

478 E

**UNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

Meeting of: Executive Council
Meeting No: 06/04
Date: 4th June 2004

Start Time:

Present: P Leck, M Stumer, M Carter, J Truscott, J Kirby, L Mulligan, J Williams, J McDonnell, N Kiel

Apologies: D Keating, J Patel, K Nydam, T Wallace, P Heath

Confirmation of Minutes: L Mulligan

Seconded: P Leck

Minute Taker: J Truscott

Correspondence: nil

Presentation			Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
EQUIP Function	Topic	Discussion		
	"Complaints"	<ul style="list-style-type: none"> Complaints presentation Jane Truscott Complaints Report tabled System is currently in review Breakdowns of particular departments are available on request Communication and treatment of complaint issues remain major areas of concern 	<ul style="list-style-type: none"> DON currently developing the feedback (complaints/compliments/suggestions) Clinical Directors to contact DQDSU for further information as required. 	<ul style="list-style-type: none"> Closed

Business Arising			Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	Topic	Discussion		
03/04-2.2	SP&E Post Procedure Infections	<ul style="list-style-type: none"> Following investigation it was recognised that the numbers were a low rate and not statistically significant 	<ul style="list-style-type: none"> DQDSU to pull URN's for infection rates for O & G and forward to Dr Stumer Current prophylaxis treatment to be reviewed with Paul Cracknell - Darren Keating and Peter Leck will follow up 	<ul style="list-style-type: none"> Open



05/04-5	IP	Quality – Self Assessment for Periodic Review	<ul style="list-style-type: none"> • Selection Function – Information Management • Feedback to major committees by 21st June • Information Management standard circulated with mandatory criteria • Information Management requires health professionals to consider patient outcomes, medical documentation audits, etc 	<ul style="list-style-type: none"> • Clinical Directors and Darren Keating to progress continued audit and evaluation • A/DQC will liaise with Clinical Directors to gather relevant info for Self Assessment 	<ul style="list-style-type: none"> • Open
---------	----	---	---	---	--

Standing Agenda					
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
06/04-1.1	CofC	ASPIC	<ul style="list-style-type: none"> • Forms for MR85 Epidural in Labour, regional anaesthetics completed. • Colonoscopy consent policy developed • Risk Register difficult to maintain, given disperse nature of committee • Wound dehiscence needs definition • Performance Monitoring – ICU patient rating • Infection control reviewed • New venue and time has been determined. Meet every 2nd Wednesday, 0815. • Bed heading for ICU patients discussed • Ted Stocking guidelines finalised 	<ul style="list-style-type: none"> • NUM in units holding Risk Registers 	<ul style="list-style-type: none"> • Open
06/04-1.2	CofC	BFU	<ul style="list-style-type: none"> • No BFU CSF meeting this month • Adverse Event form – unit specific • Follow up with BFU CSF by A/DQC re Unit Risk Register • Microscope reappeared under a tea cosy!! • Patient held record to be reviewed at BFU CSF 	<ul style="list-style-type: none"> • P Leck clarified need to use existing Adverse Event Register form • J Truscott arrange follow up with BFU 	<ul style="list-style-type: none"> • Open
06/04-1.3	CofC	BIMHS	<ul style="list-style-type: none"> • Reviewed admission report and recommendations • Performance indicators reviewed, and identified outliers • Clinical Indicators reviewed • Extended hours reviewed. Determined not to be needed 		<ul style="list-style-type: none"> • Open



Standing Agenda			
06/04-1.4	CofC	DEM	<ul style="list-style-type: none"> Clinical Indicators discussed: Categories 3 & 4 wasn't achieved by 1% When patients arrive with fever this increases category 2 to 30%, category 3 to 40% Financial impact of increased categories Inquire re AMLS course onsite Discussion re PHALS versus RATE course Royal Flying Doctors form is inappropriate for our patients DRG in ICU – query as to length of stay timing of patient admission and query with coding Protocol for Beta Blockers and GP letter discussed Held over
06/04-1.5	CofC	Medical	<ul style="list-style-type: none"> Held over
06/04-1.6	CofC	Paeds	<ul style="list-style-type: none"> Royal Flying Doctor client transfer system discussed Press Ganey reviewed with nursing Telemedicine is continuing Domestic Violence workshops due DEM Short Term stay discussed Paeds co-location – looking at nurse staffing Failure to attend will audit to see if improvement has occurred Risk Management – medication errors - plan to talk with DEM Suitability of clean toy policy Acute Episode Treatment Plan Back transfer re TPN Patient communication with tertiary centres
06/04-1.7	CofC	Theatre Management Group	<ul style="list-style-type: none"> Late shift commencing 1 July 2004 Increased work load related to fatigue leave
06/04-2	IM	Monthly Performance Monitoring	<ul style="list-style-type: none"> Budget adjustment for increased workload Review of indicators J Williams highlighted cold theatres – consider using <36°C indicator
			<ul style="list-style-type: none"> M Carter to provide P Leck information re RATE course P Leck to review and consider alternatives
			<ul style="list-style-type: none"> Held over
			<ul style="list-style-type: none"> Peter Leck involved and will pursue issue

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
06/04-3	IP	Terms of Reference	<ul style="list-style-type: none"> • TOR tabled • Revisions identified • Terms of reference approved 		• Closed
06/04-4	SPE	Equipment in DEM	<ul style="list-style-type: none"> • Discussion re new equipment 		• Closed

Meeting Closed: 1535

Next Meeting: 2nd July 2004