

478N

# BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management

Meeting No: 43-11/04

Date: 1 November 2004

Start Time: 0955

Present: Peter Leck, Peter Heath, Linda Mulligan, Dr Darren Keating, Judith McDonnell, Kylie Male

Apologies: Tina Wallace

Confirmation of Minutes: Judith McDonnell

Seconded: Dr Darren Keating

Minute Taker: Joan Dooley

Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
43-11/04 1.1	L & M	Amended Student Home Visiting Policy	<ul style="list-style-type: none"> <li>Noted</li> <li>Risk assessment process is statewide tool utilised by mental health</li> <li>Local process needs to be amended</li> </ul>	<ul style="list-style-type: none"> <li>DM to discuss other home visiting services, including HIACC, with DCAHS</li> <li>DCS to forward to HR Committee for consideration and additions to amend local policy</li> </ul>	Closed
43-11/04 1.2			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
43-11/04 1.3			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	



Item No	EQiUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
38-09/04 3.10.1	L & M	Policy 5.6.A1 – Aggression Management	<ul style="list-style-type: none"> <li>West Moreton protocol noted</li> <li>Narelle Davey discussing with mental health team leaders</li> <li>Level response to be adopted</li> <li>Clinical code to be deleted</li> </ul>	<ul style="list-style-type: none"> <li>Resolved to amalgamate public disturbance policy into one (1) aggression management policy</li> <li>Directors to consider information to be included in policy, and forward to DCS this week</li> <li>DCS to redraft and present back to L &amp; M Committee for endorsement</li> <li>DDONS to bring up 15/11/2004</li> </ul>	Open
39-10/04 3.2.2	L & M	Formal Complaints Management Protocol	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>DDONS to bring up 15/11/2004</li> </ul>	Open
40-10/04 3.10.4	L & M	Policy 2-1-L1 – Legislative Monitoring	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>DCS to bring up 15/11/2004</li> </ul>	Open
40-10/04 3.10.8	L & M	Volunteer Policy	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>Endorsed</li> </ul>	Closed
41-10/04 3.2.3	HRM	HR Recruitment Processes	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>DDONS/DCS to bring up 29/11/2004</li> </ul>	Open
41-10/04 1.3	SP&E	Internal Disaster Desktop Exercise Report	<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li>DDONS to bring up 08/11/2004</li> </ul>	Open
42-10/04 3.7.1	L & M	Product Review Committee	<ul style="list-style-type: none"> <li>DCS gave overview of issue regarding introduction of new dressing</li> <li>DDONS has discussed with A/NUM theatre and nursing HODs</li> <li>Prosthetics (joint replacement) data has been provided to DM</li> </ul>	<ul style="list-style-type: none"> <li>DM requested DCS ensure correct process is followed</li> <li>DCS to provide further feedback as required</li> </ul>	Closed

2. Business Arising				
Item No	Equip Function	Topic	Discussion	
Agreed Action & Outcome, Person Responsible, and Time Frame			Open/Closed	
42-10/04 3.10.3	L & M	Policy 3-3-P1 Professional Relationships with Consumers	<ul style="list-style-type: none"> <li>Product Review Committee needs to develop flow chart of process when new product is introduced</li> <li>DCS and DDONS advised that a standard format is being developed for introduction of new products</li> <li>DM and DCS to discuss this week</li> </ul>	Open
42-10/04 3.10.5	L & M	Policy 4-1-C1 – Consumer Publications – preparation of	<ul style="list-style-type: none"> <li>Being considered by Information Management Committee</li> <li>DCS to provided further feedback when available</li> </ul>	Closed

3. Standing Agenda				
Item No	Equip Function	Topic	Discussion	
Agreed Action & Outcome, Person Responsible, and Time Frame			Open/Closed	
<b>3.1 Director of Corporate Services Issues</b>				
43-11/04 3.1.1	L & M	Pool	<ul style="list-style-type: none"> <li>Discussion took place regarding pros and cons of filling pool, and options to decrease daily maintenance</li> <li>Kylie Male recommended the use of the pool be promoted as a Staff Health Ambassador Initiative</li> </ul>	Open
43-11/04 3.1.2	C of C	Prosthetics	<ul style="list-style-type: none"> <li>Theatre sets are no longer applicable due to inability to obtain parts eg screws for orthopaedic equipment</li> <li>It would be advantageous to employ a project officer to undertake review of orthopaedic equipment</li> </ul>	Closed

