

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

QH8.0004.0005.00087


Meeting of: Executive Council

Meeting No: 03/04

Date: 5 March 2004

Start Time: 1445

Present: Peter Leck, Darren Keating, Malcolm Stumer, Martin Carter, Tina Wallace, Judith McDonnell, Peter Heath, Jenny Kirby, Naldo Kiel, Toni Hoffman, Jay Patel

Apologies: Leonie Raven, Judy Williams, Martin Strahan, Kees Nydam

Confirmation of Minutes: Darren Keating

Seconded: Martin Carter

Minute Amendment/ Addition

Minute Taker: Jenny Kirby

Correspondence	
Topic	Discussion
• nil	

BUSINESS ARISING			
Item No.	Topic	Discussion	Agreed Action, Person Responsible, and Time Frame
12/03-1	Radiology Services	<ul style="list-style-type: none"> No further changes re timeliness. Dr Martin Carter concerned re Echocardiography advice from technician rather than a medical officer. 	<ul style="list-style-type: none"> Meeting planned for 08/03/04 with Peter Leck, Dr Darren Keating, & MIA re Radiology Services.
02/04-1	DEM - Triage Nurse Training	<ul style="list-style-type: none"> Training & development required re triaging in DEM for nursing staff Nurse initiated X-ray training has been provided however, it has not been taken up fully by nursing staff Invitation endorsed at MAC meeting 	<ul style="list-style-type: none"> Toni Hoffman to follow up Complete
02/04-2	BFU - Invitation to MAC Meeting for Michael Beckman		
	Complaints	<ul style="list-style-type: none"> Relevant complaints to be sent to Dr Martin Carter by L Raven 	<ul style="list-style-type: none"> Complete

mm16

QRB.0004.0005.00088

STANDING AGENDA	
<p>03/04-1</p> <p>Clinical Risk Management & Clinical Services Forums</p>	<p><u>DEM</u></p> <ul style="list-style-type: none"> • Achieved benchmarks for Categories 1, 2, 3, & 5 • Funding for medical officers to attend trauma course discussed • Transfer of ambulance patients in stable condition directly to private hospitals discussed • Aggressive / violent patients within DEM are difficult to place in the department safely. <p><u>Family Unit</u></p> <ul style="list-style-type: none"> • Stats tabled • Trial inductions in evening commenced • Trialling changes in Antenatal Clinic currently • Risk Register discussed • Press Ganey Report will be discussed further at next meeting • New birth suite beds - Lithotomy stirrups unsatisfactory <p><u>ASPIC CSF</u></p> <ul style="list-style-type: none"> • M Carter continuing as chairperson • New forms for Regional Analgesia developed • New forms for Epidural Analgesia developed <p><u>BIMHS CSF</u></p> <ul style="list-style-type: none"> • Professor Diamond visit this week discussing comorbidity with mental illness and drug and alcohol issues • Data Quality with collection of clinical indicators under review • Management of absentism is being operationalised by Line Managers • Outcome Measures System is continuing • Currently an on budget position • Commencing extra Surgical Activity with additional Elective Surgery funding • Paed/Medical overtime to be investigated
<p>03/04-2</p> <p>Monthly Performance Monitoring</p>	<ul style="list-style-type: none"> • Dr D Keating & Dr N Kiel will investigate opportunities further • QIEP could be considered - J Kirby to follow up • Private hospitals do not have DEM available for QAS to utilize • J McDonnell suggested MHU assist with Clinical Chart Review of relevant client files • J McDonnell & Dr N Kiel to follow up together <ul style="list-style-type: none"> • P Heath, and A/DON to follow up <ul style="list-style-type: none"> • Dr D Keating to follow up



		<ul style="list-style-type: none"> • Pathology continuing to improve despite greater activity • Family Unit - post Procedure Infections to be reviewed • Cancellation of surgery for medical reasons to be included in report 	<ul style="list-style-type: none"> • Well done! • Dr Malcolm Stumer to follow up with Infection Control Coordinator • J Kirby & DQDSU to follow up
03/04-3	Theatre Management Group - Report	<ul style="list-style-type: none"> • Increased activity with additional ES funds • Total joints reviewed and increased • Additional Theatre Activity targets established • 2½ extra sessions weekly • 6 extra Lap choles done to date • Urology extra sessions will be undertaken during Dr Patels leave • Further discussion held re funding. Dr Martin Carter requested consideration for additional ICU nursing staff • Most of the funding will be expenditure from additional activity and associated ward costs in DSU / OT/ Surgical Ward 	

NEW BUSINESS

Item No.	Topic	Discussion	Agreed Action, Person Responsible, and Time Frame
03/04-4	Seclusion & High Dependency Unit in MHU	<ul style="list-style-type: none"> • Discussion held re recent issues raised in the media by QNU. • District Manager advised that <ul style="list-style-type: none"> - MHU recently refurbished - QNU did a cursory inspection during building works - QNU raised no further issues in the next 5 months other than those that were part of building works in progress - at time of initial inspection - High Dependency Unit inspected by Minister of Health / Director Mental Health/Zonal Manager and Team Leader - Zonal Mental Health - No issues or problems identified 	
03/04-5	Kathy Roughan Report	<ul style="list-style-type: none"> • Final document has arrived • District Manager is currently in the process of reviewing. It will then be circulated. 	<ul style="list-style-type: none"> • Circulation of report in due course
03/04-6	Clinical Improvement	<ul style="list-style-type: none"> • District Manager asked that all CSF's continue to focus on clinical improvement 	<ul style="list-style-type: none"> • Feedback to continue at next meeting

mmlb

QHB.0004.0005.00090



03/04-7	PKI Secure Mail	<ul style="list-style-type: none"> Recent visit from QH Security Program area re PKI (Public Key Infrastructure) and secure email discussed 	<ul style="list-style-type: none"> DM currently considering BHSD commencing in the program
03/04-8	ICU Trendcare	<ul style="list-style-type: none"> Dr Martin Carter advised Carol McMullen has recently been to ICU to discuss trendcare Dr Carter felt it was non-reflective of workloads Toni Hoffman indicated that ICU currently sitting within benchmarks or slightly higher. 	

Next Meeting: 2nd April 2004