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**LUNDABERG HEALTH SERVICE DISTRICT
RECORD OF MEETING**

Meeting of: Executive Council
Meeting No: 02/05
Date: 4th February 2005

Start Time:

Present: L Mulligan, Charmaine Knox, L Raven, K Nydam, J Williams, P Miach, J Kirby, D Keating, M Stumer, P Leck, N Keil

Apologies: P Heath, T Wallace

Confirmation of Minutes: D Keating

Seconded: M Stumer

Minute Amendment:
Minute Taker: Leonie Raven / Jenny Kirby

Correspondence: EQUIP Resource – Improving Safety & Quality of Care

Presentation:
 1. ESP call Centre – presenter Cathy Fritz
 -- live on 14/02/2005
 - RAF's will no longer be required
 - forms required beyond 1 day annual leave or certificated sick leave (ie more than 3 days for medical staff)
 2. Child Safety Unit Preparation – presenter Corelle Davies

Business Arising					
Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
07/04-1.1	CofC	Bed Heading Trial Review	<ul style="list-style-type: none"> Seems to have improved Appropriate doctors being called to review patients Currently reviewing admission criteria for ICU, which will clearly define who should be called in to review patients 	<ul style="list-style-type: none"> M Carter to present admission protocol when complete 	<ul style="list-style-type: none"> Open
07/04-4	CofC	Audit of Major Events – Trauma & Cardiac Arrest	<ul style="list-style-type: none"> Arrest Audits undertaken by C McMullen, but not for some time No trauma audits undertaken 	<ul style="list-style-type: none"> M Carter to liaise with Toni Hoffmann to progress clinical audits relating to cardiac arrests and trauma M Carter to provide framework at next meeting 	<ul style="list-style-type: none"> Open



Business Arising		FTA Comparison		Hold over		Open	
12/04-3	IM						

Standing Agenda							
Item No	Equip Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed		
02/05-1		<i>Clinical Risk Management & Clinical Service Forums</i>					
02/05-1.1	CofC	- ASPIC	<ul style="list-style-type: none"> No meeting since October 2004 Next meeting next week P Leck reiterated the need to ensure meetings occur in preparation for Periodic Review 		• Closed		
02/05-1.2	CofC	- BFU	<ul style="list-style-type: none"> Broad overview of issues discussed at most recent meeting provided by M Stumer Discussion around whether partners should be present during Caesarean Section under General Anaesthetic. Choice should be left to parents. A protocol must be available for staff to use with guidelines about procedures to use 	<ul style="list-style-type: none"> L Mulligan to follow up 	• Closed		
02/05-1.3	CofC	- BIMHS	<ul style="list-style-type: none"> No issues to report 		• Closed		
02/05-1.4	CofC	- DEM	<ul style="list-style-type: none"> No issues ED collaborative assisting with achieving Category 2 targets. Emergency Department Information System to be implemented in June 2005 Changing forms used for triage 		• Closed		
02/05-1.5	CofC	- Medical	<ul style="list-style-type: none"> No issues 		• Closed		
02/05-1.6	CofC	- Paeds	<ul style="list-style-type: none"> No issues M Carter to follow up with J Williams re implementation of Medical Early Warning System (MEWS) as presented to this forum in October 2003. 		• Closed		
02/05-1.7	CofC	- Theatre Management Group	<ul style="list-style-type: none"> Locum cover being organised for leave Targets should be reached for elective surgery Changing session times to improve theatre utilisation 		• Closed		
02/05-2	IM	Monthly Performance Monitoring	<ul style="list-style-type: none"> Some departments having some concerns in relation to budget – largely related to increased 		• Closed		



Standing Agenda

			activity	
			<ul style="list-style-type: none"> Increased drug costs per weighted separations <ul style="list-style-type: none"> - Paul Cracknell doing some work on reviewing this - Continue to monitor costs throughout year ICU overtime costs continue to be of a concern Family Unit quite significantly over budget <ul style="list-style-type: none"> - may be partly due to qualification allowances for nurses - adjustment should be received shortly Pathology usage has remained clinically appropriate despite increase in activity 	

New Business

Item No	EQUIP Function	Topic	Discussion	Agreed Action & Outcome, Person Responsible, and Time Frame	Open/Closed
02/05-3	IP	Improving Safety and Quality of Care EQUIP	<ul style="list-style-type: none"> In correspondence 		<ul style="list-style-type: none"> Closed
02/05-4	CoIC	Hospital in the Nursing Home	<ul style="list-style-type: none"> Journal article related to Gold Coast service looking at providing some hospital in the nursing home to overcome bed shortages during winter months. Model currently being looked at to provide CHIP Nurse education to nursing home staff to copy with increased activity in residents. 		<ul style="list-style-type: none"> Closed
02/05-5		On-call List	<ul style="list-style-type: none"> M Stumer requested to have the names of people on call included in the call list 		<ul style="list-style-type: none"> Closed

Meeting closed: 1600
 Next Meeting: Friday 4th March 2005

