

**BUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

Meeting of: Executive Council

Meeting No: 11/04

Date: 12th November 2004

Start Time:

Present: L Mulligan, P Leck, J McDonnell, N Kiel, L Raven, T Wallace, P Heath, K Nydam, J Williams, P Miach

Apologies: J Patel, J Kirby, D Keating, M Carter

Confirmation of Minutes: Judith Williams

Seconded: Tina Wallace

Minute Amendment:

Minute Taker: Leonie Raven

Correspondence: Nil

Presentation: Nil

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
07/04-1.1	CofC	Bed Heading Trial Review	<ul style="list-style-type: none"> Held Over 		<ul style="list-style-type: none"> Open
07/04-4	CofC	Audit of Major Events – Trauma & Cardiac Arrest	<ul style="list-style-type: none"> Sub-committees were to be established to audit major clinical events. Some discussions have occurred. No feedback to date. Held over for feedback from Martin Carter next meeting. 	<ul style="list-style-type: none"> Martin Carter to provide feedback at next meeting. 	<ul style="list-style-type: none"> Open
08/04-1.3	CofC	Rapid Tranquillisation Policy Review	<ul style="list-style-type: none"> Record endorsed by members. Relates to adults only. To be taken to medical +Records for implementation. 	<ul style="list-style-type: none"> J McDonnell to follow-up with Medical Records. 	<ul style="list-style-type: none"> Closed
09/04-3	CofC	RBWH Neonatal ICU – presentation back to regional areas	<ul style="list-style-type: none"> J Williams has had discussions with Director at Royal Brisbane Women's Hospital. Delay sometimes relates to aerial ambulance. 		<ul style="list-style-type: none"> Closed

4780

Business Arising

		RBWH Neonatal ICU – presentation back to regional areas (cont...)	<ul style="list-style-type: none"> Delays sometimes relate to ophthalmological examination. Little can be done to overcome these difficulties. Generally Paediatrics accept babies quite readily. 		
09/04-5.1	CofC	Stroke Audit	<ul style="list-style-type: none"> Audit being finalised by Dr Smallberger / John Gamlin. Some problems relate to coding. Jo-Ann Elms being invited to speak to Monday meeting (Grand Rounds). Report to be included as correspondence next month. 	<ul style="list-style-type: none"> L Mulligan to forward report for correspondence for next month's agenda. 	<ul style="list-style-type: none"> Open
09/04-6	HRM	Post Graduate Medical Education	<ul style="list-style-type: none"> Submission requesting Bundaberg to be classified as a primary allocation hospital. Difficulties currently relate to ability to offer Emergency module due to lack of senior staff in DEM. Need to increase staffing in DEM – long term strategic planning. 		<ul style="list-style-type: none"> Closed
09/04-2	IM	Pathology Performance Monitoring	<ul style="list-style-type: none"> Approved 	<ul style="list-style-type: none"> P Heath to follow-up. 	<ul style="list-style-type: none"> Closed
09/04-1.2	CofC	Patient Held Records	<ul style="list-style-type: none"> Significant number of old records still in stock. May need to decide implementation date and destroy old stock. Return item to this agenda if unresolved through other avenues. 	<ul style="list-style-type: none"> L Mulligan to follow-up meeting with D Keating, A Robinson and M Stumer. 	<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
11/04-1		Clinical Risk Management & Clinical Service Forum			
11/04-1.1	CofC	- ASPIC	<ul style="list-style-type: none"> No issues. Year to Date elective Surgery on target. Work around reducing scope list. 		• Open
11/04-1.2	CofC	- BFU	<ul style="list-style-type: none"> Incorrect minutes attached. 		• Open
11/04-1.3	CofC	- BIMHS	<ul style="list-style-type: none"> No Issues 		• Open
11/04-1.4	CofC	- DEM	<ul style="list-style-type: none"> Risk Register to be further developed <ul style="list-style-type: none"> L Raven to attend next meeting. No other issues. 		• Open
11/04-1.5	CofC	- Medical	<ul style="list-style-type: none"> Risk Register being developed Monitoring PHO attendance <ul style="list-style-type: none"> Various reasons lead to number of PHO's and for a large portion of the time (sick leave, fatigue leave etc) 		• Open
11/04-1.6	CofC	- Paeds	<ul style="list-style-type: none"> Short term stay trial commenced <ul style="list-style-type: none"> Monitoring a number of indicators. Angel cream trial successful Hoping to introduce hospital video Child Advocacy Group being developed, aimed at pro-active early intervention. 		• Open
11/04-1.7	CofC	- Theatre Management Group	<ul style="list-style-type: none"> No report 		• Open
11/04-2	IM	Monthly Performance Monitoring	<ul style="list-style-type: none"> On budget as of end of October. Some concerns regarding increase in activity in ICU, related to ventilation hours. Medical Ward Nursing hours per OBD increased. Family Unit Sick Increase. Pathology ordering remains under control. 	<ul style="list-style-type: none"> L Mulligan to review. L Mulligan is aware of and monitoring. 	• Open



New Business					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
11/04-3		ACHS Clinical Indicator Report	<ul style="list-style-type: none"> Mental Health – our rate above expected number. Unplanned read missions might need monitoring. Emergency indicators excellent this collection period. Day Surgery – review unplanned overnight admissions also need to review trend for cancellations. Trend report out next week. 	<ul style="list-style-type: none"> Darren Keating to follow-up recovery room stay indicators. 	<ul style="list-style-type: none"> Open
11/04-4		2005/06 Budget Submissions	<ul style="list-style-type: none"> Submissions for budget allocation related to: <ul style="list-style-type: none"> Chronic Disease Management Increased Staffing for DEM Oncology project Timeframe for submissions very short Unsure when outcome will be known. Will have opportunity to do this each year. 		<ul style="list-style-type: none"> Closed
11/4-5		Physiotherapy Services	<ul style="list-style-type: none"> Thanks to Doctors for support during decreased services. Recruited one staff member. 		<ul style="list-style-type: none"> Closed
11/4-6		Christmas Closure	<ul style="list-style-type: none"> Reduced services template to be distributed shortly. 		<ul style="list-style-type: none"> Closed

Meeting Closed: 1450

Next Meeting: 3rd December 2004



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