

RYNDABERG HEALTH SERVICE RECORD OF MEETING

EX 4/5

MEETING OF: THEATRE UTILIZATION PROJECT

DATE: 1.10.2001

MEETING NO: 1

START TIME: 1410hrs

PRESENT: Jenny Church, Faye Kuhnel, Gary Morse, Sheryl Swinscoe,

CONFIRMATION OF MINUTES: N/A

Martin Wakefield, Sam Baker, Karen Smith.

APOLOGIES: David Levings, De White.

SECONDED: N/A

Item No	Issue	Action/Process	By Whom	When	Outcome/Comments
1.1	Theatre Utilisation Project	<ul style="list-style-type: none"> Inform all present that theatre utilisation project underway. Review aim to improve resource utilisation. Review of theatre sessions to be conducted by Karen Smith & Jenny Church. Any changes will impact Working party provides a forum to discuss changes & impacts, identify barriers & possible solutions to facilitate implementation of changes. 	Karen Smith		
1.2	Review of Current Theatre Sessions	<ul style="list-style-type: none"> Identified sessions under-utilised Ortho, Dental & Gynaecological. ? Reduce sessions in these specialties. Theatre sessional plans to be developed looking at 6-hour sessions per speciality. Consultation with major stakeholders Re: scope for change. 	Karen Smith & Jenny Church. Karen Smith	8.10.2001 10.10.01	Agenda review of new plan for next meeting. Ann Robinson Raelene McDermid De White

1.3	Union Representation	Theatre Staff will elect their own union representative for the working party.	Theatre Staff	8.10.01	
1.4	Meeting Attendances	Not compulsory to attend all meetings though Members are encouraged to attend the meetings which the agended items will have potential impact to their areas/concerns.	Karen Smith		

Close of Meeting: 1600hours.

Next Meeting: Wednesday 17th October 2001.

Venue: ? Theatre Tea Room Level 3

Time: 1400hrs

Copies to: (Sr Glennis Goodman, Dr Charles Nankivell, Dr Martin Wakefield, Dr Sam Baker, Peter Leek, Dr Kees Nydam, Carolyn Kennedy, Jenny Church, De White, Karen Smith, Sheryl Swinscoe, Gary Morse, David Levings, Ann Robinson)

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

MEETING OF: MEDICAL STAFF ADVISORY COMMITTEE

DATE: Tuesday 13 November 2001

PRESENT: Dr Denise Powell, Dr Susan Waite, Dr Sam Baker, Dr Therese Ryan, Dr Julian Zurauskas, Dr Martin Strahan, Dr Chris Jelliffe, Dr Martin Carter, Dr Judy Williams, Dr Peter Miach, Dr Kees Nydam, Dr Martin Wakefield

START TIME: 07:00hrs

APOLOGIES: Dr Lynn Hawken

CONFIRMATION OF MINUTES: Dr Judy Williams

SECONDED: Dr Peter Miach

Item No	Issue	Action/Process	Responsible	Due Date
3	Clinical Support from Brisbane	The clinical conundrum that precipitated this issue was related to the disposition of brain injured patients, not in need of acute neurosurgical intervention. The changes to the Mental Health Act, due to come into effect in the New Year, will have significant impact on this cohort of patients. Dr Martin Wakefield expressed the need to put in place the necessary protocols to assist the Junior Medical Staff in dealing with this issue. Senior Medical Staff were urged to access the QUEPS for information on the new Act. It was suggested that Lynn Hawken and Scott Jenkins be invited to give a brief presentation at the next MSA meeting.	Dr K Nydam	Next meeting
	General Medical Education	Dr Martin Strahan has contacted the Post Graduate Medical Council in his position as Chairman of the Local Medical Association. He informed us that Medical Education is no longer seen as a role for the Post Graduate Medical Council. In view of this change of role, they are changing their name to Post Graduate Foundation. It was suggested that the MEO, when appointed, could also take on the role of organising Medical Education for the Senior Staff. This will need to be negotiated when an appointment is made.		Ongoing