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<b>3.1 Standing Agenda</b>					
43-11/04 3.1.3			•	•	
<b>3.2 Director of Nursing Services Issues</b>					
43-11/04 3.2.1	L & M	Xmas Function	• To be discussed at next L & M meeting	•	Open
43-11/04 3.2.2	L & M	DREF	• Resolved to reschedule DREF meeting due to other commitments	•	Closed
43-11/04 3.2.3			•	•	
<b>3.3 Service Director, Integrated Mental Health Service Issues</b>					
43-11/04 3.3.1	L & M	Mental Health Review	<ul style="list-style-type: none"> <li>• Herb Greenwood is off-line to facilitate implementation of recommendations</li> <li>• Synergy is available to provide 2 day "Change Management" training program on 16 &amp; 17/11/2004, which targets middle managers</li> <li>• 20 + participants is optimal</li> <li>• Training program to be kept "in-house" due to timeframe and exchange of information</li> </ul>	<ul style="list-style-type: none"> <li>• Directors to provide names of participants to SD/IMHS</li> <li>• SD/IMHS to circulate flyer</li> </ul>	Closed
43-11/04 3.3.2	L & M	2005/06 Budget	• Mental Health to prepare submission focusing on dual diagnosis (Mental Health and ATODS)	•	Closed
43-11/04 3.3.3	C of C	Wide Bay Division of General Practice	• Attended meeting last week to progress general practice partnerships	•	Closed
43-11/04 3.3.4			•	•	
<b>3.4 Director Community and Allied Health Service Issues</b>					

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43-11/04 3.4.1			•	•	
43-11/04 3.4.2			•	•	
43-11/04 3.4.3			•	•	
<b>3.5 Director Medical Services Issues</b>					
43-11/04 3.5.1			•	•	
43-11/04 3.5.2			•		
<b>3.6 District Manager Issues</b>					
43-11/04 3.6.1	L & M	Reduced Activity Period	• Gave overview of concerns expressed by some departments regarding dates of reduced activity period	• ESO to collate information for further discussion at next L & M meeting	Open
43-11/04 3.6.2			•	•	



Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
43-11/04 3.6.3			•	•	
<b>3.7 Committee Minutes</b>					
43-11/04 3.7.1	IT	Information Management Committee 16/09/2004	• Noted		Closed
43-11/04 3.7.2	L & M	Medical Staff Advisory Committee 14/10/2004	• Noted • DQDSU and NUM ICU have been requested to provide data	• DM requested DDONS and DMS review ICU activity	Open
<b>3.8 Committee Reports</b>					
43-11/04 3.8.1	IT	Information Management Committee	• Noted	•	Closed
			•	•	
<b>3.9 Activity Report</b>					
43-11/04 3.9.1	L & M	Activity Report	• Noted		Closed
<b>3.10 Policies</b>					
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**3.11 Others**

43-11/04 3.11.1	L & M Mount Perry Health Centre	<ul style="list-style-type: none"> <li>A/DON tabled correspondence from Miriam Vale Shire Council and response from Patty Klaassen regarding Mount Perry Social Plan and service delivery provided by MPHHS</li> <li>The DM reiterated the importance of the community being aware of increases in availability and range of services</li> <li>Medication issue with Biggenden Pharmacy</li> <li>Open day scheduled for this Friday</li> <li>The DM passed on his congratulations to MPHHS staff in the health care being provided to the community, particularly primary health care</li> </ul>	<ul style="list-style-type: none"> <li>A/DON to obtain data and information regarding similar services in Queensland</li> </ul>	Closed
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Meeting Closed: 1130

Next Meeting: 9 November 2004