

4789

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

Meeting of: Executive Council

Meeting No: 09/04

Date: 3rd September 2004

Start Time: 3.20

Present: L Mulligan, D Keating, P Leck, J Kirby, J McDonnell, K Nydam, M Carter, M Stumer, N Kiel

Apologies: L Raven, J Williams, P Miach, J Patel, T Wallace

Confirmation of Minutes: D Keating

Seconded: K Nydam

Minute Amendment: J McDonnell was in attendance last meeting

Minute Taker: J Kirby

Correspondence: Health Determinants – Bundaberg Supplement

ACHS Self Assessment

EQ/UP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
	<ul style="list-style-type: none"> Measured Quality – Clinical Utilisation and Outcomes 	<ul style="list-style-type: none"> Further information available on QHEPs for those with further inquiries 		<ul style="list-style-type: none"> Closed

Item No	EQ/UP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
03/04-2.2	CoC	Post Procedure Infections	<ul style="list-style-type: none"> Following further investigation – no further issues identified 	<ul style="list-style-type: none"> CHRISP data table available from ICC for those wanting further information 	<ul style="list-style-type: none"> Closed
07/04-3	CofC	Outpatient Failure to Attend	<ul style="list-style-type: none"> Due to staff shortage in OPD staff unable to compile report SOPD staff reviewing contact processes for appointment scheduling 		<ul style="list-style-type: none"> Open
07/04-4	CofC	Audit of Major Events – Trauma & Cardiac Arrest	<ul style="list-style-type: none"> Audit process for cardiac arrest and trauma discussed internal processes to be reviewed 		<ul style="list-style-type: none"> Open

Business Arising					
			<ul style="list-style-type: none"> Mortality and Morbidity of Trauma could be discussed on a 3 monthly basis. Internal Hospital Cardiac Arrest Reviews Team to be considered 	<ul style="list-style-type: none"> D Keating will follow up with J O'Connor M Carter to follow up with C McMullen what occurs with forms currently 	
08/04-1.1	CofC	Wound Dehiscence	<ul style="list-style-type: none"> Issue of definition remains outstanding 	<ul style="list-style-type: none"> ASPIC will continue to progress 	<ul style="list-style-type: none"> Closed
08/04-1.3	CofC	Rapid Tranquillisation Policy Review	<ul style="list-style-type: none"> Draft Rapid Tranquillisation Record tabled for review Similar protocol for sedation outside of Mental Health Act also required with a different observation chart. 	<ul style="list-style-type: none"> Feedback from staff to be directed back to SD/IMHS within next two weeks DDON will distribute for review to DEM K Nydam will follow up protocol for non MH Act patients 	<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
09/04-1		Clinical Risk Management & Clinical Service Forum			
09/04-1.1	CofC	- ASPIC	<ul style="list-style-type: none"> See ASPIC minutes 18/08/2004 Adverse Events discussion <ul style="list-style-type: none"> Patients without consent arriving in theatre should be recorded as an Adverse Event Reporting encouraged to ensure event is recorded to enable system review rather than individual Ventilation hours in ICU tabled Role delineation changed to Clinical Service Capability Framework 	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Closed
09/04-1.2	CofC	- BFU	<ul style="list-style-type: none"> See BFU minutes Risk Register issues identified were tabled – risks include: <ul style="list-style-type: none"> Hepatitis C Neonatal follow up BFU continuing to progress management of these risks K McGill and P Martin invited to next meeting to discuss recommendations of QH in regard to universal screening, consent, incidence HCV & HIV etc 	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Closed



Standing Agenda					
09/04-1.3	CofC	- BIMHS	<ul style="list-style-type: none"> BIMHS minutes tabled Most of meeting focussed on Risk Registers Outcome Measurements discussed Press Ganey pilot with community component discussed 	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Closed
09/04-1.4	CofC	- DEM	<ul style="list-style-type: none"> August busiest month of the year Category 3 & 4 did not meet benchmarks Shortage of doctors for August noted Held over -- no report available 	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Closed
09/04-1.5	CofC	- Medical			<ul style="list-style-type: none"> Open
09/04-1.6	CofC	- Paeds	<ul style="list-style-type: none"> 'Unborn Children at Risk' - flow chart established and circulated to relevant staff Mandatory reporting Other Paeds issues held over Held over 	<ul style="list-style-type: none"> Nil 	<ul style="list-style-type: none"> Closed
09/04-1.7	CofC	- Theatre Management Group			<ul style="list-style-type: none"> Closed
09/04-2	IM	Monthly Performance Monitoring	<ul style="list-style-type: none"> Complaints reporting removed from monthly report and will be tabled quarterly July and August were noted as very busy months Increased pathology \$ for DEM will be budgeted this year Pathology Activity for ICU raised 	<ul style="list-style-type: none"> Report to be discussed at CSF's by Clinical Directors 	<ul style="list-style-type: none"> Closed
				<ul style="list-style-type: none"> Pathology Weighted Separations for ICU to be provided to M Carter - DQDSU to follow up. 	<ul style="list-style-type: none"> Open

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09/04-3	CofC	RBWH Neonatal ICU -- presentation back to regional areas	<ul style="list-style-type: none"> • RBWH Neonatal ICU <ul style="list-style-type: none"> - concern with regional hospitals not accepting own patients back • Increased scrutiny of patients in SCN is anticipated across the state • 6 monthly report tabled 	<ul style="list-style-type: none"> • J Williams following up with NUM Family Unit 	<ul style="list-style-type: none"> • Open
0904-4	CofC	Readmissions	<ul style="list-style-type: none"> • AMI - 03/04 data indicates mortality rates decreased significantly • Opportunities for improvements for consideration included: <ul style="list-style-type: none"> - Completion of Death Certificates - Documentation of comorbidities in clinical record • College of Physicians Pathway for AMI • Stroke - CHI data potentially will assist to provide further analyses 	<ul style="list-style-type: none"> • Clinical Directors to follow up as appropriate with HIM. 	<ul style="list-style-type: none"> • Closed
0904-5	CoC	Measured Quality Report	<ul style="list-style-type: none"> • Workforce development strategy to be discussed and considered when report available 	<ul style="list-style-type: none"> • K Nydam following up 	<ul style="list-style-type: none"> • Open
0904-6	HRM	Post Graduate Medical Education	<ul style="list-style-type: none"> • Presenter - Mark O'Brien - 5th November 2004 • Workshop 1 - TEAM • Workshop 2 - Mastering Adverse Outcomes • D Keating indicated clinics could be cancelled if necessary 	<ul style="list-style-type: none"> • Date claimer circulated to all medical staff 	<ul style="list-style-type: none"> • Closed

Meeting Closed: 4.20pm
Next Meeting: 1st October 2004