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# BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management

Meeting No: 38-09/04

Date: 27 September 2004

Start Time: 0910

Present: Peter Leck, Narelle Davey, Tina Wallace, Judith McDonnell,

Apologies: Dr Darren Keating, Linda Mulligan, Peter Heath

Confirmation of Minutes: Tina Wallace

Seconded: Peter Leck

Minute Taker: Joan Dooley

Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
38-09/04 1.1	L & M	Central Zone Key Priorities 04/05 and Beyond	<ul style="list-style-type: none"> <li>Links into 2004/05 Service Agreement</li> <li>Mental Health Branch are currently developing Service Development Framework</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
38-09/04 1.2	L & M	Adjustment – Category B Revenue Targets	<ul style="list-style-type: none"> <li>Noted</li> </ul>	<ul style="list-style-type: none"> <li>Copy to be included in Finance Committee agenda</li> </ul>	Closed
38-09/04 1.3	L & M		<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	



Business Activity	Item No	EQIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
	35-08/04 3.6.1	L&M	Open Days	<ul style="list-style-type: none"> <li>Tina Wallace tabled memo from Paul Michaels</li> <li>Ann Robinson seeking feedback from staff who may be interested in participating in open day committee</li> <li>MPHS have indicated they would like to hold their open day first week of November to link with local promotions</li> <li>Has been launched at HODs and via electronic media</li> </ul>	<ul style="list-style-type: none"> <li>Linda Mulligan to provide progress updates when available</li> </ul>	Closed
	37-09/04 1.1	HRM	Implementation of Performance Appraisal and Development		<ul style="list-style-type: none"> <li>HR Manager to include in staff development and training</li> </ul>	Closed
	37-09/04 3.4.1	L & M	Chronic Disease Management	<ul style="list-style-type: none"> <li>Statewide consultation to commence, which will be in two stages: (1) identifying intervention, and (2) identifying strategies to implement interventions in an effective and sustainable way</li> <li>Target diseases are cardiovascular, Type 2 Diabetes, renal disease and chronic respiratory disease (chronic obstructive pulmonary disease and asthma); depression to be addressed as a co-morbidity</li> <li>Underlying factors include poor nutrition, obesity, physical inactivity, alcohol misuse, and tobacco smoking</li> <li>Place based initiatives to be located in Logan-Beaudesert, North Lakes and Surrounds, and Innisfail</li> </ul>	<ul style="list-style-type: none"> <li>ESO to copy and circulate to relevant Directors</li> </ul>	Closed



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Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
37-09/04 3.5.3	L & M	Health Page	<ul style="list-style-type: none"> <li>Noted</li> </ul>	<ul style="list-style-type: none"> <li>Judith McDonnell to provide article on mental health week</li> </ul>	Closed
37-09/04 3.6.1	L & M	Sentinel Events, Gin Gin	<ul style="list-style-type: none"> <li>DMS investigating</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed

Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
<b>3.1 Director of Corporate Services Issues</b>					
38-09/04 3.1.1	L & M	Policy review, approval and promulgation processes	<ul style="list-style-type: none"> <li>DM gave overview of process issues, which have been addressed</li> <li>DQDSU have requested committees forward policies to Quality Co-ordinator who will forward them to L &amp; M Committee for endorsement</li> </ul>	<ul style="list-style-type: none"> <li>Endorsed</li> </ul>	Closed
38-09/04 3.1.2	SP&E	Workplace Health & Safety	<ul style="list-style-type: none"> <li>Tabled correspondence from Queensland Nurses Union regarding review of WPHS representatives</li> </ul>	<ul style="list-style-type: none"> <li>Narelle Davey to discuss with Linda Mulligan</li> </ul>	Closed
38-09/04 3.1.3	C of C	Bariatric Equipment	<ul style="list-style-type: none"> <li>Narelle Davey provided overview of patient, and proposal to purchase special bed to cope with very obese clients</li> </ul>	<ul style="list-style-type: none"> <li>Resolved to continue to hire bed in the interim</li> <li>Further discussion to take place following finalisation of purchase of xray equipment</li> </ul>	Closed
			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	



Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
<b>3.2 Director of Nursing Services Issues</b>					
38-09/04 3.2.1	L&M	Nursing Staff	<ul style="list-style-type: none"> <li>Discussion with Linda Mulligan, Tina Wallace &amp; Liz Allen occurred last week</li> <li>Significant overtime resulting from difficulty replacing nursing staff on annual leave, however it was noted that significant numbers of nursing staff were approved to take leave</li> <li>It was suggested that in the past the District Manager had given approval to recruit two (2) extra positions for high activity period, however the District Manager said approval had only been given to recruit one (1) extra position for high activity period</li> <li>Options to transfer patients to rural hospitals were discussed as a strategy to cope with nursing staff issues</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
<b>3.3 Service Director, Integrated Mental Health Service Issues</b>					
38-09/04 3.3.1	L&M	Mental Health Act	<ul style="list-style-type: none"> <li>Gave overview of potential client from Maryborough Correctional Centre, and strategies for care</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
38-09/04 3.3.2	L & M	Mental Health Week	<ul style="list-style-type: none"> <li>Fun day planning is progressing</li> <li>To link with Nutrition week</li> <li>Clashes with Rotary Club Multicultural Festival, however it was acknowledged that target groups are different</li> </ul>	<ul style="list-style-type: none"> <li>Judith McDonnell to make contact with Rotary Club</li> </ul>	Closed
38-09/04 3.3.3	C of C	Promotion, Prevention and Early Intervention Working Group	<ul style="list-style-type: none"> <li>MHPPEI working group will be presenting at the next HOD meeting on achievements over past 12 months</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed

