

**BUNDABERG HEALTH SERVICE DISTRICT  
RECORD OF MEETING**

Meeting of: **ASPIC CLINICAL SERVICE FORUM**

Meeting No: **07/03**

Date: **9 July 2003**

Start Time: **1230 hours**

Present: **Martin Carter, Toni Hoffman, Gwenda Mc Dermid, Jenny White, Gail Aylmer, Kaye Ferrar**

Apologies: **Jenny Kirby, Leonie Raven, Jay Patel**

Confirmation of Minutes: **Martin Carter**

Seconded: **Gwenda Mc Dermid**

Minute Taker: **Kaye Ferrar**

Correspondence: **Nil Arising**

**BUSINESS ARISING**

Item No.	Topic	Discussion	Agreed Action, Person Responsible, and Time Frame
07/02-9.1	Heparin Infusions	<ul style="list-style-type: none"> <li>Protocol underway. Patients coming to ward for injections.</li> </ul>	<ul style="list-style-type: none"> <li>Report on outcome of protocol, <b>J Patel</b>, next meeting.</li> </ul>
09/02-7.1	Medical Rounds	<ul style="list-style-type: none"> <li>Medical rounds discussed at Executive Council meeting.</li> <li>G Mc Dermid to audit how many patients are being seen and by whom.</li> <li>Combined anaesthetic/physician medical rounds to be reinstated.</li> </ul>	<ul style="list-style-type: none"> <li>Report on audit, <b>G McDermid</b>, next meeting.</li> </ul>
01/03-1.1	Vitamin K	<ul style="list-style-type: none"> <li>Awaiting results of investigation.</li> </ul>	<ul style="list-style-type: none"> <li>Report on investigation of issues, <b>J Patel</b>, next meeting.</li> </ul>
02/03-1.1	Regional Anaesthesia & Post op pain management	<ul style="list-style-type: none"> <li>T Hoffman received Regional Anaesthesia &amp; Post-op Pain Management guidelines and forwarded them to Nursing Services.</li> <li>Pre-mixed Bupivacaine doesn't fit into locked boxes.</li> </ul>	<ul style="list-style-type: none"> <li>Send guidelines to <b>M Carter, T Hoffman</b>.</li> <li>Raise issue at Nursing Services meeting, <b>J White</b>, 10/07/2003</li> </ul>

37

DWK 17

**STANDING AGENDA**

Item No.	Topic	Discussion	Agreed Action, Person Responsible, and Time Frame
07/03-1.1	Performance Monitoring – Monthly Performance Report	<ul style="list-style-type: none"> <li>Surgical and theatre performance reports discussed.</li> <li>Committee requested feedback on complaints. Complaints feedback to be added to agenda on quarterly basis.</li> </ul>	<ul style="list-style-type: none"> <li>Send copy of Theatre Performance Report to committee, K Ferrar, ASAP.</li> <li>Forward first complaints feedback report to committee, K Ferrar, next meeting.</li> </ul>
07/03-1.2	Performance Monitoring – Cost Centre Reports	<ul style="list-style-type: none"> <li>At the end of the financial year ICU was within budget, however they had increased labour costs associated with long stay patients and increased supply costs associated with high-cost drugs. The cost of pathology had increased. 2002/03 was the first year that cost of blood gases had been charged to unit.</li> </ul>	
07/03-2	Infection Control	<ul style="list-style-type: none"> <li>Cefotetan is given as a single dose prophylaxis given prior to surgery in theatre. A second dose can be given if the surgery last more than 4 to 6 hours.</li> <li>Definition of wound dehiscence discussed. When dehiscence occurs, staff to take an automatic swab of wound.</li> </ul>	<ul style="list-style-type: none"> <li>Distribute memo, stating protocol, to DEM and surgical staff, G Ayimer, next meeting.</li> <li>Leave on agenda until accreditation is over.</li> </ul>
07/03-3	Quality – Preparing for survey – evidence folders	<ul style="list-style-type: none"> <li>Areas preparing evidence folders.</li> <li>When organising folders, file evidence according to EQUIP functions.</li> </ul>	
07/03-4	Risk Management	<ul style="list-style-type: none"> <li>ICU has handed in their risk register.</li> <li>Jenny White and Martin Carter to further discuss theatre risks.</li> <li>The Executive has assured Martin Carter that issues relating to interrupted power supply will be addressed.</li> </ul>	

**NEW BUSINESS**

Item No.	Topic	Discussion	Agreed Action, Person Responsible, and Time Frame
	Nil		

Meeting Closed: 1300 hours  
 Next Meeting: 13 August 2003