

			<ul style="list-style-type: none"> M Carter felt PHTLS was targeted to field emergency services 		
06/04-1.6	CofC	Paeds – Back Transfer	<ul style="list-style-type: none"> Follow up re management of paed patient on TPN transferred from RBH. RBH will be funding care, patient is currently at home 		<ul style="list-style-type: none"> Closed

Standing Agenda

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
07/04-1.1	CofC	ASPIC	<ul style="list-style-type: none"> Anaesthetic forms will be distributed Ongoing discussion re wound dehiscence Bed heading discussion re assignment of PHO instead of M Carter <ul style="list-style-type: none"> Implemented in May 2004 with nil problems identified to date Will trial for total of six months and then review, unless any issues arise in the meantime 	<ul style="list-style-type: none"> Review in November 2004 in Executive Council meeting 	<ul style="list-style-type: none"> Open
07/04-1.2	CofC	BFU	<ul style="list-style-type: none"> Audit of 3 months re (2003 & 2004) Prostaglandin Administration Form for Gynaecology Antenatal Clinics (public & private) has been revised to capture procedures Reviewed Clinical Indicators. <ul style="list-style-type: none"> Increased G-sections throughout Queensland Bundaberg Base Hospital well inline with state 		<ul style="list-style-type: none"> Open
07/04-1.3	CofC	BIMHS	<ul style="list-style-type: none"> Will support one staff to attend IRM Train the Presenter. Increased focus on clinical risk. Maintaining trend over past 12 months for performance indicators. Pathology increase in community. Will invite coordinator for Clozapine and review protocol in next CSF meeting. J McDonnell discussed strategies used to cope with higher occupancy. Currently running at 30-40% occupancy. P Mlach queried about referrals to IMHU 		<ul style="list-style-type: none"> Open



<p>07/04-1.4</p>	<p>CofC</p>	<p>DEM</p>	<p>when patient is on medical ward.</p> <ul style="list-style-type: none"> o Standard within Qld is: patient seen initially by discipline other than psychiatrist. Initial assessment due by Allied Health/Nursing o P Miach expressed concern re assessment process by IMH team. If possible, a psychiatrist should be made available if requested by Medical Officer. o J McDonnell stated if there is a concern and need for psychiatrist to see patient she should be contacted. • Medical record and proper discharge documents reviewed. • Clinical Service Forum reviewed transfer management of patient from court system to IMHS. 		<ul style="list-style-type: none"> • Open
<p>07/04-1.5</p>	<p>CofC</p>	<p>Medical</p>	<ul style="list-style-type: none"> • Achieved all triage benchmarks, except category 4 by one patient. • P Miach expressed need to examine 'Did Not Wait' category. DEM does examine this along with other Clinical Indicators. There is no national benchmark but we do track regularly. • L Mulligan suggested initiative in Toowoomba where 'Did Not Wait' patients are called at home. • DEM is currently doing a satisfaction survey. • Thrombolytic treatment: <ul style="list-style-type: none"> o 31 patients received (Jan-Jun) o 20 thrombolysed in DEM o 68% within 30 minutes of presentation to DEM. • Will be using Australian College of Emergency Medicine's 30 minutes indicator. • L Mulligan said we are part of Coronary Collaborative to compare with other state hospitals. 	<ul style="list-style-type: none"> • K Ferrar and S Hutchins to follow up with P Miach to assist. 	<ul style="list-style-type: none"> • Open



Standing Agenda

			charts	<ul style="list-style-type: none"> Confidentiality issue – P Miach expressed concern as patient names were not on bed, or white board, therefore unable to locate patient when no nurses available. 	<ul style="list-style-type: none"> L Mulligan to follow up with Rehab. 	
07/04-1.6	CofC	Paeds		<ul style="list-style-type: none"> Virus in nursery - nursery had not actually been closed but no problems occurred as a result. 		<ul style="list-style-type: none"> Open
07/04-1.7	CofC	Theatre Management Group		<ul style="list-style-type: none"> Held over 	<ul style="list-style-type: none"> Held over 	<ul style="list-style-type: none"> Open
07/04-2	IM	Monthly Performance Monitoring		<ul style="list-style-type: none"> Anaesthetic continues over budget due to areas not budgeted. Complaints related to access and communication. Advertising planned for theatre nursing. P Leck reported fiscal year 2003/04 within target Current fiscal year 2004/05 working on basis that it will be similar to f/year 2003/04 budget M Stumer queried income versus expenditure re Option A Discussion re Bulk Billing in outpatient clinics, referral process and revenue Radiology now uses a provider number and patient is advised it is a billable visit. 	<ul style="list-style-type: none"> L Mulligan to meet with theatre staff re rostering K Ferrar to follow up and distribute data to relevant consultants P Leck to follow up 	<ul style="list-style-type: none"> Open



Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
07/04-3	CofC	Outpatient Failure to Attend	<ul style="list-style-type: none"> Outpatient staff looked at M Carter's clinic and queried communication with patients and follow up. Fail to attend in Pain Clinic was 20% (4 FTA of 20 patients scheduled) for June 2004 L Mulligan shared QH policies/letters to address FTAs and project officer at QH. Need to look at reason why FTAs and establish guidelines for audits. In light of D Keating's absence, P Leck approved M Carter to arrange for review of who these patients are. 	<ul style="list-style-type: none"> M Carter to follow up M Carter to follow up 	<ul style="list-style-type: none"> Open
07/04-4	CofC	Audit of Major Events - Trauma & Cardiac Arrest	<ul style="list-style-type: none"> Held over 	<ul style="list-style-type: none"> Held over 	<ul style="list-style-type: none"> Open
07/04-5	CofC	Other Business	<ul style="list-style-type: none"> M Stumer discussed occurrence of cervical carcinoma and concerns re limited PAP Screening 	<ul style="list-style-type: none"> M Stumer to follow up with Family Unit 	<ul style="list-style-type: none"> Closed

Meeting Closed: 1610

Next Meeting: 6th August 2004