







MINUTES

Date:	Friday 1 June 2018
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No	Item	Person responsible
1.0	Opening, quorum and apologies	
1.1	Note apologies – see final page for delegate list	Chair
2.0	Summary of Actions from 1st June	
2.2	<ol style="list-style-type: none"> 1. Consider keynote presenter for HRT (theme = measuring outcomes in value based health system) 2. HT to draft email for members to use to contact NSW sites for Face to Face mtg COMPLETE BUT FEEL FREE TO TWEAK! 3. Benchmarking data to Jim ASAP 4. Ethics paperwork returned to PAH leads by 15/6 – see email 'Research Collaborative Agreement for detail) 5. Approve SCGH application COMPLETE 6. Billing listing COMPLETE 7. All to include online stats education platform into orientation processes http://aahbc-learn.com/moodle/ 8. Note scheduled stats audit – 4th – 17th August 9. BENCHMARKING MODEL – all to complete NMA as per Jim's email attached under 4.2 10. Get new ToR up on internet - 	 Research Collaborative Agreeern
3.0	Standing agenda	
3.1	The Health Roundtable New facilitator this year @ HRT Data specs to be released soon Keynote speaker required – all to consider suitable speakers and forward to AAHBC Chair / Wojciech	Wojciech Korczynski
3.2	AAHBC meetings Potential face to face meeting locations - Bankstown, St George's Nepean, St Vincent's - HT to draft an email and circulate with minutes for members to send to any Sydney contacts – COMPLETED – SEE ATTACHED	 Untitled.msg
3.3	Financial report Balance \$ 50,648.81 - SEE ATTACHED REPORT Billing listing completed – SEE ATTACHED	  NAHBC finance report July 11 June 1 AAHBC billing LISTING june 2018.docx

	3.4	NZ update National AH Advisory group continues. Working on the Safe Staffing Profile Project and patient flow management system	Rebecca George & Steve Whittaker
	3.5	Data coding audit Scheduled for 4th – 17th August Online Stats Education Platform now complete. Add to orientation checklists. Stage 2 of project may look to integrate platform into individual Learning Management systems if able.	All
4.0	Projects		
	4.0.1	PREMS + PROMS – Deferred – plan to discuss SP approach at next meeting	
	4.1	Clinical care ratios All data now received. Working to review the data	Julie-Anne Ross
	4.2	Staff benchmarking model HREA was received from all sites but now NMA required. All to complete requirements as per email attached here – contact Jim with questions	 AAHBC Staffing Models - Ethics & Res
	4.3	Stroke pilot project Nil	Cherie Hearn
	4.4	Main projects being completed at each facility Not minuted	All
	4.5		
5.0	AAHBC membership		
	5.1	Terms of reference – APPROVED	All
	5.2	Discussion re current membership and opportunities for expansion	All
	5.3	Request/s for membership SCGH approved by the group	 AAHBC Intro and Terms of Reference 2
6.0	New business		
	6.1	CareSearch Engagement Project No AAHBC volunteers but SP representative from Adelaide (Queen Elizabeth Hospital) has since volunteered and endorsed by Helen & Ellen	
	6.2		
7.0	Close of meeting, review of action items		
	7.1	Review of action items	Chair
	7.2	Date: Friday 3 rd August via Zoom 10.30 ACST 09:00 AWST (Perth) 13:00 NZST 11:00 AEST	For noting

Delegates

Health Service	Delegate name(s)	Apologies/absent
Alfred Health (VIC)	Jim Sayer (JS) - Lisa Somerville (LS)	P A
Austin Health (VIC)	Joanne Sweeney (JoS)	A
Barwon Health - Geelong (VIC)	David Meade (DM) Roy Hoevenaars (RH) Rachel Hyder (RH2)	A A P
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 A
Gold Coast University Hospital (QLD)	Arlene Morley (AM) Jill Mahoney (JM) Leigh Collier (LC)	A P A
Hutt Valley DHB (NZ)	Steve Whittaker (SW) Andrew Harris (AH) Clare Tahu (CT)	A P A
Launceston General Hospital	Cindy Hollings (CH) Paula Hyland (PH)	P A
Lyell McEwin Hospital (SA)	Linda Nimmo (LN) Nicollette Varvounis (NV) Sandra Parr (SP)	P A A
Melbourne Health (VIC)	Colin Steel (CS)	
Monash Health – (VIC)	Raisa Shaikh (RS)	P
The Prince Charles Hospital (QLD)	Anthony Fish (AF)	P
Princess Alexandra Hospital (QLD)	Cherie Hearn (CH) Julie-Anne Ross (JR) Kathy Grudzinkas (KG) Wendy McCallum (WM) Mary Whitehead (MH)	P P A P 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 A A
Sunshine Coast Hospital and Health Service (QLD)	Brett McRitchie (BM) Robyn Saxon (RS)	P P
St Vincent's Hospital (VIC)	Belinda Cary (BC) Fiona McKinnon (FM) Natalie Simmance (NS) Libby Doyle (LD)	A A P P
Western Health (VIC)	Diana Perre (DP) Julia Firth (JF)	A A
The Health Roundtable	Wojciech Korczynski (WK)	P