




Minutes

Date:	Friday 6 April 2018	
Time:	1100hrs – 1230hrs (ACDT) 1030 – 1200hrs (AEDT) 1330 – 1500hrs (NZ)	
Connection :	Join from PC, Mac, Linux, iOS or Android: https://zoom.us/j/490230209 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: https://zoom.us/zoomconference?m=y2_ENQQ-K1WbXLpHcZC_TFqktcfIC5qH	
No	Item	Person responsible
1.0	Opening, quorum and apologies	
1.1	Welcome attendees – see final page for delegate list	Chair
2.0	<u>Minutes</u> confirmation	
2.1	Minutes from the meeting held on 2 February 2018 - Confirmed as a true and accurate record  180202 AAHBC Minutes.docx	All
2.2	Review of actions from previous meetings 1. Circulate link Online Education Package (Helen): Partially completed. 2. Cherie to contact RPA re site visit 3. Chairs to investigate location for Face to face and site visit 4. Staffing Models (All): To send site contact details to Jim. 5. Sites to start pulling 16/17 data for staffing model (all). 6. Benchmarking meeting with casemix colleagues for sites unable to obtain data for staffing model. 7. CCR (All): Sites to forward data collection to Julie-Anne . 8. Stroke project proposal (Cherie/Julie-Anne) . 9. Staffing Models (Jim): To circulate protocol and drop box details.	1. <i>Chair to send link to all members with minutes</i> 2. <i>Ongoing</i> 3. <i>Ongoing</i> 4. <i>Complete. Brett to be linked in to staffing models information. Chair to forward information from Jim Ongoing.</i> 5. <i>Data to be submitted by 31/5/18</i> 6. <i>Closed. Sites to contact Jim directly if difficulties pulling data</i> 7. <i>Closed</i> 8. <i>Deferred</i> 9. <i>Complete</i>

3.0 Standing agenda		
3.1	The Health Roundtable Nil	
3.2	AAHBC meetings Discussed in 'Actions.'	CH to investigate RPA for possible site visit Chairs to investigate meeting location and site visits
3.3	Financial report Balance \$49, 479 Discussion re new members and membership. Decision to invoice for next financial year Billing to occur for all members in July 2018 for 18/19 FY	Chair to send current list of participating sites and contact  NAHBC finance details to JS ^{report July 11 June 1}
3.4	NZ update Published NZ national data set AH National conference in May National stroke work streams re Allied Health intensity.	
3.5	Data coding audit Link to website sent to pilot members Qld has gone live with state-wide audit Interactive education model and 26 questions in use by Qld Able to be integrated into orientation programs at sites Stage 2 of project will be integrating the website into organisations current orientation/educations platforms	All to review platform and provide feedback to HT HT to advise members when full set of 50 questions have been loaded by web developer
4.0 Projects		
4.1	PREMS and PROMS Physio RAH and The Alfred have commenced planning re using a coming PROM. Early stages. Interest also from PAH, FMC and also ACT Speech Path-3 acute hospitals in SA looking into measuring a PREM. Looking at model and method of collecting data. May use NPS type rating Dietetics-Monash literature review on clinical outcome measures. Outcome measure has been selected to be implemented across sites. NZ-investigations have commenced, Seeking a coordinated approach	(Monash) See Email from Raisa  RE AAHBC April 6th Agenda.msg
4.2	Clinical care ratios Research protocol submitted. Ethic approval granted via Metro South Agreements with each site needed	CS to contact site contacts within the next month to commence individual site agreements with Metro South/PAH
4.3	Staff benchmarking model Email Update provided by JS HREA sent to site leads	Chair to forward email from JS to all members with minutes

			Sites leads to provide information back to JS
	4.4	Stroke pilot project Deferred. Mary White to provide an update at the next meeting	
	4.5	Main projects being completed at each facility Update provided by each facility	
5.0	AAHBC membership		
	5.1	Terms of reference - update due June 2018 To be circulated out of session for review	Chair to circulate TOR for review
	5.2	Discussion re current membership and opportunities for expansion Nil response from WA following HRT expression of interest	
	5.3	Request/s for membership Nil	
6.0	National Allied Health e-collaborative		
	6.1	Deferred	
7.0	New business		
	7.1	Vic Health Staffing Analysis Discussion re Vic Health documents Based on Jim's model-clinical care data included only Small data set-not all sites participated RS reported a Research project with predictive capability was associated with the project	RS to investigate if able to send research information to AAHBC group
	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 June 2018 Time: 1100 – 1230hrs AEST 0900 – 1030hrs AWST 1300 – 1430hrs NZST Venue: Zoom Webinar https://zoom.us/j/500372849	For noting

Delegates

Health Service	Delegate name(s)	Apologies/absent
Alfred Health (VIC)	Jim Sayer (JS) Lisa Somerville (LS)	A
Austin Health (VIC)	Jill Feltham (JF) Joanne Sweeney (JoS) Leonie Pearce (LP)	P
Barwon Health - Geelong (VIC)	David Meade (DM) Roy Hoevenaars (RH)	A
Canterbury District Health Board (NZ)	Garth Munro (GM) Rebecca George (RG)	P
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)	A
Hutt Valley DHB (NZ)	Steve Whittaker (SW) Andrew Harris (AH) Clare Tahu (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)	P
Melbourne Health (VIC)	Colin Steel (CS)	A
Monash Health – (VIC)	Raisa Shaikh (RS)	P
Nepean Hospital (NSW)	David O'Connor (DC)	A
Prince Charles Hospital (QLD)	Anthony Fish (AF)	A
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM)	P A P
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 P
St Vincent's Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS)	A A A
Sunshine Coast Hospital (Qld)	Brett McRitchie (BM) Robyn Saxon (RS) Amanda Bluett (AB)	P - -
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	A A
The Health Roundtable	Wojciech Korczynski (WK)	A