

FRASER COAST HEALTH SERVICE**CONFIRMED MINUTES**
MANAGEMENT ADVISORY GROUP - SURGICAL SERVICES**DATE** 30th January 2002**TIME** 12.30pm**VENUE** Admin Conference Room – Hervey Bay Hospital**ATTENDANCE***Present*

Dr Terry Hanelt – Chairperson
Dr Morgan Naidoo – Senior Staff Specialist
Dr Dirk Ludwig – Director of Obs/Gynae
Dr Polbert Diaz – Senior Medical Officer - Surgery
Dr Gerry Meijer – Director of Anaesthetics/ICU
Dr Russell Milkins – Senior Staff Specialist - Surgery
Theresa Winston – NPC Surgical Unit HBH
Carmel Crotty - NPC Surgical Unit MH
Georgina Hodgkinson – NPC Accident and Emergency MH
Kris Campbell – NPC Perioperative Unit HBH
Sharon Hose – A/NPC Theatre MH

Apologies

Dr Bruce Griffiths – Director of Surgery
Dr Jim Khursandi – VMO MH
Dr Padayachey – A/Med Super MH
Kerry Locos – A/NPC Theatre MH
Anne Spring – Elective Surgery Co-ordinator
Jenne Oram – Director of Physiotherapy
Karen Champion – NPC Accident and Emergency HBH

*Meeting opened at 12.45pm***Anaesthetic Cover**

- Meetings have been held within the Anaesthetic Department with regards to the on-call roster. The following was discussed
 - 1:2 or 2:3 on-call roster no longer acceptable therefore that staff proposed a 1:4 on-call roster after hours at one location (Hervey Bay)
- Anaesthetic staffing at the moment
 - 4 FT
 - 1 VMO (performs no public sessions or on-call at HB)
 - 1 VMO – retired (will not perform on-call or weekend work)
- Due to anaesthetic staffing – the Maryborough Hospital ICU will be classed as a High Dependency Unit with Hervey Bay Hospital housing ICU
- Anaesthetic staff will provide day time coverage at both sites
- Anaesthetic Department have indicated that they will cover both sites after-hours if recruitment of anaesthetists is successful.
 - Position has been advertised – no suitable candidates have yet applied

Short Term Plan

Need to access bed management and nursing staff at Hervey Bay Hospital due to the increase in emergency theatre and the need to meet targets in elective surgery. Theresa Winston indicated that the elective surgery patients do not usually take up beds, as 70% are day cases. It has been indicated that nursing staff levels are tight at the moment at HBH. Kris Campbell asked Sharon Hose if any MH theatre staff would be prepared to participate in the after-hours roster in theatre at HBH. Sharon indicated that she would approach staff and let Kris know.

Issues to be discussed

- Should MH have a PHO on-call after hours for each speciality ?
 - Anaesthetics – no. This has been virtually eliminated due to the fact that the ICU MH is now being classed as a High Dependency Unit
 - Surgery – no. If the surgeons are able to provide the PHO on-call advice over the phone or travel to MH to see the patient if warranted, this would eliminate the need for a dedicated Surgical PHO on-call.
 - Orthopaedics – no. As above for surgery. There are problems at the moment with regards to the on-call rosters as it would be desirable to have a 1:4 roster. Dr Paddy has indicated that he is willing to travel to HB to

participate. It was suggested that the consultants pick up one extra weekend few months or extra staff be recruited or if cover is unavailable then the patients are to be transferred. It was discussed that the preferred option would be to recruit extra staff as this would also help decrease the waiting lists for clinic appts and theatre.

→Obs and Gyane – no. Would be able to provide sufficient advice over phone

Dr Hanelt asked if the group thought the burden would be lifted from the PHO's making decisions if Senior Medical Officers were recruited for the Maryborough Hospital Accident and Emergency Department. **Agreed.**

It was suggested that strict guidelines would need to be in place for the PHOs as to admission/transfer of patients. Do not admit or transfer unless they have spoken to the appropriate consultant.

Follow up Care at Maryborough Hospital after admission to Hervey Bay

No real problems could be foreseen expect for Dr Naidoo's orthopaedic patients and Dr Milkins surgical patients.

→Morgan Naidoo - this would increase workload significantly and services would be cut at Hervey Bay. This would be relieved by an increase in orthopaedic staff

→Russell Milkins – feels that between the surgeons at Fraser Coast they could come to some arrangement if a patient required follow-up at MH.

VMO'S

- VMO's are to be invited to participate in the on-call arrangement. If they do not wish to accept, they will still maintain right of practice.

Elective Surgery

- Increase in elective surgery at Hervey Bay. It was suggested to transfer to Maryborough Hospital to keep our targets.
- It was decided to make no changes for the next 3 months and see how things pan out. MH staff to be utilised at Hervey Bay when they are not busy.

