

478H

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: ASPIC Clinical Service Forum

Meeting No: 08/04

Date: 18th August, 2004

Start Time: 12.15hrs

Present: Gail Aylmer, Karen Smith, David Levings, Martin Carter, Gwenda McDermid, Jay Patel, Kay Ferrar, Toni Hoffmann, Margie Mears, Peter Leck, Dianne Jenkin

Apologies: Nil

Confirmation of Minutes: J. Patel

Seconded: K. Smith

Minute Taker: Gwenda McDermid

Correspondence: Nil

Item No	EQ/FP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
04/04-6	C of C	Wound Dehiscence	Information from coded data. Number of Abdominal Operations table presented. Data has been viewed by J. Patel and within indicators for 2003/2004, improvement shown. T Hoffmann asked if the wound dehiscence is documented on an Adverse Events form. Documented on Theatre Clinical Indicator within 24hrs.	M. Carter to report to this meeting re indicators available. M. Carter, J. Patel and K. Ferrar to meet.	Open
05/04-8,9,10	C of C	PAC - MR No Medication sheet	Medication Sheet sent to J. Elmes to take to Medical Record Committee for MR No. PAC has commenced using the Medication sheet.		Closed
07/04-1	IM	Anaesthetic Cost Centre	No separate cost centre.		Closed
07/04-1	IM	PAC - Pathology	. Resolved		Closed
07/04-5	L & M	Risk Management/	Held over. Discussion held re Advance Health	P. Leck to take to Executive, are we legally	Open



Business Arising		Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	EQUIP Function	Topic		
		Risk Register, Advance Health Directive	Directive. Discussion by P. Leck how forums are managing there Risk Register, how issues are dealt with. Risk Register from all areas are to be sent to DQDSU by the 25 th Aug.	
06/04-7	C of C	Joint Replacement Pathway	Dr O'Brien and M. Mears met and discussed the Joint Replacement Pathway. M. Mears and D. Jenkin to meet with Dr Keating	Open
07/04-8	SPE	Surgical Antibiotic Prophylaxis Policy	Policy to change when new drug available	Closed
07/07-9	SPE	New Guidelines for Risk Management for Procedures	Audit -- Patients arriving in theatre without a consent signed has commenced.	Open

Standing Agenda		Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	EQUIP Function	Topic		
08/04--1	IM	Performance monitoring Monthly and Cost centre reports	<p>DSU - Drugs \$ 515- Surgical - 3% positive penalties and overtime, Maintenance over budget due to new cooling system. PAC - Pathology corrected. 189 patients for July. Orientated new staff. ICU - \$ 10,000- Overtime budget. One Sentinel event, staff working long hours. Vent. Hours over 700 hrs, 500hrs above normal and this does not include the Bi pap hours. Discussion held re ICU category, investment by QH mainly in Brisbane, Gold Coast and Nambour Theatre/Anaesthetic -- almost on budget. FTE staffing for Theatre, discussion with L. Mulligan, R. Goodchild, K. Smith and D. Levings. Unable to replace staff on fatigue leave and sick leave.</p> <p><i>(Handwritten note: Considering lobbying for more funds.)</i></p>	Open
08/04-2	SPE	Infection Control	Discussion with J. Patel re wound infection, how to capture wound infections at follow up visits.	Open



Item No	EQ/UP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
08/04-3	IP	Quality Management	Form developed for use at clinics but there is poor compliance. Nil		Open
08/04-4	IM	Theatre booking Report	Cat 1 - 0% Cat 2 - 1% Cat 3 - 35% Clerical staff shortage at present. Endoscopy Blitz August, September and November		Open
08/04-5	L & M	Risk Management	Surgical Ward - monthly meeting commenced in July.		Open
08/04-6	C of C	Clinical Indicators	ACHS Indicators - due end of August. Collated and will present at next meeting.	K. Ferrar to send report to M. Carter	Open

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08/04-7	C of C	I V Tubing	D. Jenkin requested an explanation in the change of IV tubing used for patients in theatre. M. Carter gave an over view why to use a non restricting tubing with a non return valve to enable a large volume of fluid to be given.	D. Jenkin and D. Levings to meet.	Closed
08/04-8	L & M	No Blame culture	Any issues to be discussed.		Closed

Meeting Closed: 1320hrs
Next Meeting: 08.09.04

