


## Minutes


<b>Date:</b>	Friday 2 <sup>nd</sup> February 2018
<b>Time:</b>	1100hrs – 1230hrs (AEST) 1030 – 1200hrs (CST) 1300 – 1430hrs (NZ)
<b>Connection</b> :	Topic: AAHBC   February Meeting Time: Feb 2 2018 11:00 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
<b>Flinders Medical Centre (SA) – Chair &amp; Secretariat</b>	Helen Tedesco (HT) Sarah Woon (SW)	A 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
Hutt Valley DHB (NZ)	Steve Whittaker (SW) Claire Tahu (CT) Andrew Harris	A P 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)	A P A

	Wendy McCallum (WM)	A
Royal Adelaide Hospital (SA)	Adam Govier (AG) Ellen Mills (EM)	P 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
<b>1.0</b>	<b>Opening, quorum and apologies</b>	
1.1	Welcome attendees (new member – Prince Charles Hospital), note apologies	Chair
<b>2.0</b>	<b>Minutes confirmation</b>	
2.1	Minutes from the meeting held on 6 December 2017   171201 AAHBC Minutes.pdf	All
2.2	Review of actions from previous December meeting  1. Circulate link Online Education Package (Helen): Partially completed 2. Staffing Models (All): To send site contact details to Jim: completed 3. Sites to start pulling 16/17 data for staffing model (all): Ongoing 4. Benchmarking meeting with casemix colleagues for sites unable to obtain data for staffing model : Outstanding 5. CCR (All): Sites to forward data collection to Julie-Anne : Partially completed. 4 sites outstanding 6. Stroke project proposal (Cherie/Julie-Anne): Ongoing 7. Staffing Models (Jim): To circulate protocol and drop box details: Partially completed. Drop box details to be circulated. 8. Calendar invites for 2018 (Helen) – complete Confirm 2018 HRT – COMPLETE – Sydney 24th & 25th October	Chair

<b>3.0</b>	<b>Standing agenda</b>		
3.1	<p>The Health Roundtable</p> <ul style="list-style-type: none"> <li>• Nil</li> </ul>		Wojciech Korczynski
3.2	<p>AAHBC meetings</p> <ul style="list-style-type: none"> <li>• 2018 Meeting Schedule</li> </ul> <p>2018 meeting schedule confirmed. Discussion re format of face to face and site visits. Site visit component of meeting felt to be beneficial. Discussed potential locations</p> <p><b>ACTION: chairs to investigate contacts for site visit (Royal North Shore, South Eastern Sydney)</b>  <b>Cherie to contact Royal Prince Alfred re site tour contact</b>  <b>Chairs to investigate location for face to face meeting</b></p>		All
3.3	<p>Financial report</p> <p>Report provided by JS. Balance \$ 56,000 favourable</p> <p><b>ACTION: Chairs to circulate updated finance report with</b></p>  <p>NAHBC finance report July 11 June 1</p> <p><b>minutes</b></p>		Joanne Sweeney
3.4	<p>NZ update</p> <p>Nil report from New Zealand. Discussed membership of Canterbury –no longer member of the HRT and advised will withdraw involvement in AHHBC. Discussion re AAHBC membership requirements (and Terms of Reference) –endorsed Canterbury able to remain involved in AAHBC if willing.</p> <p><b>ACTION: Chairs to contact Rebecca George to advise of outcome of discussion</b></p>		Rebecca George & Steve Whittaker
3.5	<p>Data coding audit</p> <ul style="list-style-type: none"> <li>• Project update</li> <li>• Online Stats Education Platform</li> </ul> <p>Continues to progress. Seeking 3 additional sites to test online education program (WM, AF and LN volunteered).</p>		All  Helen

	<p>Once testing completed link to be circulated to all members.</p> <p>Induction quiz for new staff = full set of 59 questions with opportunity to receive feedback on why their question was incorrect and then amend their answer. The web designer prefers that competency is set to 90% and above rather than 100% given the volume of questions. Given the intention is for staff members to learn and understand where they went wrong, this is reasonable for new staff members.</p> <p>a. DECISION: endorsed</p> <p>2) Annual AAHBC Audit quiz. Participants will receive feedback on why a question is wrong but their answer is their answer. No pass fail mark as these will be the quiz results that we circulate as part of the AAHBC audit.</p> <p>a. DECISION: Do we randomise 30 questions (approx.) as per previous years or we make people do all 59 questions. 230 questions endorsed.</p> <p>Discussion re AAHBC Audit timeframe and Coding Audit scheduled by Queensland Health (Feb 12<sup>th</sup>). Gold Coast Hospital potentially involved in Qld audit. AAHBC members felt Feb too early to commence AAHBC Audit. Gold Coast to consider involvement in 1 audit only</p> <p><b>ACTION: Helen to circulate link to 3 additional sites (Anthony, Wendy and Linda)</b></p> <p><b>Helen to contact Gold Cast re online package and audit period</b></p>	
<b>4.0 Projects</b>		
4.1	<p>Project proposal template and research collaborative agreements</p> <p style="text-align: center;"> Project Proposal Template v1.0.doc</p>	Cherie Hearn
4.2	<p>Clinical care ratios</p> <ul style="list-style-type: none"> <li>2017 data collection due 31 August 2017</li> </ul> <p style="text-align: center;"> 2017 CCR Template v1.1.xls</p> <p>Ethics approval in progress/draft. 4 outstanding sites required to submit data (FMC, Western, Nepean, Barwon) HREA requires final signature (A.G)</p> <p><b>ACTIONS:</b> <b>All outstanding sites to submit data to Julie Anne</b> <b>Ellen to contact Adam re signature</b></p>	Julie-Anne Ross
4.3	<p>Staff benchmarking model</p> <ul style="list-style-type: none"> <li>Video re staff benchmarking model</li> <li>Project proposal</li> </ul>	Jim Sayer