Allocation of Private Lists

- Terry Hanelt suggested to allocate to the proportionate number of public list performed. **Agreed.**

Meeting closed 1415

**FRASER COAST HEALTH SERVICE DISTRICT
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON MONDAY 25 MARCH 2002 AT 12.30pm
IN THE CONFERENCE ROOM HBH**

CONFIRMED MINUTES

PRESENT:

Dr Terry Hanelt	-	Director of Medical Services (Chairperson)
Dr Morgan Naidoo	-	Staff Specialist Orthopaedics
Dr Dirk Ludwig	-	Director of Obstetrics/Gynaecology
Dr Russell Milkins	-	Staff Specialist Surgery
Theresa Winston	-	NPC Surgical Unit HBH
Carmel Crotty	-	NPC Surgical Unit MH
Georgina Hodgkinson	-	NPC Accident and Emergency Department MH
Kris Campbell	-	NPC Perioperative Unit HBH (telelink via Mt Isa)
Kerry Locos	-	A/NPC Theatre MH
Dr Padayachey	-	A/Medical Superintendent MH
Anne Spring	-	Elective Surgery Co-ordinator FC
Jenne Oram	-	OIC Physiotherapy
Karen Champion	-	NPC Accident and Emergency HBH
Dr Peter Harvey	-	Anaesthetic FC

IN ATTENDANCE:

Carita Sellers	-	Executive Support Officer
----------------	---	---------------------------

1.0 APOLOGIES:

Dr Polbert Diaz	-	SMO Surgery
Dr Gerry Meijer	-	Director of Anaesthetics/ICU

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1240 hours.

3.0 BUSINESS ARISING

3.1 Theatre Sessions Allocations

- Times are still clashing and more work is still needed
- Morgan – require access to MH theatre if ortho emergencies are to be performed there. Currently, there is no allocation of theatre time. Dr Paddy stated that 1 list should be used for emergency cases that present over the weekend
- Dirk – 2 lists MH and 1 list HBH – not enough low risk cases to fill lists during the day. Would like to see Dr Nair perform a list/clinic at HBH.
- Dental – no problems. Lists are actually declining across the District
- Eyes – no problems

- Surgical – Anaesthetists are happy to provide cover for major cases in MH
→ continue along present path as before. Not enough surgical time at HBH. Dr Harvey noted that there was a lack of emergency time at MH.

3.2 *Theatre and Waiting List Business Rules (attachment 2)*

- Document was discussed and several changes are to be made to the wording of the document.

ACTION – Dr Hanelt to make changes

3.3 *PHO On-Call*

- It was decided that there will be one General PHO On-call for MH.

3.4 *Transfer of Patients MH to HBH*

- Patients should not be transferred unless absolutely necessary. QAS have asked if we could minimise night transfers. They state that they will be applying for extra staff if warranted.

3.5 *Clinic Sessions*

Agenda item held over to the next meeting due to time restraints.

4.0 **NEW BUSINESS**

4.1 *Email received from Mike Allsopp – District Manager*

- Dr Hanelt addressed issues that were raised in an email sent to the District Manager from a staff member (attachment one)

Issue One- SMO position for orthopaedics has been advertised and the new recruit will be utilising clinic time across Fraser Coast

Issue Two – It will be up to the consultant as to whether or not they decide to transfer a patient.

Issue Three – There will be a PHO on-call for MH

Issue Four - Issue for the Paeds/OG MAG not Surgical

5.0 **GENERAL BUSINESS**

The meeting closed at 1342.

6.0 **NEXT MEETING**

Date: to be confirmed

Time:

Venue:

..... / /
Confirmed / Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON TUESDAY 7TH MAY 2002 IN THE
CONFERENCE ROOM STAFF DEVELOPMENT HBH**

PRESENT:

Dr Terry Hanelt	Director of Medical Services
Jenne Oram	Officer in Charge – Physiotherapy
Kris Campbell	NPC – Perioperative Unit
Anne Spring	Elective Surgery Co-ordinator
Theresa Winston	NPC – Surgical Unit HBH
Dale Irwin	NPC – Theatre MH
Kerry Locos	A/NPC – Theatre MH
Dr Padayachey	A/Medical Superintendent MH
Dr Pillay	Director of Surgery
Georgina Hodgkinson	NPC – Accident and Emergency MH
Dr Morgan Naidoo	Staff Specialist Orthopaedics
Dr Dirk Ludwig	Director of Obstetrics/Gynaecology
Dr Russell Milkins	Staff Specialist Surgery
Dr Polbert Diaz	SMO Surgery

IN ATTENDANCE:

Carita Sellers	Executive Support Officer - Medical
----------------	-------------------------------------

1.0 APOLOGIES:

Carmel Crotty	NPC Surgical Unit MH
Karen Champion	NPC Accident and Emergency HBH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.08pm.

The minutes of the previous meeting are confirmed as a true and correct record of that meeting.

3.0 BUSSINESS ARISING

3.1 Theatre Sessions

- Copy of Theatre Session Allocation and Waiting List Analysis tabled by Kris Campbell
- Kris gave a run down of the process used that lead to the session allocations across the District
- Comments were invited re session allocations
 - Dr Naidoo welcomed the emergency allocation especially at MH. Dr Naidoo stated that Orthopaedics would require 4 more sessions (2 at MH and 2

at HBH) due to the SMO Orthopaedics who should be due to start in approximately 6 weeks time.

→Jenne Oram prefers any ortho sessions to be at the beginning of the week so that physio's have time to mobilise patients before the next operating session and weekend. There are problems at the moment with regards to staff shortage in physiotherapy. Unable to recruit.

