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# BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management

Meeting No: 02-01/05

Date: 17 January 2005

Start Time: 0905

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

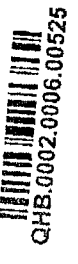
Apologues: Nil

Confirmation of Minutes: Peter Heath

Seconded: Judith McDonnell

Minute Taker: Joan Dooley

Correspondence					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
02-01/05 1.1			•	•	
02-01/05 1.2			•	•	
02-01/05 1.3			•	•	



2 Business Arising					
Item No.	EQiP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
43-11/04 3.7.2	C of C	Medical Staff Advisory Committee (ICU Activity)	<ul style="list-style-type: none"> <li>DMS advised that he has undertaken a thorough search of records, however has been unable to locate an admission policy containing information regarding ventilated patients. He has discussed this with the Director of Anaesthetics and ICU, who does not recollect the policy; DMS has requested he develop a draft admission policy</li> <li>The DM said he is adamant a policy has been developed, which included information regarding number of ventilated patients.</li> <li>DDONS advised she has met with Toni Hoffmann (CNC ICU), and requested she prepare draft ICU admission policy by 21/02/2005</li> <li>DDONS advised that the 12 hour shift trial is still to be evaluated</li> </ul>	<ul style="list-style-type: none"> <li>Director of Anaesthetics and ICU, and CNC ICU to develop draft admission policy by 21/02/2005</li> </ul>	Open
50-12/04 3.6.1	L & M	Health Page	<ul style="list-style-type: none"> <li>Roster</li> <li>Distributed with agenda</li> <li>Article due 25/01/2005 Day Surgery Unit</li> </ul>	<ul style="list-style-type: none"> <li>Evaluation results to be provided when available</li> <li>Directors to provide further information to ESO for inclusion in final draft roster for endorsement at next week's L &amp; M</li> </ul>	Open
50-12/04	L & M	Smoking Legislation	<ul style="list-style-type: none"> <li>DCS tabled recommendations from WPHS Officer</li> <li>Rural facilities to be included in review</li> <li>Acknowledged need for awareness campaign</li> </ul>	<ul style="list-style-type: none"> <li>Endorsed</li> <li>DCS to organise awareness raising campaign</li> </ul>	Closed



3 Standing Agenda					
Item No	EQUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
<b>3.1 Director of Corporate Services Issues</b>					
02-01/05 3.1.1	SP&E	Electrical fault	<ul style="list-style-type: none"> <li>20 year old male received electric shock whilst using the lift to pathology</li> <li>Client was observed in DEM for several hours, and subsequently discharged</li> <li>Risk assessment results from last year did not locate a fault with the lift</li> <li>Incident has been investigated, and improvement notice issued</li> <li>Repairs to be completed within 1 week</li> </ul>	<ul style="list-style-type: none"> <li>DM to make contact with patient</li> </ul>	Closed
02-01/05 3.1.2	C of C	Volunteers	<ul style="list-style-type: none"> <li>Front reception staff have requested the volunteers be provided with a daily inpatient list, which will allow them to provide directions to visitors</li> <li>Major issue is about privacy</li> <li>List would require reviewing prior to distribution, ensuring "no visitor" patients are removed</li> <li>Process to destroy list needs to be in place</li> </ul>	<ul style="list-style-type: none"> <li>DM and DCS to discuss</li> </ul>	Closed
02-01/05 3.1.3	SP&E	Outpatients Air-conditioning	<ul style="list-style-type: none"> <li>Replacement scheduled for April 2005</li> <li>Requested removal of 1 VMO carpark to allow for placement of condenser coils</li> </ul>	<ul style="list-style-type: none"> <li>Endorsed</li> </ul>	Closed
<b>3.2 Director of Nursing Services Issues</b>					
02-01/05 3.2.1	HRM	Communication Education	<ul style="list-style-type: none"> <li>68 Allied Health &amp; Nursing staff have attended training over 16 sessions</li> <li>further sessions to be scheduled</li> <li>Evaluations are excellent</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
02-01/05 3.2.2	HRM	PART recertification	<ul style="list-style-type: none"> <li>Gail Aylmer is scheduled to attend recertification training in Sydney next month</li> <li>Discussion took place regarding benefits</li> </ul>	<ul style="list-style-type: none"> <li>Endorsed that Gail Aylmer attend recertification PART training</li> </ul>	Closed

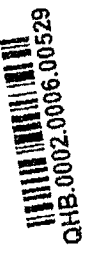


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02-01/05 3.2.3	HRM	Papua New Guinea Nurse	<p>of recertification for PART trainers, given expected uptake of Aggressive Behaviour Management Training, however it was acknowledged that it is necessary to maintain PART training until Aggressive Behaviour Management Course is fully implemented</p> <ul style="list-style-type: none"> <li>DM said that implementation timeframe is over 5 years</li> <li>DCAHS advised that 1 staff member has been identified to be trained in Aggressive Behaviour Management</li> <li>Nurse from Papua New Guinea arrived today</li> <li>Will complete placement by first week in February 2005</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
02-01/05 3.2.4	C of C	Needle Syringe Program	<ul style="list-style-type: none"> <li>Trial site established in DEM</li> <li>Biggest challenge will be request for change</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
02-01/05 3.2.5	L & M	University of Qld	<ul style="list-style-type: none"> <li>Has received an invitation to attend a photographic display by Grayson Cooke on Thursday 6.30pm</li> <li>DDONS extended an invitation to DM and Directors to attend</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
02-01/05 3.2.6	L & M	Major Committee Minutes	<ul style="list-style-type: none"> <li>DDONS enquired if the District maintains a central master file for major committee minutes, for accreditation purposes</li> <li>The DM advised that minutes are on "g" drive, however it was acknowledged that a hard copy should be maintained on a central file</li> </ul>	<ul style="list-style-type: none"> <li>DM to liaise with Quality Co-ordinator</li> </ul>	Open
<b>3.3 Service Director, Integrated Mental Health Service Issues</b>					
02-01/05 3.3.1	C of C	Incident	<ul style="list-style-type: none"> <li>Forensic patient who absconded several months ago, has been returned to the Unit by the police</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed