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38-09/04 3.3.4	C of C	BATSIHAG	<ul style="list-style-type: none"> <li>Cultural and Spiritual Liaison role to be discussed this week</li> <li>Meeting has been held with Chairperson and Wide Bay Division of General Practice, regarding Community Development &amp; Employment Program</li> <li>WBDGP has proposed that they auspice the Cultural and Spiritual Liaison project</li> </ul>	<ul style="list-style-type: none"> <li>Judith McDonnell to pursue further</li> </ul>	Closed
<b>3.4 Director Community and Allied Health Service Issues</b>					
38-09/04 3.4.1	C of C	HIV/AIDS	<ul style="list-style-type: none"> <li>Auspicing indigenous Well Persons project</li> <li>Business case and project officer PD have been developed</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
<b>3.5 Director Medical Services Issues</b>					
38-09/04 3.5.1			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
38-09/04 3.5.2			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>3.6 District Manager Issues</b>					



3. Standing Agenda					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
38-09/04 3.6.1	C of C	Renal Unit	<ul style="list-style-type: none"> <li>D-day campaign discussed</li> </ul>	<ul style="list-style-type: none"> <li>DM to discuss meeting with NUM Renal Unit, with DDONS</li> </ul>	Closed
38-09/04 3.6.2	L & M	Service Agreement	<ul style="list-style-type: none"> <li>Requested Directors provide feedback ASAP</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	Closed
<b>3.7 Committee Minutes</b>					
38-09/04 3.7.1	L & M	Medical Staff Advisory Committee Meeting 09/09/2004	<ul style="list-style-type: none"> <li>Noted</li> </ul>		Closed
<b>3.8 Committee Reports</b>					
38-09/04 3.8.1	L&M	Human Resource Committee	<ul style="list-style-type: none"> <li>Vacancy report – SD/IMHS is currently working on report in conjunction with HR Manager</li> <li>DCAHS and A/DCS have addressed their respective issues</li> <li>District Manager requested Directors encourage staff to attend Cross Cultural Awareness training</li> </ul>	<ul style="list-style-type: none"> <li>DM to follow up SMO Sexual Health/ATODS</li> <li>Directors to pursue high annual leave balances, and ADO issues</li> </ul>	Closed
<b>3.9 Activity Report</b>					
38-09/04 3.9.1	L&M	Activity Report	<ul style="list-style-type: none"> <li>Medical Ward and Surgical Ward lower than normal, however DCAHS noted the high number of medical outliers over the weekend</li> </ul>		Closed



3) Standing Agenda				Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	EQuIP Function	Topic	Discussion		
<b>3.10 Policies</b>					
38-09/04 3.10.1	L&M	5.6.A1 – Aggression Management	<ul style="list-style-type: none"> <li>Tina Wallace highlighted section in Service Agreement regarding Aggression Management and linking in with PART</li> <li>The DM noted that Districts can continue using PART if this program meets its needs</li> </ul>	<ul style="list-style-type: none"> <li>District to forward comments on this section of the Service Agreement to Zonal Office</li> <li>To be discussed at next L &amp; M Committee meeting</li> </ul>	Open
38-09/04 3.10.2	L & M	2.2.S1 – Sentinel Events and Root Cause Analysis	<ul style="list-style-type: none"> <li>Updated policy reflects Corporate Office policies</li> <li>Acknowledged that Root Cause Analysis is a specific process, and requires specific training</li> <li>Need to be mindful of terminology, and reflection of our ability to undertake this process</li> </ul>	<ul style="list-style-type: none"> <li>To be discussed at next L &amp; M Committee meeting</li> </ul>	Open
38-09/04 3.10.3	L & M	2.2.A1 – Adverse Events Management	<ul style="list-style-type: none"> <li>Carried over</li> </ul>		Open
38-09/04 3.10.4	L & M	4.1-C1 – Consumer Publications – Preparation of	<ul style="list-style-type: none"> <li>Carried over</li> </ul>	<ul style="list-style-type: none"> <li>To be discussed at L &amp; M in 1 month</li> </ul>	Closed
<b>3.11 Others</b>					
38-09/04 3.11.1		Other	<ul style="list-style-type: none"> <li>Nil</li> </ul>		Closed

Meeting Closed: 1040

Next Meeting: 4 October 2004