→Dr Meijer stated that the Anaesthetic Department is able to adequately cover the session with the 4 available anaesthetists (2 each site)

→Dr Ludwig would like to have the Gynae sessions changed from 1:4 to 2:4 and for a session to be held on Wednesday morning HBH not MH and Thursday morning HBH to MH. Kris stated that this was not possible to fit the request in due to the guidelines.

- Dr Pillay asked if the clinicians cannot negotiate between each other as to when sessions are held if they are not suitable. Dr Hanelt responded that this works well in theory but when the clinicians have had the opportunity in the past there were too many arguments and nothing was settled.
- Dr Hanelt stated that the session allocations need to be sorted as soon as possible and then clinic sessions are to fit around the theatre sessions.

ACTION – Kris Campbell and Dale Irwin to finalise theatre allocations for the District and send to Dr Hanelt by 18.05.02.

- There were several disagreements as to when the emergency theatre session should be held at MH. After lengthy discussions, it was decided that the emergency session at MH should run from 12.30pm.
- Theresa Winston indicated that bed management would have to be addressed in relation to the orthopaedic sessions. Kris stated that the sessions should be able to be manipulated so that they are early in the week.

3.2 Waiting List and Theatre Management Utilisation Document

- All suggestions from the previous meeting have been incorporated into the document. Any further suggestions are to be emailed to Dr Hanelt by Friday 10th May 2002 so that the document can be signed off in the next meeting.

4.0 NEW BUSSINESS

4.1 Clinic Sessions

- Held over until the theatre allocations are sorted.

4.2 Terms of Reference

- Many members indicated that they had not received or read a copy of the Terms of Reference for the Surgical Advisory Committee. Dr Hanelt indicated that he would arrange for copies to be sent to each member and asked that each member read the document for the next meeting.
- The District Manager has indicated that the management of services should be driven by clinicians and not management.
- The Terms of Reference looks at quality, finance, staffing, networking and changes in departments

ACTION – Terry to email a copy of the Terms of Reference to each member.

5.0 GENERAL BUSINESS

5.1 Date for Meeting

- It was indicated that a suitable day and time to be set for a regular meeting every month. After discussion, the 1st Wednesday of each month at 12.00pm was decided.

The meeting closed at 1300 hours.

6.0 NEXT MEETING

Date: Wednesday 5th June 2002
Time: 12.00pm
Venue: Conference Room

..... / /
Confirmed / Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WENESDAY 3rd July 2002 IN THE
MATERNITY GROUP ROOM STAFF DEVELOPMENT HBH**

PRESENT:

Dr Terry Hanelt	Director of Medical Services
Jenne Oram	Officer in Charge – Physiotherapy
Anne Spring	Elective Surgery Co-ordinator
Theresa Winston	NPC – Surgical Unit HBH
Dale Irwin	NPC – Theatre MH
Dr Pillay	Director of Surgery
Georgina Hodgkinson	NPC – Accident and Emergency MH
Carmel Crotty	NPC Surgical Unit MH
Karen Champion	NPC Accident and Emergency HBH
Kris Campbell	NPC Perioperative Unit HBH
Anne Celkalis	Community Health

IN ATTENDANCE:

Carita Sellers	Executive Support Officer - Medical
----------------	-------------------------------------

1.0 APOLOGIES:

Dr Morgan Naidoo	A/Director of Orthopaedics FC
Dr Padayachey	A/Medical Superintendent MH
Dr Gerry Meijer	Director of Anaesthetics/ICU FC
Dr Dirk Ludwig	Director of Obstetrics/Gynaecology
Dr Polbert Diaz	Staff Specialist – Surgery

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.10pm.

Amendment to Minutes – Present

Debbie Zwar attended in place of Theresa Winston at the last meeting.

3.0 BUSSINESS ARISING

3.1 Finalisation and Implementation of Theatre/Clinic Sessions

3.2 Waiting List and Theatre Management Utilisation Document

- Dr Hanelt indicated that he had not received any further changes via email for the above document.

- Jenne Oram asked if there could be a process document to notify Physiotherapy when there is a variance in sessions that may impact on their services
- New section to be added to the document about notification of leave by medical staff

3.3 *Terms of Reference*

- No changes were recommend by the committee

4.0 **NEW BUSSINESS**

4.1 *Reorganisation of Specialist Clinics*

- Dr Hanelt stated that Surgery and Obstetrics/Gynaecology in particular need to sort out if the allocated theatre sessions clash with their current Specialist Clinic sessions
- Dr Pillay and Dr Dirk Ludwig to contact Karen Champion and Georgina Hodgkinson when they know what changes have to be made.
- It was suggested that Margaret Clark – HBH clinics and Nola Pope MH clinics be invited to sit on a sub-committee for the reorganisation of clinics
- Reorganisation of clinics is to be finalised by the next meeting
- Once the theatre and clinic reorganisation has been completed, Dr Hanelt indicated that the District Manager needs to have a positive strategy in place for publishing what services are available at each hospital and when.

