <li>11.00am – 1230hrs AEST</li> <li>10.30am – 1200hrs CST</li> <li>1.00pm – 1430hrs NZST</li> </ul> <b>Venue:</b> Zoom Webinar	For noting

## Delegates

Health Service	Delegate name(s)	Apologies/absent
Alfred Health (VIC)	Jim Sayer (JS) Lisa Somerville (LS)	
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	
Barwon Health - Geelong (VIC)	David Meade (DM) Roy Hoevenaars (RH)	Most likely A
Canterbury District Health Board (NZ)	Garth Munro (GM) Rebecca George (RG)	A
<b>Flinders Medical Centre (SA) – Chair &amp; Secretariat</b>	Helen Tedesco (HT) Sarah Woon (SW)	A
Gold Coast University Hospital (QLD)	Arlene Morley (AM) Jill Mahoney (JM) Leigh Collier (LC)	
Hutt Valley DHB (NZ)	Steve Whittaker (SW) Andrew Harris (AH) Clare Tah(CT)	A  A
Launceston General Hospital	Cindy Hollings (CH) Paula Hyland (PH)	A
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Nicollette (NV) Sandra Parr (SP)	  A
Melbourne Health (VIC)	Colin Steel (CS)	
Monash Health – Royal Melbourne Hospital (VIC)	Raisa Shaikh (RS)	
Nepean Hospital (NSW)	David O'Connor (DC)	
Prince Charles Hospital (QLD)	Anthony Fish (AF)	
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM)	
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	
Royal Hobart Hospital (TAS)	Anne Mullavey (AM) Clare Ramsden (CR) Jolene May (JM)	A
St Vincent's Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS)	  A
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	
The Health Roundtable	Wojciech Korczynski (WK)	A