

4787

# BUNDABERG HEALTH SERVICE DISTRICT RECORD OF MEETING

Meeting of: Leadership & Management

Meeting No: 03-01/05

Date: 24 January 2005

Start Time: 0902

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

Apologies: Nil

Confirmation of Minutes: Peter Heath

Seconded: Tina Wallace

Minute Taker: Joan Dooley

Correspondence					Open/Closed
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
03-01/05 1.1	L & M	District Manager's All Staff Forum 2005 Roster	•	• Directors to advise ESO of any concerns	Closed
03-01/05 1.2			•	•	
03-01/05 1.3			•	•	

2) Business Arising					
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Parson Responsible, and Time Frame	Open/Closed
43-11/04 3.7.2	C of C	Medical Staff Advisory Committee (Admission Policy)	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Carried over 28/02/2005</li> </ul>	Open
50-12/04 3.6.1	L & M	Health Page	<ul style="list-style-type: none"> <li>• Roster</li> <li>• Distributed with agenda</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Closed
02-01/05 3.1.1	SP&E	Electrocution	<ul style="list-style-type: none"> <li>• The District has fulfilled improvement notice requirements, with completed form being returned to Division of WPHS</li> <li>• Follow-up inspection to be held today</li> <li>• DM has made contact with the client</li> <li>• DM advised that DQDSU hold central file copies of all agendas/minutes for all major committees</li> <li>• Discussion took place regarding extra correspondence that is tabled at meetings, and feasibility for Chair's copy of the minutes to be held as central copy</li> <li>• Acknowledged that the Chair has a responsibility to ensure adequate documentation is retained</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Closed
02-01/05 3.2.6	L & M	Major Committee Minutes	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Chair to liaise with DQDSU to ensure appropriate documentation is retained on central file</li> </ul>	Closed
02-01/05 3.4.1	C of C	Radiation Oncology Rural Access Program - Presentation 9am 31/01/2005 QEMS	<ul style="list-style-type: none"> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>• Carried Over 31/01/2005</li> </ul>	Open
02-01/05 3.5.2	L & M		<ul style="list-style-type: none"> <li>• Attended meeting last week</li> <li>• Future meetings will be bi-monthly</li> <li>• Next meeting to be held in Childers</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>	Closed

2. Business Arising			
Item No	EQulP Function	Topic	Discussion
02-01/05 3.8.1	HRM	Human Resource Committee	<ul style="list-style-type: none"> <li>• <u>Payroll Adjustments</u></li> <li>• DCS has discussed with HR Manager, and reiterated that leave accrual issues should be sent to Line Managers in the first instance, with Directors being advised of any issues</li> <li>• <u>JEMS Process</u></li> <li>• DCS to work with HR to improve processes</li> </ul>
			Agreed Action & Outcome, Person Responsible, and Time Frame
			Closed

3. Standing Agenda			
Item No	EQulP Function	Topic	Discussion
<b>3.1 Director of Corporate Services Issues</b>			
03-01/05 3.1.1			•
03-01/05 3.1.2			•
03-01/05 3.1.3			•
<b>3.2 Director of Nursing Services Issues</b>			
03-01/05 3.2.1	HRM	Operating Theatre	<ul style="list-style-type: none"> <li>• DDONS and DCS gave an overview of issues</li> <li>• Discussions have been held with staff regarding workloads and rosters</li> <li>• DM has received correspondence from</li> </ul>
			Agreed Action & Outcome, Person Responsible, and Time Frame
			Closed



Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
03-01/05 3.2.2			Operational Audit to ascertain if we would like to take up the opportunity to review any areas, however they are unable to include theatre in 2004/05 round	•	
03-01/05 3.2.3			•	•	
03-01/05 3.2.4			•	•	
<b>3.3 Service Director, Integrated Mental Health Service Issues</b>					
03-01/05 3.3.1	HRM	Medical Workforce	• Dr Jawali is ineligible for specialist registration, therefore the District is unable to employ him	•	Closed
03-01/05 3.3.2	C of C	Mental Health Act Annual Report	• Tabled • To be reviewed for comparison against other MH services	•	Closed
03-01/05 3.3.3	C of C	Entry and Exit Criteria	• Have accessed PAH document • To be reviewed to ascertain feasibility of adapting to local needs	•	Closed
03-01/05 3.3.4	L & M	Aggressive Behaviour Management	• Has 1 staff member interested	•	Closed
03-01/05 3.3.5	HRM	Mediation	• Held last Thursday • Positive outcome	•	Closed

  
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Agenda				Open/Closed
Item No	EQUP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame
<b>3.4 Director Community and Allied Health Service Issues</b>				
03-01/05 3.4.1		Nil	•	•
03-01/05 3.4.2			•	•
03-01/05 3.4.3			•	•
<b>3.5 Director Medical Services Issues</b>				
03-01/05 3.5.1		Nil	•	•
03-01/05 3.5.2			•	•
03-01/05 3.5.3			•	•
<b>3.6 District Manager Issues</b>				
03-01/05 3.6.1	HRM	Australia Day Medallions	<ul style="list-style-type: none"> <li>Nominations have been approved by Dr Steve Buckland</li> <li>Presentations usually done at Executive Forum, however this was held last week</li> </ul>	<ul style="list-style-type: none"> <li>Resolved that medallions be presented in DEM on Friday at 3pm</li> </ul>

3.3 Standing Agenda					
Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
03-01/05 3.6.2			<ul style="list-style-type: none"> <li>Discussion took place regarding most appropriate venue for presentations</li> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
03-01/05 3.6.3			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>3.7 Committee Minutes</b>					
03-01/05 3.7.1			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
03-01/05 3.7.2			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
03-01/05 3.7.3			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
<b>3.8 Committee Reports</b>					
03-01/05 3.8.1			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	
03-01/05 3.8.2			<ul style="list-style-type: none"> <li></li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>	

3. Standing Agenda					
Item No	EQuIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
<b>3.9 Activity Report</b>					
03-01/05 3.9.1	L & M	Activity Report	• Noted	•	Closed
<b>3.10 Policies</b>					
03-01/05 3.10.1			•	•	
03-01/05 3.10.2			•	•	
03-01/05 3.10.3			•	•	
				•	
<b>3.11 Others</b>					
03-01/05 3.11.1			•	•	

Meeting Closed: 0950  
Next Meeting: 31 January 2005