ACTION Dr Pillay/Dr Ludwig to contact Karen and Georgina to organise a meeting to discuss impact of the theatre sessions on Specialist Clinics and make any changes necessary

Meeting closed at 1300 hours

6.0 **NEXT MEETING**

Date: Wednesday 3rd July 2002

Time: 12.00pm

Venue: Maternity Group Room

..... / /
Confirmed / Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON TUESDAY 9 JULY 2002 IN THE
CONFERENCE ROOM STAFF DEVELOPMENT HBH**

PRESENT:

Dr Terry Hanelt	Director of Medical Services
Jenne Oram	Officer in Charge – Physiotherapy
Kris Campbell	NPC – Perioperative Unit
Anne Spring	Elective Surgery Co-ordinator
Theresa Winston	NPC – Surgical Unit HBH
Dale Irwin	NPC – Theatre MH
Dr Pillay	Director of Surgery
Georgina Hodgkinson	NPC – Accident and Emergency MH
Carmel Crotty	NPC Surgical Unit MH
Karen Champion	NPC Accident and Emergency HBH
Anne Cekulis	Community Health Representative

IN ATTENDANCE:

Carita Sellers	Executive Support Officer - Medical
----------------	-------------------------------------

1.0 APOLOGIES:

Dr Padayachey	A/Medical Superintendent MH
Dr Morgan Naidoo	Staff Specialist Orthopaedics
Dr Dirk Ludwig	Director of Obstetrics/Gynaecology
Dr Russell Milkins	Staff Specialist Surgery
Dr Polbert Diaz	SMO Surgery

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.10pm.

Amendment to the Previous Minutes

Deb Zwar – A/NPC Surgical Unit HBH attended in place of Theresa Winston who was on leave.

The minutes of the previous meeting are confirmed as a true and correct record of that meeting.

3.0 BUSSINESS ARISING

3.1 Finalisation and Implementation Date of Theatre/Clinic Sessions

Theatre Management Committee meeting was held on the 26.06.02. Dr Pillay stated that at the meeting it was decided by the members that the proposed theatre sessions would only work if the following 5 principles were adopted

1. Sessions to be trialed for 6 months as problems are expected to arise

2. Acknowledgment from Administration that there will be problems and to accept solutions from the committee for these problems. Additional resources may be required to help with the implementation and the committee would like the Executive to purchase. Also education of the public as to the changes happening within the Health Service is the responsibility of the Executive.
3. Both hospitals need to recognise that this is an “area of service” and having an extra session at either HBH or MH is irrelevant in the overall plan.
4. 22nd July implementation date – this fits in with both nursing and anaesthetic rostering
- 5 Adopting the sessions as they stand will have the least disruption to the Specialist Clinic sessions.

Dr Hanelt invited comments from the Surgical MAG committee.

- Jenne Oram asked what resources might be required. Dr Pillay gave examples of when doctors are on leave that a locum needs to be recruited. Also equipment may have to be purchased if clinics times between departments double up and the same piece of equipment is required by both.
- Karen Champion stated that the Orthopaedic Clinics at HBH need to be looked at due to the fact that the Consultant, SMO, PHO all have a session running together – this will be a drain on resources and rooms in the clinics at HBH. Dr Pillay pointed out that this was a problem that Orthopaedics needed to sort out.
- Georgina Hodgkinson stated that the GP Clinic at MH was due to close in August and they would have rooms available if HBH required them for clinic sessions.
- Jenne Oram asked about a Hand Clinic at HBH. Terry Hanelt stated that he did not want to duplicate clinics but it was not appropriate to discuss, as Dr Naidoo was not present. It was suggested that Frank Mogor, Jenne Oram and Dr Naidoo discuss this issue.

ACTION – Dr Naidoo, Jenne Oram and Frank Mogor to meet and discuss issue.

Dr Pillay proposed that the Theatre Session Allocations be accepted by the committee. Kris Campbell seconded the motion. All MAG members agreed.

Dr Pillay thanked everyone that was involved in the process for their efforts.

4.0 NEW BUSSINESS

4.1 *Bed Management*

- Issue was raised as to how we are going to manage the beds with regards to the theatre cases. The session allocations will create problems. Are we able to cancel elective surgery cases and who is going to make this decision?
- Mechanism needs to be in place for when there are not enough beds for planned admissions. Dr Hanelt pointed out that there is a policy covering Admissions and Discharges but this may need to be changed. It was also pointed out that depending on the type of operation the patient is having is dependent on when the decision can be made to cancel or not. Kris Campbell stated that she would prefer a day to day management with the decision made in the morning. Dale Erwin-Jones stated that herself, Carmel Crotty and the Nurse Manager will be meeting daily but pointed out that it will be easier at MH due to mainly being elective surgery cases. Kris pointed out that patients are currently being told that due to the winter season, their elective cases may be cancelled due to bed shortages.

- Theresa Winston brought up the subject of discharge planning. It is becoming a real issue and the doctors and pharmacy need to start cooperating with timeframes. Dale Erwin-Jones made a couple of suggestions – having a ‘discharge patient lounge’ whereby the patients wait until they are discharged and a 4 hour rule whereby the NM has 4 hours to find an admission a bed whether it be in MH or HBH. TH stated that it would be easier to shuffle patients between hospitals than theatre cases but then this brings into play the transferring of patient’s problems. Delays will be experienced when transferring patients by ambulance. It was pointed out that this may be a drain on nursing staff but Kris Campbell stated that the ambulance service is not requiring an escort for each patient at the present moment.
- Patients are to go on both waiting list and to be given a choice to have their operations done at the site that can perform the operation the quickest. It was questioned that if the patient refuses to have their operation perform ie at MH because they prefer to have their operation at HBH, then they stay on the list at the site that they are currently on. If they are a Category One patient and they refuse to have their operation at the site given, then they are “not ready for care”.
- TH pointed out that the staff need to be educated as to why the changes are happening so they will be able to answer any questions from the public. The MAG committee decided that it is up to the District Manager to inform the public as to the changes that are being made.
- Anne Spring is going to audit the waiting lists at both Maryborough and Hervey Bay. This will take around 6 weeks before most of the letters will be returned. Audit letter is to include an addendum from the DM regarding what services are available at both sites and that one site may be able to perform their required operation sooner. The audit letter will also include a tick box for the patient to indicate if they wish to have their operation at MH, HBH or either site.