Copies to: Peter Leck, Dr Charles Nankivell, Dr Martin Wakefield, Dr Peter Miach, Dr Martin Strahan, Dr Chris Barnes, Dr Jon Joiner, Dr John Mitchell, Dr Judy Williams, Dr Chris Ryan, Dr Martin Carter, Dr Trevor Davies, Dr Susan Waite, Dr Brian Thiele, Dr Kees Nydam, Dr Howard Kingston, Dr Denise Powell, Dr Chris Jelliffe, Dr S Baker, Dr Michael Delaney, Dr Neil Robinson, Dr Therese Ryan, Dr Marilyn Peers, Dr John Branson, Dr Wimal Wijeratne, Dr Yoga Gounden, Dr Paul Mensink, Dr Judy O'Connell, Dr Brian Cook, Dr Scott Jenkins, Dr Julian Zurauskas (31 copies)

Item No	Issue	Action/Process	Responsible	Due Date
6 Junior Doctor Education	Junior Staff Education	Dr Denise Powell gave a brief update on progress. Anyone interested in applying for positions within the Rural School were directed to the Internet site – jobs@uq.net.au		
7 Matters on Notice	Medical Manpower	Nothing new to report		
		Dr Peter Miach stated that as this was a Medical Staff Advisory Committee, the members ought to start giving advice. Due to concerns over the levels of Senior Medical Staffing, it was agreed that Dr Therese Ryan write to the Executive requesting information as to the current Senior Medical Staff Establishment as expressed in total FTE's. Dr Peter Miach suggested that with this as a starting point, a case for more support for Senior Clinicians could be mounted. There was also a strong consensus that members should support Dr Sam Baker in the upcoming months.	Dr T Ryan	Immediate

Close of Meeting: 08:10hrs

Next Meeting: Tuesday 11 December 2001

Time: 07:00hrs

Venue: Breastscreen Conference Room

Signature:

Committee Chair

Date:

Copies to: Peter Leck, Dr Charles Nankivell, Dr Martin Wakelield, Dr Peter Miach, Dr Martin Strahan, Dr Chris Barnes, Dr Jon Joiner, Dr John Mitchell, Dr Judy Williams, Dr Chris Ryan, Dr Martin Carter
 Dr Trevor Davies, Dr Susan Walte, Dr Brian Thiele, Dr Kaes Nydam, Dr Howard Kingston, Dr Denise Powell, Dr Chris Jelliffe, Dr S Baker, Dr Michael Delaney, Dr Neil Robinson,
 Dr Therese Ryan, Dr Marilyn Peers, Dr John Branson, Dr Wimal Wijeratne, Dr Yoga Gounden, Dr Paul Menssink, Dr Judy O'Connell, Dr Brian Cook, Dr Scott Jenkins, Dr Julian Zuraskas (31 copies)

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

MEETING OF: MEDICAL STAFF ADVISORY COMMITTEE

DATE: 13 August 2002

PRESENT:

Dr L Jayasekera, Dr W Wijeratne, Dr M Stummer, Dr M Carter, Dr S Baker, Dr P Anderson, Dr P Miach, Dr S Waite, Dr K Nydam

START TIME: 07:00hrs

APOLOGIES:

Dr T Ryan, Dr J Zurauskas, Dr J Williams, Dr C Ryan, Dr A Chaudhry, Dr D Powell,
Dr A McCreedy, Mrs T Wallace (acting District Manager)

