

2005 Minutes
Added 12/15/05

J Dooley
Edo
12/15/05

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management
Meeting No: 01-01/05
Date: 10 January 2005

Start Time: 0905

Present: Linda Mulligan, Peter Heath, Peter Leck, Judith McDonnell, Tina Wallace, Dr Darren Keating

Apologies:

Confirmation of Minutes: Linda Mulligan

Seconded: Judith McDonnell

Minute Taker: Joan Dooley

Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
01-01/05 1.1	HRM	Aggressive Behaviour Management Roll Out Funding EOJ	<ul style="list-style-type: none"> DCS advised this has been discussed by SP&E Committee, who have supported expressing an interest in participating, however training for trainers should be delayed until August, accommodating the periodic review timeframe; change over to the new program could occur post accreditation DCAHS expressed concern that some staff may not have adequate physical fitness to undertake duties stipulated in the program, which are required within their job description The DM noted that the closing date for funding submissions is 1/02/2005 	<ul style="list-style-type: none"> SD/IMHS and DCS to prepare submission regarding content of PART that can be accredited Further information to be provided when available 	Closed



Correspondence					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
01-01/05 1.2	L & M	Meeting Evaluation Report	<ul style="list-style-type: none"> Noted 	<ul style="list-style-type: none"> 	Closed
01-01/05 1.3			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	

Business Arising					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
48-12/04 1.1	L & M	Allocation of additional funding to support the enhancement of child protection services and SCAN in Central Zone	<ul style="list-style-type: none"> Memo has been forwarded to Zonal Office NO 2 position has been reduced to 0.2 FTE, to accommodate funding DCAHS expressed concern that community health relocation will not be completed by the time SCAN staff are recruited, however it was noted that Dr Judy Williams is happy to share her office until community health relocation is completed 	<ul style="list-style-type: none"> 	Closed
48-12/04 1.3	HRM	C6 - 2005 (HR reports)	<ul style="list-style-type: none"> DCS has discussed with HR, who will provide additional reports as requested 	<ul style="list-style-type: none"> 	Closed
50-12/04 3.6.1	L & M	Health Page Roster	<ul style="list-style-type: none"> Directors to provide information to ESO for collation 	<ul style="list-style-type: none"> 	Open



Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
50-12/04 3.6.2	L & M	Smoking Legislation	•	• Carried over to 17/01/2005	Open

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
3.1 Director of Corporate Services Issues					
01-01/05 3.1.1	HRM	Shared Services	• Finance staff and WPHS Officer are relocating to HR area this week	•	Closed
01-01/05 3.1.2	IT	Integrated Document Management Program	• Corporate Project for non-clinical records (eg Recfind) to commence in the near future • DCS to participate on District Liaison Committee	•	Closed
01-01/05 3.1.3	SP&E	Workplace Health and Safety Checklist Review – Element 4: Occupational Violence/Security	• Working group to be formed to develop consistent District policies and procedures to deal with aggressive clients • EIPO BIMHS and Herb Greenwood have been working with DEM staff to review clinical risk management	• Endorsed by DM	Closed
3.2 Director of Nursing Services Issues					
01-01/05 3.2.1	C of C	Paediatrics/Rehabilitation Co-location	• Has been delayed as duress alarms are still to be programmed	• DDONS to email L & M Committee with commencement date	Closed
01-01/05 3.2.2			•	•	

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01-01/05 3.2.3			•	•	
01-01/05 3.2.4			•	•	
3.3 Service Director, Integrated Mental Health Service Issues					
01-01/05 3.3.1	HRM	Staffing	<ul style="list-style-type: none"> • Dr Brian Cook finishes this week • Dr Jawali will commence on 17/01/2005 • Dr Robinson finishes 14/01/2005 • Dr Zanan will be travelling from New Zealand to discuss psychiatrist position • Applications close today 	•	Closed
01-01/05 3.3.2	HRM	Older Persons Mental Health Worker	•	•	Closed
01-01/05 3.3.3	L & M	Mental Health Review	• DM will be meeting with staff to discuss building alteration proposal	•	Closed
01-01/05 3.3.4			•	•	
3.4 Director Community and Allied Health Service Issues					
01-01/05 3.4.1	L & M	Community Health Relocation	• Should be completed end January/beginning February 2005	•	Closed
01-01/05 3.4.2	HRM	Community Nutritionist	• Commenced today	•	Closed

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01-01/05 3.4.3			•	•	
01-01/05 3.4.4			•	•	
3.5 Director Medical Services Issues					
01-01/05 3.5.1	HRM	Medical Training	<ul style="list-style-type: none"> Dr Mark O'Brien has been rebooked for 10/03/2005 to deliver training on Mastering Adverse Outcomes and Team Workshop Should have full compliment of RMOs by end of February 2005 	•	Closed
01-01/05 3.5.2	HRM	Medical Staffing	<ul style="list-style-type: none"> Expressed concern with speed limit at the exit/entry near MHU 	•	Closed
01-01/05 3.5.3	SP&E	Speed Limit		• DCS to review	Closed
3.6 District Manager Issues					
01-01/05 3.6.1	L & M	District Health Council Orientation Briefing	<ul style="list-style-type: none"> The DM advised there is an expectation that DM and senior staff will assist with Orientation for new Councilors Discussion took place regarding agenda item (distribution of newspaper articles) Tabled list of staff who have nominated to be Innovation Leaders 	<ul style="list-style-type: none"> Directors and Rural DONs to do presentation at DHC meeting on 23/02/2005 DM and ESO to discuss 	Closed
01-01/05 3.6.2	HRM	Innovation Management		•	Closed
01-01/05 3.6.3			•	•	

3. Standing Agenda					
Item No	EQR Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
01-01/05 3.6.4			•	•	
3.7 Committee Minutes					
01-01/05 3.7.1	IT	Information Management	<ul style="list-style-type: none"> • Noted • DM advised that IT will be the subject of in-depth review during accreditation 	•	Closed
01-01/05 3.7.2	SP&E	WPHS Committee 15/12/2004	<ul style="list-style-type: none"> • Noted 	•	Closed
01-01/05 3.7.3	SP&E	Safe Practice & Environment 23/12/2004	<ul style="list-style-type: none"> • DCS has been requested to review the impacts of the new Smoking Legislation within the District • Authorised persons must be nominated Corporately • Not available 	<ul style="list-style-type: none"> • SD/IMHS to access information from PAH web site 	Closed
01-01/05 3.7.4	IP	Improving Performance Committee 16/12/2004	<ul style="list-style-type: none"> • Not available 	•	Closed
3.8 Committee Reports					
01-01/05 3.8.1	SP&E	Safe Practice & Environment	<ul style="list-style-type: none"> • WHPS Officer to provide detailed information on "near miss" • Fire alarm -- Gin Gin hospital medical records area • Graphs needs to be "trended" • AO workload be followed up 	•	Closed
01-01/05 3.8.2	IP	Improving Performance	<ul style="list-style-type: none"> • AO workload be followed up 	•	Closed
3.9 Activity Report					

3 Standing Agenda					
Item No	EQuIP Function L & M	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
01-01/05 3.9.1		Activity Report	<ul style="list-style-type: none"> Not available 	<ul style="list-style-type: none"> 	Closed
3.10 Policies					
01-01/05 3.10.1			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
01-01/05 3.10.2			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
01-01/05 3.10.3			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
3.11 Others					
01-01/05 3.11.1			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	

Meeting Closed: 1025
Next Meeting: 17 January 2005