ACTION

1. *Day to Day Bed Management – Theresa Winston and Carmel Crotty to meet to discuss changes to the Admission and Discharge Policy and bring recommendations to the next meeting.*
2. *Interhospital Transfers – problem for the District Manager to sort out. ? how are patients to be transferred when there are no empty beds at HBH but beds sitting at MH vacant.*
3. *Anne Spring to audit the Waiting List*
4. *District Manager to include an addendum with the audit letter as to what services are being offered at both sites.*
5. *District Manager to organise for the publication of the changes to keep the public informed of changes in services provided.*
6. *Staff to be educated at both sites of the changes*

The meeting closed at 1300 hours.

6.0 NEXT MEETING

Date: Wednesday 7th August 2002
Time: 12.00pm
Venue: Maternity Group Room

..... / /
Confirmed / Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WEDNESDAY 7 AUGUST 2002 IN THE
MATERNITY GROUP ROOM, HERVEY BAY HOSPITAL**

PRESENT:

Dr Terry Hanelt	Director of Medical Services
Dr Padayachey	A/Medical Superintendent MH
Dr Dirk Ludwig	Director of Obstetrics/Gynaecology
Dr Morgan Naidoo	A/Director of Orthopaedics
Jenne Oram	Officer in Charge – Physiotherapy
Theresa Winston	NPC – Surgical Unit HBH
Dale Irwin	NPC – Theatre MH
Georgina Hodgkinson	NPC – Accident and Emergency MH
Carmel Crotty	NPC Surgical Unit MH
Deb Zwar	A/NPC Surgical Unit - HBH
Anne Spring	Elective Surgery Co-ordinator

IN ATTENDANCE:

Briony Walter	Administrative Officer - HBH
---------------	------------------------------

1.0 APOLOGIES:

Dr Russell Milkins	Staff Specialist Surgery
Dr Polbert Diaz	SMO Surgery
Kris Campbell	NPC – Perioperative Unit
Dr Pillay	Director of Surgery
Karen Champion	NPC Accident and Emergency HBH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.20pm.

Amendment to the Previous Minutes

- Nil
- The minutes of the previous meeting are confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission & Discharge Policy

- Copy of old Admission & Discharge Policy has been located. This issue will be deferred until the next meeting to be held in September.

3.2 Hand Clinic at Hervey Bay Hospital

- Have not met yet due to schedules. Will speak to Dr Naidoo after Surgical Services MAG.

3.3 Interhospital Transfers

- It was advised that a letter has been forwarded to the District Manager with no response received as yet.

3.4 Audit of Waiting List

- Audit has been completed. It was suggested that the results have indicated that the wording of letter could have been better to receive a more accurate response.
- District Manager should approach the media to get the correct information to the public. It was advised that this issue had been forwarded to Mike Allsopp. Possible Media Release for the FCHSD. All doctors work at both sites etc.

3.5 Addendum to Audit Letter

- No further action.

3.6 Publication of Changes to Keep Public Informed

- Media Release very poor 8 minutes taped by local news with only 1 minute shown stating that services will be lost from Maryborough Hospital. District Manager asked for a retraction.
- Terry to suggest a paid advertisement to District Manager.
- It was suggested that a one page handout be drafted outlining where their procedure could be undertaken. This should be given to client when first referred for surgery.

Outcome: *Dr Naidoo and Ann Spring to draft a one page A4 handout outlining district service to ensure patients aware that they might not have their procedure undertaken at their preferred hospital etc.*

4.0 NEW BUSINESS

4.1 Ophthalmology Waiting List

- Terry briefed group of the situation of Ophthalmology Waiting List for FCHSD.
- Medical Board has changed Zannes registration. Medical Board then cancelled Zannes registration on Monday 5 August 2002. Terry advised that after lengthy discussions with the Medical Board along with Central Zone Executives it has been decided that Zanne will be reinstated as of 12 midnight tonight 7 August 2002.
- Hundreds of people with referrals and inadequate medical staff to treat these patients. Terry spoke of accepting referrals knowing that these people will never be seen as unacceptable practice. GP's need to be informed of situation and asked to refer elsewhere. Terry suggested we close ophthalmology books.
- **Possibilities for Providing Ophthalmology Services were discussed.**
 - Possibility of finding PHO interested in ophthalmology to conduct some clinic sessions (Dr Arno Pienaar did this while employed by FCHSD).
 - Split position with Ophthalmology and another clinical area.
 - Overseas trained doctors to work as an assistant to consultant.
 - Nurse Specialist to do reviews where possible.
 - Terry advised it would be worth investigating alternate models of care for providing this service within FCHSD.
 - Dr Naidoo suggested contacting RBH/PA to see whether a Senior Registrar would be interested in conducting some sessions.
- Terry advised he will put some of these options to the District Manager to determine whether any of these options are viable for the FCHSD.