	<ul style="list-style-type: none"> <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> <p>Jim an apology for the meeting. Summary from Jim below; Staffing Models project Update – was effectively on hold over December / January between Christmas / New Year / Holidays and changing jobs – now that things have settling will now complete the HREA in the next couple of weeks. Dr Lara Kimmel (physio at the Alfred will be assisting me).</p> <p>Webinar to be set up through AAHBC with participating sites and their case mix teams</p> <p><b>ACTIONS:</b> Chairs to contact Jim re arranging zoom webinar. Meeting request to be sent to AAHBC, with sites to then invite their casemix site contacts</p>	
4.4	<p>Stroke pilot project</p> <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> <p>Meetings to be established in 2018</p>	All
4.5	<p>AAHBC Priorities and Projects for 2018</p> <p>Discussion and updates on PREMS and PROMS projects across sites. Would be beneficial for further information/details on specific to be shared with group.</p> <p><b>ACTION: 2 presentations at next AAHBC meeting</b></p> <ol style="list-style-type: none"> <li>1. Claire and Diana to present on Psychology trial progress (PREMS/PROMS)</li> <li>2. Mary Whitehead to present on PA data and dashboard project/progress (Data)</li> </ol>	All
4.6	<p>Main projects being completed at each facility</p>	All

	<p>Princess Alexandra-focus on data analytics. Additional funding received. Neuro Future funding in progress</p> <p>Barwon-focus on data integrity. Upgrade of EMR, online stats training</p> <p>Gold Coast-statebuild for EMR, structural re-jig of women's and paed</p> <p>LMH-Looking at new models of care/substitution clinics.</p> <p>Stroke and Orth Allied Health data and dashboard</p> <p>Melbourne Health-EMR model of ED, bed mix changes challenging, New EBA, NDIS</p> <p>Monash-EMR journey, patient flow manager for clinical handover and referrals, reconfiguration of ward</p> <p>Prince Charles-electronic journey boards, data analytics, response times and LOS contribution</p> <p>Royal Adelaide-partial implementation of EMR with problems, Additional FTE through Transforming Health models of care, patient flow focus, industrial issues</p> <p>Royal Hobart- data consistency, changes in structure, increased funding to acute care</p> <p>Flinders Medical Centre-Dual medical records systems on 1 site-paper and electronic, evaluation of model of care in ED/AMU, reconfiguration of services and wards, AH restructure</p>	
<b>5.0</b>	<b>AAHBC membership</b>	
	5.1	<p><a href="#">Terms of reference</a> - update due June 2018</p> <p>All</p>
	5.2	<p>Discussion re current membership and opportunities for expansion</p> <p>All</p>
	5.3	<p>Request/s for membership</p> <p>Chair</p> <p><b>HT chasing WA request COMPLETE – AWAITING</b></p> <p>Formal request from Jim Sayer to remain involved in AAHBC and the coding Audit while on a 6/12 secondment to Northern Health- ENDORSED</p> <p>Action: Chairs to advise Jim of outcome</p>
<b>6.0</b>	<b>National Allied Health e-collaborative</b>	
	6.1	<p>Update from Natalie Simmance (apology)</p> <p>The e-health collaborative has morphed into the 'national allied health data working group' to focus on progressing the Allied Health 4 National Best Practice Data Sets. Jim Sayer is a Vic rep on the working group.</p> <p>I've included a link to a presentation delivered at last year's IHPA conference by Kirsty Perkins from the Qld Chief AH Advisor's office outlining where the work is at. Some AAHBC members may have attended the jurisdictional consultations last year.</p>

		<a href="http://abfpcsi2017.com.au/cms/wp-content/uploads/Perkins.pdf">http://abfpcsi2017.com.au/cms/wp-content/uploads/Perkins.pdf</a>  <b>Action: Chairs to circulate presentation link with minutes</b>	
<b>7.0</b>	<b>New business</b>		
	7.1	Nil	
	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> Webinar	For noting