

4785

BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Finance Committee

Meeting No: 2005/01

Date: 21 January 2005

Start Time: 12.35

Present: Linda Mulligan (Director of Nursing), Judith Mc Donnell (Service Director Integrated Mental Health Services), Terry Fleming (Manager Finance), Peter Leck (District Manager), Fay McGrath-Dowse (Director Of Nursing – Childers), Gail Davies (Acting Director of Nursing – Gin Gin), Peter Heath (Director Corporate Services), Tina Wallace (Director Allied Health & Community Services),

Apologies: Jenny Kirby (Manager Decision Support Unit), Jenny Hursthouse (Director of Nursing Gin Gin), Darren Keating (Director Medical Services),

Confirmation of Minutes: Peter Leck

Seconded: Linda Mulligan

Minute Taker: Terry Fleming

Correspondence: Rev Up – Christmas Edition

Pathology Comparison – November 2004 – Still ok given activity increase.

Revised Pathology Charges

Mid Year Review - Districts advised that there will be no rollovers this financial year.

Prosthetics – may influence ability to charge private patients. Work is being done to standardise prosthesis used.

Standing Agenda					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
04/05-1	Leadership and Management		The districts position remains on budget for the end of the year. The position is forecast at \$300,000 favourable which includes large maintenance projects. Some projects values have changed and been double counted. The projection could be as high as \$500,000. The variables in the estimate are: Revenue: it has been assumed that an additional \$277,000 will be received; any variance will change the projection.		

Standing Agenda

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
			<p>Elective Surgery: The projection assumes all elective surgery funds are retained. Peter Leck noted further discussion will be held, but it is likely that additional joints will be put through in order to ensure targets are met.</p> <p>It was noted that the Accelerated advancement estimate of \$300,000 may increase as claims are continuing to be processed.</p> <p>It was also noted that maintenance projects need to commence.</p>	<p>Terry Fleming to update claim</p> <p>Peter Heath to pursue with Q Build and explore other avenues.</p>	<p>Open</p> <p>Open</p>
01/05-2		Directors Reports and Report			
01/05-2.1	Leadership And Management	Breast Screen	Tina noted there may be some risk (up to \$30,000 at most) that funds are withdrawn. There is a reasonable chance that targets will be met.		Closed
01/05-2.2	Leadership And Management	Stores	Some items need to be transferred as they either belong to theatre or Shared Services.	Terry to amend.	Closed
01/05-2.3	Leadership And Management	Gin Gin	Gin Gin is incurring nurse agency costs.	Gail to place casual pool advertisement similar to Childers.	Closed
01/05-2.4	Leadership And Management	Work cover	Concerns were raised as to the communication between Rehabilitation Coordinators and Work cover. Peter Heath advised that it was the intention to meet with Work cover each month and that meetings with rehabilitation coordinators can be arranged on that day as necessary.		
01/05-2.5	Leadership And Management	TPN	Tina noted this cost centre should be closed.	Peter Heath to follow up. Terry to close provided all transactions are complete.	Open Closed
01/05-2.6	Leadership And Management	Patient Travel	Peter Leck expressed concern with patient travel controls. This will be monitored, should it continue external analysis may be required.		Open

Standing Agenda

Item No	EQiP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
01/05-2.7	Leadership And Management	Emergency Cost Centre	Peter Leck requested further detail variance explanation as this cost centre contains only 2 Senior Medical Officers.	Darren Keating	Open
01/05-2.8	Leadership And Management	Dr De Lacy	Back pay for this staff member may need to be costed to Breast screen.	Terry Fleming	Open
01/05-2.9	Leadership And Management	Nursing Overrun	Linda noted the 3 major areas affecting nursing were Drugs, Accelerated Advancement (funding expected) and sick leave. Peter Leck requested that the Darren and Linda meet prior to the next finance meeting to discuss the increase in Drug expenditure.	Darren and Linda to meet.	Open
01/05-2.10	Leadership And Management	Patient Travel Approval	Fay noted some inconsistency where a Childers patient was advised they would not be able to claim patient travel, but another was approved at Bundaberg.	Fay to provide detail to Peter Leck.	Open
01/05-2.11	Leadership And Management	Non Public Separations	Peter Leck noted the decrease in non public separations (p74 of report).	Peter Heath to investigate an explanation.	Open
01/05-2.12	Leadership And Management	Elective Surgery	Peter Leck advised that the district was 93 weighted separations behind as at December. The possible increase in joint surgery will be explored. Peter is seeking advice from Tina, Linda and Darren as to the additional costs.	Peter Leck to Meet with Darren, Tina and Linda to advise on any additional resource requirements.	Open
01/05-2.13	Leadership And Management	Linen Kilograms Per bed day	This figure has risen significantly for theatre linen. This need to be investigated.	Peter Heath	Open

Business Arising						
Item No	EQUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed	
12/04-1	Leadership And Management	Capital Expenditure	Peter Leck and Peter Heath have met and discussed same.		Closed	
12/04-2.1	Leadership And Management	Gin Gin – Childers Summary Report	Summary reports included in director reports.		Closed	
12/04-2.2	Leadership And Management	Breast screen Funding Impact	See 01/05-2.1 above		Closed	
12/04-3.3	Leadership And Management	Linen Budget Reconciliation	Peter Heath advised that variance is explained by part additional activity and part latest EB increase.		Closed	
10/04-2.4	Leadership And Management	Medical Records Surplus	The major reason for the variance is the cash flow of administrative salaries. This surplus will disappear in January as the budget assumes many staff will be away in January. This is not the case with medical records.		Closed	
12/04-2.6	Leadership And Management	Sharp Study Costings	Some costs have been identified, but no more than \$3,000. Further costs may be charged (eg Dr Miach's time).	Terry to discuss with Darren in the first instance.	Closed	
12/04-2.8	Leadership And Management	Tilt Train Account	This account was raised, but has not been paid as yet.		Closed	
12/04-2.9	Leadership And Management	Family Unit Budget	Linda noted the major reason has been Accelerated advancement, sick leave, drugs and pathology. Peter Leck asked for further analysis of the Pathology increase	Linda to investigate.	Open	
12/04-2.10	Leadership And Management	Childers Nurse Vacancies	Advertisement has been signed off. Some assistance has been provided from the Bundaberg rehabilitation pool.		Closed	
12/04-2.11	Leadership And Management	Gin Gin \$ Per Weighted Separation	This error has been corrected.		Closed	

Business Arising					
Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
10/04-2.2	Leadership And Management	Linen – Group Linen Advice	Peter Heath noted the prepacked theatre items appear a viable option, but more work is required.		Open
10/04-2.5	Leadership And Management	Patient Travel Data	Peter Heath has someone from Information Services working on this. With further advice to come.		Open
12/04-3	Leadership And Management	Zone report: FDSS Access for Directors of Nursing Reinforce Sick leave Policy at level 3,4,6 Department Heads Presentation	This has commenced with access forms completed and icons set up. This has occurred. This has occurred.		Closed. Closed Closed
12/04-4	Leadership And Management	Breast Screen Superannuation	This was discussed, with only the new operational staff to be charged for Qsuper.		Closed

New Business					
Item No	EQulP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
			Nil		

Meeting Closed: 2.45pm Next Meeting: 18 February 2005