4.2 Anaesthetic Cover for FCHSD

- Attendees were asked for suggestions to aid the compilation of draft Business Rules for when the District experiences shortages in anaesthetic coverage. How do we decide which lists will be conducted and which will not ?
- Ann Spring advised that with assistance from Dr Peter Harvey this has been determined up to September 2002.
- Ophthalmology Theatre List will go ahead regardless - top priority.
- Ophthalmology, Orthopaedic and most Gynaecology sessions will go ahead. It was asked whether this provides any problems long term. Ann advised that no problems were experienced at the moment due to staff on leave.
- Dr Naidoo stated that if this was going to be a recurrent problem this must be seen to be non-discriminatory.

Outcome: *Terry to draft Business Rules for management of waiting list surgical sessions when anaesthetic coverage shortages occur.*

4.3 Clinical Audit

- Terry advised that Clinical Audit people will be visiting the FCHSD. The information derived from these audits will be useful for the FCHSD.

5.0 AROUND THE TABLE

5.1 Jenne Oram – Physiotherapist in Charge

- Fraser Coast has received another Physiotherapist resignation.
- Jenne listed some proposed changes to the Physiotherapy Department within FCHSD.
- Issues with Orthopaedics Department will be addressed with Dr Naidoo.

5.2 Dale Irwin – NPC Theatre – MBH

- Dale advised that at the Theatre Review Committee it was suggested that the trial of proposed theatre sessions be extended longer than original term.
- New consent form was also raised as an issue. Some staff are not happy to use these forms. Dale advised that she would like to visit the Ipswich Hospital to see what effect the implementation of this new form has had. Dr Naidoo said that Carol Mitchell has previous experience in this issue.
- Theresa asked why we were reviewing a form that Queensland Health have just reviewed?
- Dirk commented that the problems that were raised at the Sub-Committee was HOW it would be introduced to the FCHSD. Implementation will need to have a district focus.

5.3 Dr Naidoo – A/Director of Orthopaedics - FCHSD

- A Hand Clinic has commenced at Hervey Bay Hospital. Patients will be booked and seen in clinics fairly quickly.

Discussion relating to the Proposed Theatre Sessions Trial

- Terry stated that Consultants will have to provide reasons for electing not to perform surgery at both sites.
- Dr Naidoo expressed professional concerns regarding informing a colleague what he can and can't do.
- It would be the anaesthetist who will determine as per ASA Guidelines whether they will provide anaesthetic for a procedure or not.
- Dr Naidoo raised concern from a medico-legal point of view that we could be compromising a doctors competence.

- Dr Ludwig spoke of leaving decision up to surgeon “I would like to see this person post-operatively” etc at eg. Hervey Bay Hospital.
- Dale advised that at the Sub-Committee it was decided that Department Heads would devise guidelines for each department.
- Terry advised that he supported the decision that the trial period be open-ended.
- There will be problems with orthopaedic theatre sessions scheduled at the moment. There will be problems concerning equipment. Terry advised he thought that Central Zone would have a problem with purchasing equipment during a trial period.

Discussion Concerning Medical Staffing - FCHSD

- Dr Padayachey raised problem of having no RMO in MBH. Dr Akbar Ali will be sent to work at MBH.
- Terry advised that at times there will be RMO shortages and anaesthetic shortages. All medical Officers to check rosters for gaps in medical staff coverage.
- Dr Naidoo advised that medical staff need to be willing to help out in other areas when they needed.
- Terry has made all medical staff aware of what is expected of them in these instances.

The meeting closed at 1330 hours.

6.0 NEXT MEETING

Date: Wednesday September 2002
Time: 12.00pm
Venue: Maternity Group Room

..... / /
Confirmed / Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WEDNESDAY 4 SEPTEMBER 2002 IN THE
MATERNITY GROUP ROOM, HERVEY BAY HOSPITAL**

PRESENT:

Paula Dale	A/Elective Surgery Co-ordinator Fraser Coast
Kris Campbell	NPC – Day Surgery Unit HBH
Deb Zwar	A/NPC – Surgical Unit HBH
Karen Champion	NPC – Accident and Emergency HBH
Morgan Naidoo	Director of Orthopaedics
Terry Hanelt	Director of Medical Services
Dirk Ludwig	Director of Obs/Gynae
Ann Spring	Elective Surgery Co-ordinator Fraser Coast
Ann Cekulis	Community Health Representative

IN ATTENDANCE:

Carita Sellers	Executive Support Officer - HBH
----------------	---------------------------------

1.0 APOLOGIES:

Dr Gerry Meijer	Director Anaesthetics
Carmel Crotty	NPC – General Ward MH
Georgina Hodgkinson	NPC – Accident and Emergency MH
Dr Padayachey	A/Medical Superintendent MH
Theresa Winston	NPC – Surgical Unit HBH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.10pm.

