

478C

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Executive Council

Meeting No: 05/04

Date: 7th May 2004

Start Time: 2.00

Present: P Leck, P Heath, H Greenwood, Dr D Keating, L Mulligan, T Wallace, Dr P Mlach, Dr J Williams, J Kirby

Apologies: L Raven, Dr J Patel, Dr N Kiel, Dr M Carter, Dr M Stumer

Confirmation of Minutes: Dr D Keating Seconded: P Leck

Minute Taker: J Kirby

Correspondence:

Presentation	
"Where The Money Goes!"	The presentation was presented by Paul Cracknell

Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
02/04-1.1	CofC	DEM - Triage Nurse Training	<ul style="list-style-type: none"> Training schedule developed 	<ul style="list-style-type: none"> Relevant staff will attend next month. 	Closed
03/04-2.2	SP&E	Post Procedure Infections	<ul style="list-style-type: none"> Held over 	<ul style="list-style-type: none"> Dr Stumer 	Open
03/04-5	L&M	Kathy Roughan Report	<ul style="list-style-type: none"> DM indicated the district is proceeding with the master plan 	<ul style="list-style-type: none"> Project Services and District Executive will progress. 	Closed



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05/04-1.1	CofC	ASPIC	<ul style="list-style-type: none"> Held over 		<ul style="list-style-type: none"> Open
05/04-1.1	CofC	BFU	<ul style="list-style-type: none"> Held over 		<ul style="list-style-type: none"> Open
05/04-1.1	CofC	BIMHS	<ul style="list-style-type: none"> Held over 		<ul style="list-style-type: none"> Open
05/04-1.1	CofC	DEM	<ul style="list-style-type: none"> Held over 		<ul style="list-style-type: none"> Open
05/04-1.5	CofC	Medical	<ul style="list-style-type: none"> Recent meeting held with the major issue discussed – Medical staffing 	<ul style="list-style-type: none"> Dr P Miach indicated he would discuss the issues further with DMS. 	<ul style="list-style-type: none"> Open
05/04-1.6	CofC	Paeds	<ul style="list-style-type: none"> 15 Staff attended Domestic Violence Training Family Care Education commenced Press Ganey Survey – CSF focussing on issues identified in reference to nursing staff. Business Case for short term stay unit currently being developed Guidelines for transfer of patients to Tertiary Health centres currently being developed 	<ul style="list-style-type: none"> Dr J Williams will provide updates on progress each meeting. 	<ul style="list-style-type: none"> n/a
05/04-1.7	CofC	Theatre Management Group	<ul style="list-style-type: none"> High throughput in March Long wait in Cat 1 & 2 will be 0% by 30/6/04. Currently developing policy re cancellation of surgery. Group currently working on budget build up for 04/05. 		<ul style="list-style-type: none"> n/a
05/04-2	IM	Monthly Performance Monitoring	<ul style="list-style-type: none"> Theatre FTEs have increased Paeds Readmissions increased due to Private Practice patients and gate leave issues. 	<ul style="list-style-type: none"> DON to follow up and investigate DQDSU to amend report 	<ul style="list-style-type: none"> Open

New Business					
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
05/04-3	CoC	Breast Prosthesis	<ul style="list-style-type: none"> DCAHS discussed current approval process 	<ul style="list-style-type: none"> DCAHS will discuss directly with surgeons on their return from leave. 	<ul style="list-style-type: none"> Closed
05/04-4	IM	Unplanned & Unexpected Re-Admissions	<ul style="list-style-type: none"> Reports tabled and circulated to the CSF Chairperson 	<ul style="list-style-type: none"> Clinical Directors to review reports and action appropriately. 	<ul style="list-style-type: none"> Closed
05/04-5	IP	Quality – Self Assessment	<ul style="list-style-type: none"> District required to provide documentation to ACHS in reference to 19 Mandatory Criteria and the SP&E Function 	<ul style="list-style-type: none"> Clinical Directors to discuss at CSFs and contribute to information for submission Self Assessment due July 2004 Acting/District Quality Coordinator will liaise with all staff in collating relevant information 	<ul style="list-style-type: none"> Open
05/04-6	IM	ACHS Clinical Indicator	<ul style="list-style-type: none"> Comparative reports tabled for distribution to CSFs Generally good results 	<ul style="list-style-type: none"> Clinical Directors to facilitate discussion with NUMs at CSFs 	<ul style="list-style-type: none"> Closed
05/04-7	CoC	Evidence Practice – Gap Report	<ul style="list-style-type: none"> Report tabled 	<ul style="list-style-type: none"> Clinical Directors to read for their information 	<ul style="list-style-type: none"> Closed

Meeting Closed: 3.25pm
Next Meeting: 4th June 2004