



Standing Agenda						
Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed	
			<ul style="list-style-type: none"> <li>Linen credit needs to be highlighted in the Exec Summary.</li> </ul>			
11/04-2		Directors Reports and Report				
11/04-2.1	Leadership And Management	630216 Coag Needle & Syringe	All budget received to date. Should be zero expenditure. Move YTD expenditure of \$4,726 to 630004	Terry Fleming	Open	
11/04-2.2	Leadership And Management	630301 Reception Services	Superannuation seems excessive. To be reviewed.	Terry Fleming	Open	
11/04-2.3	Leadership And Management	SSP	Finance to meet with Peter Leck to review budget allocation.	Terry Fleming/Peter Leck	Open	
11/04-2.4	Leadership And Management	IMHS NO4 Position	Mental Health will be part funded by an adjustment in the revenue targets. Further advice to come re funding.	Judith McDonnell/Peter Leck	Open	
11/04-2.5	Leadership And Management	Palliative Access	Noted additional funding allocation of \$25,000 as calculated using the weighted population data provided by the Queensland Health, Health Information Centre (HIC), using NSW Palliative Care weightings to work up model.	Terry Fleming/Linda Mulligan	Open	
11/04-2.6	Leadership And Management	Preadmission Clinic Attendances by outer Wide Bay Burnett residents	Biggenden Shire Council Mayor, Betty Johnson, has raised the issue of residents having to travel to Bundaberg for PAC. The continued progression of the telemedicine project currently being prepared by Margie Mears should assist in alleviating this concern.	Linda Mulligan	Open	
11/04-2.7	Leadership And Management	Theatre Scope Repairs/Replacement	Expenditure has been incurred for repairs to scope equipment. Peter Leck approved funding from the 03/04 rollover.	Terry Fleming	Open	

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11/04-2.8	Leadership And Management	Trust Fund C/C 639202 – Childers Equipment Purchases	Currently has a debit balance of \$768.00 due to a commitment, placed on Colkare Rehab & Medical Equipment for a Glide wheelchair (PO 4501922131 7/04). Jim Thorne advises equipment has been delivered & was paid by a community group. PO remains in system as no goods receipt occurred because goods were delivered direct to Childers. PO to be cancelled.	Terry Fleming	Open
11/04-2.9	Leadership And Management	Trust Fund C/C 639006 – Family Unit	Donation of \$3,200 from the Budget Baby Superstore to fund an infant warmer. Balance of \$667 to come from the McDonald's Helping Hands donation of \$17,400 (remainder to be received to Bundaberg Hospital Sundry Donations). Warmer ordered on Fisher & Paykel, PO 4502059745	Terry Fleming	Open
11/04-2.10	Leadership And Management	Ambulatory Services Drug Costs	Expenditure for the month of October 2004 was \$45,652 against a monthly budget of \$16,093. Request Pharmacy to provide detail.	Terry Fleming	Open
11/04-2.11	Leadership And Management	Accelerated Advancement (Qualifications) - Registered Nurses' Continuing Education Entitlement	Linda queried if funding would be available for this allowance, particularly in reference to Family Unit.	Terry Fleming/Peter Leck	Open

**Business Arising**

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09/04-2.8	Leadership And Management	Intensive Care – Overtime/Skill Mix	Darren Keating and Linda Mulligan have developed a plan as per L&M presentation.		Closed

Business Arising						
Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed	
10/04-2.1	Leadership And Management	Breast screen Radiology	Journals commenced.		Closed	
10/04-2.2	Leadership And Management	Linen	Confirmation that linen charges have increased by approximately the EB increase only. Narelle Davy is investigating handling of the CSSD packs vs. single items issue. Linda Mulligan to liaise with Narelle.	Linda Mulligan	Open	
10/04-2.3	Leadership And Management	Medical Gas and Freight	Costs now appear to have realigned with budget. YTD position: Medical Gases \$1,400 unfavourable YTD; Freight \$1,900 unfavourable. Continue to monitor.		Closed	
10/04-2.4	Leadership And Management	Optometric Budget	FY Budget increased to \$203,341. Currently \$5,100 favourable YTD.		Closed	
10/04-2.5	Leadership And Management	Patient Travel	Peter Heath has sourced data from Travel Manager; however there are some data integrity issues. Report back next month.	Peter Heath	Open	
10/04-2.7	Leadership And Management	Catering Costs Per Bed Day	Formula corrected.		Closed	
10/04-2.11	Leadership And Management	Category C – Impact	Advised FDSS DVA data to be updated mid-November, with remaining data available January 2005. Information to be provided to L&M as soon as available. Peter Leck advised this year will be a sandpit year for Districts, but Zone will have to meet targets.	Terry Fleming	Open	
10/04-2.12	Leadership And Management	Elective Surgery Funding Allocation	Darren Keating presented allocation workings as per attached. To be updated for November cost centre reports. Catering and Linen to receive portion based on OBDs/Kgs per OBD	Directors to review & further discuss Terry Fleming	Open	
10/04-2.13	Leadership And Management	Prosthetic Costs – Different Suppliers	Darren Keating provided state-wide pricing data to Peter Leck prior to meeting. Jim Thorne & Gail Donerty are aware of competitive prices of suppliers. Orthopaedic	Darren Keating	Open	

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10/04-2.14	Leadership And Management	Pathology/Drugs Mapping Document	surgeons are applying pressure to suppliers re pricing. Await SOA contract soon to be released.  Darren Keating lead discussion around what is remapping to senior medical staff trying to achieve? Would presentation of data to Executive Council & Clinical Service Forums achieve same outcome?	Darren and Wanifa to review Executive Council reporting and submit revised format to Peter Leck by January	Open

New Business					
Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
11/04-3	Leadership And Management	Zonal Quarterly Benchmark Report	Page 6 of Executive Summary, 5.3 Energy. As per point 2, request information on where our District sits in stated range of 8 – 23.  For the information of members, Peter Leck advised tenders had been called on our behalf by Corporate Office for our participation in the Echo Project (energy savings project).	Peter Heath  Peter Heath to monitor	Open
11/04-4	Leadership And Management	National Hospital Cost Data Collection	Page 3, 3.2 Average Cost per Separation: noted that Bundaberg Hospital average cost of \$2,543 is below National average but above the Queensland & Peer Group marks.  Our medical component of the average cost per separation is above the Peer Group.		Closed
11/04-5	Leadership And Management	CYMHS Video Conference Equipment	Advice has been received that equipment is no longer viable. Peter Leck approved replacement (\$7,000) from rollover funds.	Judith McDonnell/Terry Fleming	Open
11/04-6	Leadership And Management	District Rural Executive Forum	Concern has been expressed by the Rural DONS that the DREF meeting does not include any explanation of the Bundaberg Hospital position. Discussion resulted in an agreement to invite the DONS from Childers and Gin Gin to participate in this meeting, and that the DREF be wound up	Peter Leck	Open

New Business					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
			after the next scheduled meeting on 1 December 2004.		

Meeting Closed: 4:15pm    Next Meeting: 17 December 2004