The minutes of the previous meeting are confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Defer to next meeting

3.2 Hand Clinic

- Has been scheduled for Friday mornings. Start date yet to be decided.
ACTION - Dr Morgan Naidoo to notify Physiotherapy and Occupation Therapy Departments of start date

3.3 Interhospital Transfer

- Defer to next meeting. A meeting is to be held between the Queensland Ambulance Service and District Manager.

3.4 Publication of Changes to Keep Public Informed

- Dr Naidoo and Ann Spring have reviewed the front page of the Waiting List letter and advised that it holds adequate information. There is also a “tick and flick” box for patients to nominate Maryborough or Hervey Bay as the preferred site.
- If a patient is Category One, Anne stated that she contacts that patient with the first available date whether it be at Hervey Bay or Maryborough. If the patient still states that they wish to have their operations at their preferred site, Anne explains to the patient that they are not “ready for care”.
- Dr Naidoo stated that he explains to his patients that they could be treated quicker if they are not fussy as to which location their operation is performed.
- Dr Ludwig indicated that the Gynaecology doctors discuss site of surgery with their patients.

3.5 Ophthalmology Services

- After negotiations with the Medical Board, Dr Zanne Louw’s status is now appropriate. Dr Hanelt stated that he has not had a chance to look at the ophthalmology bookings due to work commitments in the A&E Department MH for the last few weeks.

3.6 Anaesthetic Cover for FCHSD

- Business Rules have not yet been drafted
- Changes are to be negotiated for the lists

To be deferred until Dr Terry Hanelt returns from Annual Leave

4.0 NEW BUSINESS

4.1 Consent – Elective Surgery (copy of policy attached to minutes)

- Queensland Health policy now available
- States that we should be using the attached forms
- Consent is valid legally for 12 months
- Should be obtained ASAP as soon as the procedure is discussed. This is already happening within Fraser Coast for endoscopies, colposcopies and open access procedures
- Informed Consent should be carried out by the Senior Doctor

Problem

- Dr Morgan Naidoo that due to the long list for theatre the consent that was obtained after the operation was discussed at consultation may not be valid when the time comes to perform the operation. This was discussed and it was decided that consent could be obtained during PAC.
- Consent cannot be obtained in theatre. Dr Russell Milkins pointed out that this presents a problem with surgical patients as patients have arrived in theatre without consent. Dr Hanelt stated that no matter how many checks are in place, a small number will always get through
- Dale Erwin-Jones indicated that she had spoken with Avis McDonald – Project Officer regarding informed consent. Corporate Office would like the system to be implemented in all districts by 2003. Ms McDonald stated that she would be willing to come and talk the document through if we are interested. There is also a video available that could be run in clinics explaining to patients what informed consent is all about. Any feedback is welcomed about the consent process and currently the consent forms are constantly changing due to suggestions.

- Dr Hanelt stated that an Audit of Compliance to be completed. This is so Corporate Office can measure who and who isn't using the procedure.
- Dr Hanelt questioned if the forms are not used, will the doctors be indemnified against any complications.
- Dr Ludwig pointed out that if the forms are constantly changing at the present moment, the forms are going to have to be printed off of QHEPS each time they are needed. Computer access needs to be looked at in the clinic areas for both hospitals. It was discussed that the administration staff has access to QHEPS and could download the forms as needed.

**ACTION – Carita Sellers to email Informed Consent site to all MAG members.
Members to review documentation and bring any problems back to the next meeting.**

5.0 *AROUND THE TABLE*

5.1 *Anne Cekulis*

- Orthopaedic patients who are discharged from MH do not seem to have followup appts.
- After discussions, it was noted that there may be a communication problem between theatre, surgical ward and clinics at MH.
- Dr Naidoo stated that the ward clerks at HBH have access to Appointment Scheduling and make followup appts for the patients. Paula stated that MH clinic administration staff objected to this.
- Process at MH needs to be streamlined.

**ACTION – Dale to speak with Carmel Crotty regarding followup appts.
Dr Hanelt to speak with Barbara Dwyer – Clinical Support Services regarding MH ward clerks using appt scheduling.**

5.2 *Frank Mogor – Occupational Therapy (via Terry Hanelt)*

- Dr Hanelt indicated that Frank had been to see him with regards to limited notification that his department is receiving regarding patients who are booked for joint replacements. Frank stated that they do not have enough time to properly access the patients for any requirements/modifications that may be needed at their place of residence. Dr Hanelt stated that the situation needs to be reviewed so that a reasonable level of care can be provided. Occ Therapy and Physiotherapy have indicated that they can have a staff member available to attend PAC to speak to the patients if they are notified in advanced.

ACTION – Dr Morgan Naidoo and Ann Spring to sort out notification problem

5.3 *Dirk Ludwig*

- Queried how he could obtain a copy of the operation summary from MH.
- Discussion held regarding various options
- Dr Milkins stated that he always receives chart from MH for all his patients' appts. This way, if he feels that any information from the MH chart should be in the HBH, he has it photocopied and placed in the chart.

