

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

Meeting of: **MEDICAL CLINICAL SERVICES FORUM**

Meeting No: 12/05

Date: 1 February 2005

Start Time: 10.30hrs

Present: Robyn Pollock, Peter Miach, Rens Schoneveld, Dilys Carter, Toni Hofmann

Apologies:

Confirmation of Minutes: P Miach

Seconded: R Pollock

Minute Taker: Rens Schoneveld

Correspondence:

DWK 61

Business Arising					
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
5/04-2	HRM	PHO attendance	This issue was included in the risk register	Ongoing monitoring by P Miach	open
7/04-6	L&M	Risk register	A draft risk register was launched and several items identified and rated.	All members to review the draft and identify items for inclusion at the next meeting.	open

Standing Agenda					
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Not addressed					

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New Business					
Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
2/05-1	L&M	New chair person and scribe	Dilys volunteered to take on chairperson position. Rens will continue as scribe. To be reviewed in July.		Closed.

Meeting Closed:
Next Meeting:

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