

478R

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management

Meeting No: 48-12/04

Date: 8 December 2004

Start Time: 0905

Present: Peter Leck, Linda Mulligan, Judith McDonnell, Narelle Davey, Patrick Martin

Apologies: Peter Heath, Dr Darren Keating, Tina Wallace

Confirmation of Minutes: Linda Mulligan

Seconded: Peter Leck

Minute Taker: Joan Dooley

men - labour

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
48-12/04 1.1	L & M	Allocation of additional funding to support the enhancement of child protection services and SCAN in Central Zone	<ul style="list-style-type: none"> Concerns expressed that labour content may not have been included in funding allocation Discussion took place regarding reporting structures and physical location of team Equipment is being determined through sub-committee 	<ul style="list-style-type: none"> A/DCS to forward to Terry Fleming to review costings Reporting structures and physical location to be considered by Directors and discussed further at L & M meeting on 20/12/2004 	Open
48-12/04 1.2	SP&E	National Safety Council of Australia Ltd	<ul style="list-style-type: none"> Training should target reps X 17 + management DM supports training 	<ul style="list-style-type: none"> A/DCS to contact Corporate Office to ascertain if they are in the process of developing training programs A/DCS to contact other Districts to ascertain what training they are currently providing A/DCS to contact National Safety Council of Australia Ltd to progress training 	Open

1) Correspondence			
Item No	EQUIP Function	Topic	Discussion
48-12/04 1.3	HRM	C6 - 2005	<ul style="list-style-type: none"> Discussion took place regarding top 3 priorities, and the following were identified: Recruitment/selection packages Occupational Health/Workcover premiums/rehabilitation Performance Management - operationalise PAD to manage performance Discussion also took place regarding information being provided to L & M Committee. Reply to be forwarded prior to Xmas
48-12/04 1.4	C of C	Steering Committee - Central Zone Rehabilitation/Stroke Network	<ul style="list-style-type: none"> Reply to be forwarded prior to Xmas
			Agreed Action & Outcome, Person Responsible, and Time Frame <ul style="list-style-type: none"> A/DCS to provide feedback A/DCS to request HR Manager to prepare list of reports currently provided for consideration A/DCAHS to prepare draft response
			Open/Closed
			Open
			Closed

2) Business Arising			
Item No	EQUIP Function	Topic	Discussion
39-10/04 3.2.2	L & M	Policy 2-4-C1 Complaints Policy Formal Complaints Management Protocol (13/12/2004)	<ul style="list-style-type: none"> Carried over
40-10/04 3.10.2	L & M	Policy 2-1-E1 Ethical Research Issues (13/12/2004)	<ul style="list-style-type: none"> Carried over
47-11/04 1.1	L & M	WBDGP	<ul style="list-style-type: none"> DM, DCAHS and DDONS have met with EO WBDGP Discussion focused around proposals, as funds have not been received as yet
			Agreed Action & Outcome, Person Responsible, and Time Frame <ul style="list-style-type: none">
			Open/Closed
			Open
			Open
			Closed



2. Business Arising			
Item No	EQIP Function	Topic	Discussion
47-11/04 3.5.2	HRM	ESP/Call Centre	<ul style="list-style-type: none"> The District has made bids along similar lines in 2005/06, however supports the Division's proposal A/DCS tabled implementation strategy plan
Agreed Action & Outcome, Person Responsible, and Time Frame			<ul style="list-style-type: none"> A/DCS to follow up and provide feedback
			Open/Closed
			Closed

3. Standing Agenda			
Item No	EQIP Function	Topic	Discussion
3.1 Director of Corporate Services Issues			
48-12/04 3.1.1	L & M	Light up a Tree -- Sugarland	<ul style="list-style-type: none"> A/DCS has contacted Red Cross regarding volunteers
48-12/04 3.1.2			<ul style="list-style-type: none">
48-12/04 3.1.3			<ul style="list-style-type: none"> offered to be <i>BPR</i>
3.2 Director of Nursing Services Issues			
48-12/04 3.2.1	L & M	Workload Committee	<ul style="list-style-type: none"> QNU is building up a case to discard <u>EPF</u> which has been referred to specialist panel
48-12/04 3.2.2	C of C	Rehabilitation/Paediatric Unit Co-location	<ul style="list-style-type: none"> Trial has been delayed until after new year
Agreed Action & Outcome, Person Responsible, and Time Frame			<ul style="list-style-type: none">
			Open/Closed
			Closed
			Closed

Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
48-12/04 3.2.3			•	•	
48-12/04 3.2.4			•	•	
3.3 Service Director, Integrated Mental Health Service Issues					
48-12/04 3.3.1	C of C	Cultural & Spiritual Liaison Officer	<ul style="list-style-type: none"> • First training scheduled for 1000 today • Participants will be invited to attend sausage sizzle at Open Day 	•	Closed
48-12/04 3.3.2	L & M	Partnership Group Meeting	<ul style="list-style-type: none"> • Gave overview of meeting 	•	Closed
48-12/04 3.3.3	C of C	Working on Wellness (WOW) Committee	<ul style="list-style-type: none"> • Meeting scheduled for Friday 	•	Closed
48-12/04 3.3.4	HRM	Recruitment	<ul style="list-style-type: none"> • Liaising with Latitude regarding recruitment of psychiatrist 	•	Closed
3.4 Director Community and Allied Health Service Issues					
48-12/04 3.4.1	HRM	Indigenous Allied Health Cadetship	<ul style="list-style-type: none"> • A/DCAHS gave overview of Cadetship 	• A/DCAHS to follow up with Indigenous Health	Closed
48-12/04 3.4.2	HRM	Skillshare	<ul style="list-style-type: none"> • Gave overview of AO situation • The DM said that casual staff are welcome to apply for permanent positions through the normal processes 	• A/DCAHS to discuss with HR	Closed
48-12/04 3.4.3	HRM	Community Nutritionist	<ul style="list-style-type: none"> • Has been recruited 	•	Closed

3. Standing Agenda	Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
	48-12/04 3.4.4	HRM	Xmas Function – BreastScreen	<ul style="list-style-type: none"> Fraser Coast would like to join Bundaberg service for Xmas party The DM noted that BreastScreen budget is based on achieving targets, therefore the Xmas function should not impact on service delivery 	<ul style="list-style-type: none"> A/DCAHS to explore further and advise DM 	Closed
3.5 Director Medical Services Issues						
	48-12/04 3.5.1			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
	48-12/04 3.5.2			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
	48-12/04 3.5.3			<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	
3.6 District Manager Issues						
	48-12/04 3.6.1	L & M	Public Health	<ul style="list-style-type: none"> Received advice that public health physician for Central Qld will be located in Bundaberg 	<ul style="list-style-type: none"> A/DCAHS and A/DCS to review community health relocation 	Open
	48-12/04 3.6.2	L & M	Service Capabilities Framework Workshop	<ul style="list-style-type: none"> DM and DDONS attended meeting in Brisbane yesterday Discussion took place regarding District requirements, levels, and required support to work at these levels Visited Skills Development Centre 	<ul style="list-style-type: none"> Directors to review Skills Development Centre website and consider what opportunities may be available to the District to upgrade skills 	Open



3. Standing Agenda					
Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
48-12/04 3.6.3			•	•	
48-12/04 3.6.4			•	•	
3.7 Committee Minutes					
48-12/04 3.7.1	L & M	Information Management 21/10/2004	• Noted		Closed
48-12/04 3.7.2			•		
48-12/04 3.7.3			•	•	
3.8 Committee Reports					
48-12/04 3.8.1			•	•	
48-12/04 3.8.2			•	•	
3.9 Activity Report					

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
48-12/04 3.9.1	L & M	Activity Report	<ul style="list-style-type: none"> Noted Format to be updated 	•	Closed
3.10 Policies					
48-12/04 3.10.1	L & M	Sexual Health Policy	<ul style="list-style-type: none"> Changes to be included 	•	Closed
48-12/04 3.10.2			•	•	
48-12/04 3.10.3			•	•	
				•	
3.11 Others					
48-12/04 3.11.1			•	•	

Meeting Closed: 1015
 Next Meeting: 13 December 2004