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3 Standing Agenda					
Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
02-01/05 3.3.2	L & M	Mental Health Review	<ul style="list-style-type: none"> <li>Use of security and the police were necessary</li> <li>Liaison through the State Director's office has facilitated the client's transfer to Baillie Henderson, under escort of 3 staff members</li> <li>DM provided update last week</li> <li>Structural change proposal was supported by staff</li> <li>5 training sessions have been scheduled to update staff on the MH Act</li> <li>Second training sessions scheduled this week</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
02-01/05 3.3.3	C of C	Cultural & Spiritual Liaison Officer	<ul style="list-style-type: none"> <li>Second training sessions scheduled this week</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
<b>3.4 Director Community and Allied Health Service Issues</b>					
02-01/05 3.4.1	C of C	Radiation Oncology Rural Access Program	<ul style="list-style-type: none"> <li>Dr Jane Truscott has requested to do a presentation to L &amp; M on 31/01/2005</li> <li>She has also requested office accommodation at BBH, however the DCAHS advised this is not possible</li> <li>Proposal for Oncologist to visit from Nambour will not proceed</li> </ul>	<ul style="list-style-type: none"> <li>Approved</li> </ul>	Open
02-01/05 3.4.2	SP&E	Mobile Phone	<ul style="list-style-type: none"> <li>Gave overview of incident with social work client, where discussions were recorded on mobile phone video</li> <li>Expressed concern with use of mobile phones in a clinical setting, and requested review of policy</li> </ul>	<ul style="list-style-type: none"> <li>DM and DCAHS to discuss</li> </ul>	Closed
02-01/05 3.4.3			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	



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<b>3.5 Director Medical Services Issues</b>					
02-01/05 3.5.1	HRM	Department of Surgery	<ul style="list-style-type: none"> <li>Director of Surgery has submitted his resignation, effective end March 2005</li> <li>Staff Surgeon's contract finishes in April, however he may wish to extend</li> </ul>	•	Closed
02-01/05 3.5.2	L & M	QEMS	<ul style="list-style-type: none"> <li>Will attend meeting in Hervey Bay today</li> </ul>	•	Open
02-01/05 3.5.3			•	•	
<b>3.6 District Manager Issues</b>					
02-01/05 3.6.1	L & M	Staff Excellence Awards	<ul style="list-style-type: none"> <li>Leonie Raven, Cathy Fritz and DM have reviewed nominations and selected recipients</li> <li>Each team will receive \$500 in recognition of the award and to assist foster enthusiasm</li> <li>Awards will be presented this Thursday at staff BBQ</li> <li>Recipients include:               <ul style="list-style-type: none"> <li>C of C Award – BSU</li> <li>L &amp; M – Paediatric Unit</li> <li>HRM – Judy O'Connor MEO</li> <li>IT – HRM</li> <li>SP&amp;E – ATODS</li> <li>IP – MPHs</li> </ul> </li> </ul>	•	Closed
02-01/05 3.6.2	L & M	Discovery Coast Health Services	<ul style="list-style-type: none"> <li>Gave overview of recent discussion regarding management of the service</li> </ul>	•	Closed



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02-01/05 3.6.3			•	•	
<b>3.7 Committee Minutes</b>					
02-01/05 3.7.1	IP	Improving Performance – Strategy Meeting – 01/12/2004	• Noted	• DM to follow up date of next meeting with Jenny Kirby	Closed
02-01/05 3.7.2			•	•	
02-01/05 3.7.3			•	•	
<b>3.8 Committee Reports</b>					
02-01/05 3.8.1	HRM	Human Resource Committee	<ul style="list-style-type: none"> <li>• Noted high overtime</li> <li>• DM requested Directors to pursue high A/L and RDO balances</li> <li>• Payroll Adjustments</li> <li>• Noted increased use of EAS for family and emotional support. Discussion took place regarding incorporation of family and emotional support strategies into staff health initiatives. The SD/IMHS said this could be included under MHPPEI working group</li> <li>• DCAHS expressed concern that JEMS process is very slow</li> </ul>	<ul style="list-style-type: none"> <li>• DCS to follow up with HR Manager</li> <li>• DCS to discuss with HR Manager and Shared Services</li> </ul>	Open



Item No	EQUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
02-01/05 3.8.2			•	•	
<b>3.9 Activity Report</b>					
02-01/05 3.9.1			•	•	
<b>3.10 Policies</b>					
02-01/05 3.10.1			•	•	
02-01/05 3.10.2			•	•	
02-01/05 3.10.3			•	•	
<b>3.11 Others</b>					
02-01/05 3.11.1			•	•	

Meeting Closed: 1040  
 Next Meeting: 24 January 2005