CONFIRMATION OF MINUTES: Dr P Miach

SECONDED: Dr M Carter

Item No	Issue	Action/Process	Responsible	Due Date
Business Arising	ICU/CCU Issues	<ol style="list-style-type: none"> 1. Dr M Carter tabled a revised Intensive Care Unit Admission and Discharge Policy. Medical Staff Advisory Committee members are invited to read and present comments at the next meeting. 2. The status of urgent pathology collection in Intensive Care was questioned. 	All members	Next meeting
	Medical Issues	<ol style="list-style-type: none"> 1. Dr P Miach raised concerns over the lack of medical input into the bed management of the hospital. Particular reference was raised with regards to elective surgical admissions and their bed allocation. It was recommended that this issue be discussed at the ASPIC Clinical Forum and feedback at the next meeting. This would be to proceed with the development of suitable flowcharts. 2. Dr P Miach raised concerns, on behalf of Dr J Zurauskas, about week-end medical cover for the Medical Wards. It seemed that the consultant on-call was often put in a situation of having to work as a "registrar". Long term, this posed a threat to the sustainability of senior medical staff. 	Dr K Nydam to investigate and report back Dr S Baker and Dr M Carter	Next meeting

Copies to: Peter Leck, Dr Peter Miach, Dr Martin Strahan, Dr Chris Barnes, Dr Jon Joiner, Dr John Mitchell, Dr Judy Williams, Dr Chris Ryan, Dr Martin Carter, Dr Pitre Anderson, Dr Lakshman Jayasekera, Dr Susan Waite, Dr Brian Thiele, Dr Kees Nydam, Dr Howard Kingston, Dr Denise Powell, Dr Chris Leiffle, Dr S Baker, Dr Michael Delaney, Dr Neil Robinson, Dr Abdul Chaudhry, Dr Therese Ryan, Dr Marilyn Paers, Dr John Branson, Dr Wimal Wileratne, Dr Yoda Gounden, Dr Nolis Norrie, Dr Judy O'Connell, Dr Brian Cook, Dr Scott Leckie, Dr ...

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING
AMENDED 12 SEPTEMBER 2002**

MEETING OF: **MEDICAL STAFF ADVISORY COMMITTEE**

DATE: 10 September 2002

PRESENT:

Dr M Stumer, Dr L Jayasekera, Dr J Williams, Dr A Chaudhry, Dr P Anderson, Dr S Baker, Dr M Carter, Dr W Wijeratne, Mr P Leck

START TIME: 07:10hrs

APOLOGIES:

Dr P Miach, Dr D Powell, Dr S Waite

CONFIRMATION OF MINUTES: Dr P Anderson

SECONDED: Dr S Baker

Item No	Issue	Action/Process	Responsible	Due Date
Business Arising	ICU/CCU Issues	<ol style="list-style-type: none"> The Intensive Care Unit Admission and Discharge Policy has been accepted (copy attached). The status of urgent pathology collection in Intensive Care is currently being addressed. 		
	Medical Issues	<ol style="list-style-type: none"> Concerns over the lack of medical input into the bed management of the hospital, remains an issue due to lack of an ASPIC Clinical forum since the issue was raised. The lack of junior doctors, remains a problem in Medicine. It was advised that a third physician is yet to be appointed. 		
	Surgical Issues	<ol style="list-style-type: none"> It was advised that the urethroscope has arrived. It was advised that an Equipment Committee exist. It was stated that members could be coopted via the Director of Medical Services, prioritisation via Corporate Office. It was advised that the Bundaberg Health Service Foundation could be approached for an equipment grant. 		

Copies to: Peter Leck, Dr Peter Miach, Dr Martin Strahan, Dr Chris Barnes, Dr Jon Joiner, Dr John Mitchell, Dr Judy Williams, Dr Chris Ryan, Dr Martin Carter, Dr Pitre Anderson, Dr Lakshman Jayasekera, Dr Susan Waite, Dr Brian Thiele, Dr Kees Nydam, Dr Howard Kingston, Dr Denise Powell, Dr Chris Jelliffe, Dr S Baker, Dr Michael Delaney, Dr Neil Robinson, Dr Abul Chaudhry, Dr Therese Ryan, Dr Marilyn Peers, Dr John Branson, Dr Wimal Wijeratne, Dr Yoga Gounden, Dr Nolis Norfje, Dr Judy O'Connell, Dr Brian Cook, Dr Scott Jenkins, Dr Julian Zuraskas (30 copies)

