

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

Meeting of: Leadership & Management

Meeting No: 22-05/04

Date: 31/05/04

Start Time: 9.05 am

Present: Peter Leck, Peter Heath, Dr Darren Keating, Tina Wallace, Judith McDonnell, Linda Mulligan

Apologies:

Confirmation of Minutes: Peter Heath

Seconded: Dr Darren Keating

Minute Taker: Judith Benson

Correspondence: **Complaint Report** - Majority of complaints have come from external sources. Key needs to be attached to the quarterly report. The Directors would like the report emailed to them. - Closed

Terry Fox Run/Walk - To be held 27 June 2004 at the Botanic Gardens. Notice is to be put in the Pulse. A/ESO to notify Pulse editor. - Closed

Australia Day 2005 Honours List - L & M Committee to consider nominating a staff member. - Closed

Business Arising 2 nd		Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	EQUIP Function	Topic		
08-02/04 3.1.2	L & M	Product Review Committee	Carry over	Open
13-03/04 1.3	L & M	Function and Conference Catering	Options presented at L & M, fruit, muesli bars, crackers and cheese. When ordering staff can choose 2 of the above options.	Closed
19-05/04 3.5.3	L & M	Renal Plan	DONS to follow up with Robin Pollock Meeting with Fraser Coast in Bundaberg is on 2 June at 2pm	Open

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Business Arising 2				Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	Equip Function	Topic	Discussion		
20-05/04 3.1.1	L & M	Front Reception -- After hours	Carry over. Report back in June	DCS to report on June 21 st .	Open
20-05/04 3.3	L & M	External Mental Health Review	Dr Waters will be in Bundaberg on Tuesday 1 June and Thursday/Friday 10 & 11 June 2004.	A/SDIMHS to provide regular feedback.	Open

Standing Agenda 3				Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	Equip Function	Topic	Discussion		
3.1 Director of Corporate Services Issues					
22-05/04 3.1.1	HRM	Traineeships	Bundaberg Health Service District has been committed to 1 Traineeship each year Discussion on a Traineeship for an Allied Health Assistant.	DCAHS to discuss at HOD meeting DCS to have HRM send traineeship information to DCAHS	Closed
22-05/04 3.1.2	L & M	Red Cross	Brisbane Red Cross has indicated that they are not keen on doing the courier work Executive to manage courier volunteers	DCS	Closed
3.2 Director of Nursing Service Issues					
22-05/04 3.2.1	IP	Complaint Conference	Conference was good	DONS to discuss at Improving Performance Meeting	Closed
3.3 Service Director Integrated Mental health Service Issues					
22-05/04 3.3.1	IP	Clinical Handover Conference	Everything at the conference was taped. Nursing is the only area that is published in regards to Handover.	SD/IMHS to discuss at Improving Performance Meeting	Closed
22-05/04 3.3.2	L & M	Video Conference Mental Health Benchmarking	Video Conference is on Wednesday 2 June		Closed



Standing Agenda 3

Item No	EQiP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
3.4 Director Community and Allied Health Service Issues					
22-05/04 3.4.1	L & M	Rehabilitation Project	Rehabilitation Officer has been appointed in Fraser Coast are we to have input into the project if we are going to be a combined service To become Division of Primary Health Care		Closed
22-05/04 3.4.2	L & M	Division of GP's			Closed
3.5 Director Medical services Issues					
22-05/04	L & M	Mr Connerly	Mr Connerly has had another article in the Local paper. Nita Cunningham MP responded.		Closed
3.6 District Manager Issues					
22-05/04 3.6.1	L & M	Improving Performance Terms of Reference	Risk Register needs to be added to Terms of Reference WPH&S, HR and Infection Control to report to Improving Performance	ESO to place on Agenda as 'Policy Development Review'. DM to discuss with Quality manager ESO to Circulate Improving Performance and Leadership and Management Terms of Reference to Directors	Closed
22-05/04 3.6.2	L & M	Mortality, Morbidity	Area that most deaths occur is Medical CSF Training is being rolled out with Adverse Event then Open disclosure followed by Root cause analysis training	DMS to attend meeting as regularly as possible	Closed
22-05/04 3.6.3	L&M	Self Assessment EQUIP function	"The committee agreed that the function for assessment in addition to mandatory criteria, would be Information Management. This decision is made following advice from ACHS that Safe Practice & Environment could not be chosen as it consists almost entirely of mandatory criteria".		Closed
3.7 Committee Minutes					
21-05/04 3.7.1		Medical Staff Advisory Committee	Noted		Closed
3.8 Committee Reports					
3.9 Activity Report					

Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
21-05/04 3.9.1	L&M	Activity Report	Gin Gin Hospital should continue to go down in numbers with transferred to Kolan Gardens		Closed

Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
22-05/04 4.1	L&M	Health Watch Page due 15 June	Jane Truscott has indicated that she would like to do another Health Watch Page	Jane Truscott to have Health Watch Page by due date.	Closed
22-05/04 4.2	L&M	Policy Review – 2.1 p2 – Strategic Direction	The draft policy "Policy Development and Implementation" was approved subject to amendments such as the frequency of policy reviews and the process for policy adoption.	DM to liaise with DQDSU	Closed
22-05/04 4.3	L&M	Review of EQulP Self Assessment	The Committee commenced process of reviewing Self-Assessment documentation for the Leadership and Management function.		Closed

Meeting Closed: 10.45am

Next Meeting: 7 June 2004 - Childers

