

478F

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management

Meeting No: 45-11/04

Date: 15 November 2004

Start Time: 0905

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

Apologies: Tina Wallace

Confirmation of Minutes: Peter Heath

Seconded: Linda Mulligan

Minute Taker: Joan Dooley

Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
45-11/04 1.1	HRM	ESP Call Centre	<ul style="list-style-type: none"> Concerns were expressed with short time-frame requiring development of local business rules 	•	Closed
45-11/04 1.2			•	•	
45-11/04 1.3			•	•	

2. Business A/ising					
Item No	EQuIP 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"> Carried over to 22/11/2004 	<ul style="list-style-type: none"> 	Open
39-10/04 3.2.2	L & M	Policy 2-4-C1 Complaints Policy Formal Complaints Management Protocol	<ul style="list-style-type: none"> Carried over to 22/11/2004 	<ul style="list-style-type: none"> 	Open
40-10/04 3.10.1	L & M	Policy 2-1-C3 Reportable Deaths	<ul style="list-style-type: none"> Reflects new Coroner's Act 	<ul style="list-style-type: none"> Endorsed 	Closed
40-10/04 3.10.2	L & M	Policy 2-1-E1 Ethical Research Issues	<ul style="list-style-type: none"> Carried over to 15/12/2004 	<ul style="list-style-type: none"> DMS to discuss with DM 	Open
40-10/04 3.10.8	C of C	Policy 2-4-V2 Visiting Pastoral Care Services and Volunteer Groups	<ul style="list-style-type: none"> Carried over to 22/11/2004 	<ul style="list-style-type: none"> 	Open
41-10/04 3.2.3	HRM	HR Recruitment Processes	<ul style="list-style-type: none"> Carried over to 29/11/2004 	<ul style="list-style-type: none"> 	Open
43-11/04 3.6.1	L & M	Reduced Activity Period	<ul style="list-style-type: none"> Updated version to be discussed next week 	<ul style="list-style-type: none"> 	Open

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2. Business Arising				Open/Closed	
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	
43-11/04 3.7.2	L & M	Medical Staff Advisory Committee (ICU activity)	<ul style="list-style-type: none"> DMS and DDONS discussed last week Data has been received from CNC ICU and DQDSU Overall activity increased in first 3 months this financial year A search of records did not identify data or policies to support concerns of CNC ICU DM supported the CNC ICU in their concerns, and reiterated that agreement has been reached regarding number of ventilated patients and when they are to be transferred to tertiary hospitals DM supported development of protocols, indicators and policies, which must be endorsed by L & M 	<ul style="list-style-type: none"> Carried over to mid January 2005 <p><i>regarding relocation of policy course number posters subject matter</i></p>	Open
44-11/04 3.3.1	L & M	Statewide Directors' Meeting	<ul style="list-style-type: none"> Mental Health will be relocating to City Link Building Budget bids were outlined in relation to inpatients and community services Agreed that 30 FTE per 100,000 adult, and 35 FTE per 100,000 CYMHS are required to bring services up to standard Capital Works are no longer managed centrally Discussion undertaken regarding information systems. Business rules will be implemented in the near future, and an education package will be developed for statewide utilisation BIMHS AO role will require review due to increasing need for data entry National Consultation regarding recovery and relapse prevention is now on national agenda The meeting provided an opportunity for Districts to show case their services 	<ul style="list-style-type: none"> 	Closed

3. Standing Agenda				Open/Closed
Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame
3.1 Director of Corporate Services Issues				
45-11/04 3.1.1	L & M	Community Health relocation	<ul style="list-style-type: none"> Refurbishment commenced 	Open
45-11/04 3.1.2	HRM	Shared Services	<ul style="list-style-type: none"> Functional Managers will be visiting on 25/11/2004 Business rules and reporting relationships to be discussed 	Closed
45-11/04 3.1.3	C of C	Wide Bay Group Linen Services	<ul style="list-style-type: none"> Meeting to be held this week to discuss improvements to their business and services DM requested DCS to discuss disposable theatre linen; the District is happy to support the initiative if efficiencies are identified 	Open
3.2 Director of Nursing Services Issues				
45-11/04 3.2.1	HRM	Nurse Education	<ul style="list-style-type: none"> No substantiate staff currently available Temporary arrangements made 	Closed
45-11/04 3.2.2	HRM	Nurses' Career Structure	<ul style="list-style-type: none"> Level 3 position in Renal Unit has been returned as NO3 	Closed
45-11/04 3.2.3	HRM	Change Management Workshop	<ul style="list-style-type: none"> 11 staff to attend 	Closed
45-11/04 3.2.4	L & M	Departmental Business Plans	<ul style="list-style-type: none"> Staff have requested education in relation to new format Business plans should be developed by Clinical Service Forums DM reiterated that Directors and NUMs are to sign off on business plans 	Closed