Item No	Issue	Action/Process	Responsible	Due Date
	O & G Issues	<ol style="list-style-type: none"> 1. Dr M Stumer advised that an advertisement for a second Staff Obstetrician and Gynaecologist would be placed within the next two weeks. 2. Dr W Wijeratne's concerns regarding the process of maximising private practice income through the generation of internal referrals, is currently being addressed. 		
	Expenditure of Rural School Monies	Mr Peter Leck advised that Dr J Birk would be visiting the Bundaberg Base Hospital in the near future.		
Budget		Still under negotiations		
Correspondence		Nil		
Junior Doctor Education/Issues		To be carried over until next meeting		
Matters on Notice	Acting Director of Surgery	Dr S Baker informed the meeting that he had resigned on 30 August 2002. He commented that he did not wish to continue to be told to provide a third world surgical service by the hospital management. He expressed an opinion that the Queensland Health Management had no interest in providing a quality surgical service in the Bundaberg Health Service District.		

Close of Meeting: 08:06hrs

Next Meeting: Tuesday 8 October 2002

Time: 07:00hrs

Venue: Breastscreen Conference Room

Signature:

Committee Chair

Date:

Copies to: Peter Leck, Dr Peter Mlach, Dr Martin Strahan, Dr Chris Barnes, Dr Jon Joiner, Dr John Mitchell, Dr Judy Williams, Dr Chris Ryan, Dr Martin Carter, Dr Pire Anderson, Dr Lakshman Jayasekera, Dr Susan Waite, Dr Brian Thiele, Dr Kees Nydam, Dr Howard Kingston, Dr Denise Powell, Dr Chris Jeffrie, Dr S Baker, Dr Michael Delaney, Dr Neil Robinson, Dr Abul Chaudhry, Dr Therese Ryan, Dr Marilyn Peers, Dr John Branson, Dr Wimal Wijeratne, Dr Yoga Goundan, Dr Nols Norfje, Dr Judy O'Connell, Dr Brian Cook, Dr Scott Jenkins, Dr Julian Zuravskas (30 copies)

**BUNDA, BERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

W
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MEETING OF: MEDICAL STAFF ADVISORY COMMITTEE

DATE: 8 October 2002

PRESENT: Dr S Baker (chair), Dr M Stummer, Dr M Carter, Dr W Wijeratne, Dr P Anderson, Dr L Jayasekera, Dr K Nydam, Dr P Miach, Dr J Williams, Mr P Leck,

START TIME: 07.05hrs

APOLOGIES: Dr T Ryan, Dr Y Gounden

CONFIRMATION OF MINUTES: Dr P Anderson
SECONDED: Dr W Wijeratne

Item No	Issue	Action/Process	Responsible	Due Date
Correspondence	Risk Management	This was spoken to by Dr M Stummer under 'New Business'.		
	Friday Intern Lecture Evaluation	Dr P Anderson commended the choice of topics.		

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Item No	Issue	Action/Process	Responsible	Due Date
Business Arising	ICU/Anaesthetic Issues	<p>Anaesthetics:</p> <ol style="list-style-type: none"> 1. Dr M Carter wished to formalise his thanks to the contribution made to the Department by Dr C Jelliffe. Members wished to record their good luck to him in his pending examinations. 2. Dr M Carter wished to put on notice the fact that the Department will be running short until the commencement of the new recruit. During that period, operating theatres will need to be run on an emergency and urgency only basis for a period approaching four weeks. 3. Dr M Carter noted that there had recently been a 50% reduction in the rate of medical overtime due to reorganisation of scheduled operations. <p>ICU/CCU:</p> <ol style="list-style-type: none"> 1. Dr M Carter reported that there were still major problems being encountered in the institution of "double heading". This was partly due to IT data entry. 2. It was noted that the PD of the junior medical officer attached to the Unit would be altered to include responsibility for coronary care patients. This process was dependant on work practice changes being institute in the PAC. It is envisaged that the Pre-Admission Clinic could be managed primarily by nurse driven protocols. 		

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Item No	Issue	Action/Process	Responsible	Due Date
Business Arising (cont)	Medical Issues	<ol style="list-style-type: none"> 1. Dr P Miach opened a discussion on the "dysfunctionality" attributed to the lack of a permanent appointment of Director of Medical Services. He and others pointed out that this deficiency in the senior management of the organisation was contributing to unrest amongst junior medical staff and difficulties in recruiting senior medical staff. Mr P Leck informed the committee that the position will be readvertised within two weeks. 2. Dr P Miach reported that he would be the only physician covering the Bundaberg Base Hospital for a three week period as Dr Julian Zurauskas was due for conference leave and there had been an inability to attract a locum. Dr P Miach also disclosed that the job offer made to a physician recently had been rejected on the basis of him having received rumours of the hospital's dysfunctionality. 	Mr P Leck	12 November 2002
	Surgical Issues	<p>Equipment:</p> <p>Dr S Baker decried the sad situation whereby surgeons were "not provided with equipment to do the job they are trained to do". Dr J Williams reminded committee members that deputations for specific funding to purchase equipment could be made to the Hospital Foundation.</p>		
	O & G Issues	<p>Risk Management:</p> <ol style="list-style-type: none"> 1. Dr M Stumer tabled a recent case where a patient had been scheduled for elective surgery without all the proper documentation being available. Following discussion, it was agreed that this was an internal matter for the Division of Obstetrics and Gynaecology to address. 2. Elective surgery scheduling appears to occur without appropriate consultation with senior consultant staff. Dr K Nydam agreed to set up a meeting discussing this matter between Dr M Stumer, Dr W Wijeratne, Frances Keys and himself. 	Dr K Nydam	12 November 2002
	Paediatric Issues	Dr J Williams reported that there had been a number of minor expressions of interest by consultant Paediatricians making inquiries about relocating to this area. Nothing concrete yet.		
	Expenditure of Rural School Monies	Carried over.		

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Item No	Issue	Action/Process	Responsible	Due Date
Budget		Mr P Leck reported that a 'blowout' in worker's compensation charges had adversely affected the operating budget of the hospital. The other issue of concern was that elective surgical targets were falling below benchmark.		
Junior Doctor Education/ Issues	Intern Lecture Evaluation	Document tabled		
New Business	RMO Rostering	Dr S Baker tabled a copy of the document Review of RMO Rostering Bundaberg Base Hospital prepared by Dr Mark Matisse. Whilst some of the recommendations have been implemented, there were still concerns by junior medical staff regarding unsafe working hours. It was noted that a representative from ASMOFQ would be attending a meeting with junior medical staff today.		
	Chairperson	As Dr S Baker will be leaving after the next scheduled MSAC meeting, he placed on notice the need to canvas for a replacement chairperson to be nominated and voted on at the next meeting.		

Close of Meeting: 08:05hrs

Next Meeting: Tuesday 12 November 2002

Time: 07:00hrs

Venue: Breastscreen Conference Room

Signature:

Committee Chair

Date:

Copies to: Peter Leck, Dr Peter Mlach, Dr Chris Barnes, Dr Jon Joiner, Dr John Mitchell, Dr Judy Williams, Dr Chris Ryan, Dr Martin Carter, Dr Pitre Anderson, Dr Lakshman Jayasekera, Dr Susan Waite, Dr Brian Thiele, Dr Kees Nydam, Dr Denise Powell, Dr Chris Jeliffe, Dr S Baker, Dr Michael Delaney, Dr Neil Robinson, Dr Abul Chaudhry, Dr Therese Ryan, Dr Marilyn Peers, Dr John Branson, Dr Malcolm Stumer, Dr Wimal Wijerathne, Dr Yoga Gounden, Dr Nots Norje, Dr Judy O'Connell, Dr Brian Cook, Dr Scott Jenkins, Dr Julian Zurauskas (30 copies)