3: Standing Agenda					
Item No	EQoP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
3.3 Service Director, Integrated Mental Health Service Issues					
45-11/04 3.3.1	L & M	Mental Health Review	<ul style="list-style-type: none"> Implementation Plan progressing 	•	Closed
45-11/04 3.3.2	C of C	Indigenous Cultural and Spiritual Liaison Project	<ul style="list-style-type: none"> Meeting with key stakeholders scheduled for 11.00am today 	•	Closed
45-11/04 3.3.3			<ul style="list-style-type: none"> 	•	
45-11/04 3.3.4			<ul style="list-style-type: none"> 	•	
3.4 Director Community and Allied Health Service Issues					
45-11/04 3.4.1			<ul style="list-style-type: none"> 	•	
45-11/04 3.4.2			<ul style="list-style-type: none"> 	•	
45-11/04 3.4.3			<ul style="list-style-type: none"> 	•	
3.5 Director Medical Services Issues					

3. Standing Agenda				Open/Closed
Item No	EQ/IF Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame
45-11/04 3.5.1	L & M	Medical Superintendent's Advisory Meeting	<ul style="list-style-type: none"> Attended meeting on Friday Presentation by Dr Mark Waters, who gave overview of his Directorate, including 5 year plan, structure and priorities Directorate will include a Quality and Safety Unit Director-General remains very focussed on elective surgery, specifically categories 1 and 2 Also attended workshop on SMO hours of duty RMO situation is difficult 	Closed
45-11/04 3.5.2	HRM	Staffing	<ul style="list-style-type: none"> RMO situation is difficult 	Closed
45-11/04 3.5.3			<ul style="list-style-type: none"> 	
3.6 District Manager Issues				
45-11/04 3.6.1	L & M	Media Meetings	<ul style="list-style-type: none"> Scheduled 17/11/2004 DM requested media meeting proceed in his absence at Zonal Forum Reminder has been forwarded to media outlets DM requested Directors to have a story available to discuss DM requested discussion on issue associated with media outlets not attempting to follow up our side of stories Departing lunchtime; returning Wednesday night 	Directors to each have a story for discussion Closed
45-11/04 3.6.2	L & M	Zonal Forum	<ul style="list-style-type: none"> Departing lunchtime; returning Wednesday night 	



3. Standing Agenda				Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
Item No	EQuIP Function	Topic	Discussion		
45-11/04 3.6.3	C of C	Advertisement FSPH	<ul style="list-style-type: none"> Noted advertisement includes "availability of nephrology services" 	<ul style="list-style-type: none"> DMS to discuss with Director of Medicine 	Closed
45-11/04 3.6.4	L & M	DCF	<ul style="list-style-type: none"> Decision by SBU that there will be no capping on number of union representatives attending DCF in Bundaberg 	<ul style="list-style-type: none"> 	Closed
45-11/04 3.6.5	L & M	Qantas	<ul style="list-style-type: none"> Have made contact indicating they are launching a new local air service (Dash 8 X 50 seats) Sea FM have commenced advertising Proceeds of charity day on Sunday 21 November 2004 will be donated to paediatric unit 70 seats available for sight seeing tours over Bundaberg BHSD will be provided with 2 free seats per flight, plus the VIP flight 	<ul style="list-style-type: none"> To be provided to John Gamlin as winner of Nurse of the Year; if John is not available, tickets to be provided to a child & parent VIP – Linda and Mark Mulligan 	Closed
45-11/04 3.6.6	L & M	Municipal Health Plan	<ul style="list-style-type: none"> The DM gave an overview of DHC representation on Steering Committee 	<ul style="list-style-type: none"> 	Closed
3.7 Committee Minutes					
45-11/04 3.7.1			<ul style="list-style-type: none"> 		
45-11/04 3.7.2			<ul style="list-style-type: none"> 		



3. Standing Agenda				Open/Closed
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame
45-11/04 3.7.3			•	•
3.8 Committee Reports				
45-11/04 3.8.1	HRM	Human Resource Committee	<ul style="list-style-type: none"> • Bullying Training attendance is low • Vacancy Report – some medical vacancies due to contract status • DIM passed on his appreciation to Directors for their hard work in staff establishment records 	<ul style="list-style-type: none"> • Directors to follow-up with staff • DM to follow up Gin Gin and Childers vacancies • DCS to obtain Committee Minutes for discussion at next L & M
45-11/04 3.8.2			•	•
3.9 Activity Report				
45-11/04 3.9.1	L & M	Activity Report	• Noted	•
3.10 Policies				
45-11/04 3.10.1	L & M	Policy 2-2-R1v2 Risk Management Process	• Noted	• Endorsed with amendments
45-11/04 3.10.2			•	•
45-11/04 3.10.3			•	•
				•



3.11 Others			
45-11/04			
3.11.1			

Meeting Closed: 10.45am
 Next Meeting: 22 November 2004

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