5.4 *Dale Erwin-Jones*

- Queried whether the paperwork for patient care should be uniform across the district.
- Kris Campbell replied that all forms that have been implemented can be used across both sites. Forms have a tick both to indicate whether MH or HBH
- Dr Hanelt stated that it would be advantageous to have identical forms on both sites to save confusion

5.5 Kris Campbell - Anaesthetic Cover

- Dr Hanelt indicated that he supports reducing elective surgery sessions to 5 hrs to allow for emergencies from 2.00pm
- Staff are becoming frayed. This may also allow for rest periods for staff.
- Changes in elective surgery sessions may have some impact on clinics held.
- Dales Erwin-Jones offered MH theatre time and staff if we can utilise
- Questions were raised as to which consultants/anaesthetist would be having leave around the Xmas/New Year break. It was decided that Carita would draft and send out a letter requesting leave dates for all consultants.

ACTION – Kris Campbell to put together a proposal and send out to all concerned staff

ACTION – Dale, Kris and Peter Harvey to meet and talk about accessing MH theatre time if needed.

ACTION – Carita Sellers to send out letter to all Consultants asking for intending annual leave for the Xmas/New Year Break. Dates are to be in by the end of October. The letter is to state that any leave requested after this date may not be approved.

6.0 NEXT MEETING

Date: Wednesday 2nd October 2002
Time: 12.00pm
Venue: Maternity Group Room

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WEDNESDAY 9th OCTOBER 2002 IN THE
MATERNITY GROUP ROOM, HERVEY BAY HOSPITAL**

PRESENT:

Susan O'Dwyer	A/Director of Medical Services
Paula Dale	A/Elective Surgery Co-ordinator Fraser Coast
Kris Campbell	NPC – Day Surgery Unit HBH (chairperson)
Karen Champion	NPC – Accident and Emergency HBH
Carmel Crotty	NPC – General Ward MH
Dirk Ludwig	Director of Obs/Gynae
Jenni Oram	Director of Physiotherapy
Ann Cekulis	Community Health Representative
Dr Gerry Meijer	Director Anaesthetics
Wendy Luckerbauer	A/elective Surgery Co-ordinator Fraser Coast
Dale Erwin-Jones	NPC – Theatre Maryborough
Morgan Naidoo	Director of Orthopaedics
Russell Milkins	A/Director of Surgery

IN ATTENDANCE:

Carol Guy	Administration Officer - HBH
-----------	------------------------------

1.0 APOLOGIES:

Ann Spring	Elective Surgery Co-ordinator Fraser Coast
Georgina Hodgkinson	NPC – Accident and Emergency MH
Dr Padayachey	A/Medical Superintendent MH
Theresa Winston	NPC – Surgical Unit HBH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.10pm.

It was moved by Dale Erwin-Jones and seconded by Dr Morgan Naidoo that the minutes of the previous meeting are confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Hand Clinic

- Jenne Oram advised that there is still no start date for the hand clinic and it is still being pursued. Jenne is not sure of the hold up.

3.2 Admission and Discharge Policy

- Carmel Crotty advised that they are still working on the admission and discharge policy.

3.3 Joint Replacement (Frank Mogor)

Frank Mogor absent from the meeting. To be discussed next meeting.

3.4 Anaesthetic Cover

- Discussion on what Anaesthetic Cover will be available. Susan O'Dwyer stated that they are looking into this.
- Interhospital transfers Mike Allsop has spoken to Trevor Simpson on what is going on with Maternity Services, with transfers between both sites. The problem being patients being sent to Maryborough and are not ready to return by 3pm to Hervey Bay Hospital and these turn into emergency overtime.
- Ophthalmology problem regarding Dr Zanne Louw's registration has now been resolved

4.0 NEW BUSINESS

4.1 Reallocation of General Surgery Lists

- Jack O'Donoghue has resigned.
- Surgery list at MH currently has numerous "holes" and this is making it difficult to organise anaesthetic cover. Dr Meijer has requested the assistance of the Surg MAG to try and resolve this matter. It was also suggested that not having a Director of Surgery is contributing to the matter.
- Dr Milkins pointed out the inbuilt inefficiencies in the current session allocation.
- Dr Susan O'Dwyer advised that Mike Allsop and herself are now looking at the second candidate next Friday for the position of Director of Surgery. Susan has also spoken to Locum Geoff Delacy he said that he would be available for some locum work in the future.
- It was discussed that a Surgical review meeting be held to sort out the theatre lists.
- Kris and Dale to meet to discuss theatre sessions, e-mail to be sent out to Surgeons.
- Discussion on booking for the orthopaedic lists. Bookings are done six weeks ahead for joints. Problems being experienced are patients are either unfit once they go to pre admission clinic or not enough Physiotherapy cover. PAC lists patients ready for surgery but then it breaks down. Jenne Oram stated that there is enough Physio cover for inpatients only.
- Geoff Dawson is currently developing a prosthetic budget which will determine the number of joint replacements performed.
- The problem is patients are electing to come to hospital as public patients when they have private cover. This *is being* addressed. It was pointed out that the patient ultimately has the right to choose if they wish to go public or private.
- Dr Naidoo pointed out that that joints take up 2/3 of the operating list. The time slot left is not big enough to fill, as there is not enough small cases on waiting lists for this to be utilised.
- Paula Dale stated that there are not enough small procedures to fill up lists.
- Ortho PHO at HBH finishes in November.

ACTION – Kris Campbell and Dale Erwin-Jones to meet to discuss theatre sessions.

4.2 Reallocation of Dr Mullen's List

- Morgan spoke of the problems with Sean Mullen's doing elective surgery on the weekends. This includes physio cover, unfair to operate on elective surgery patient and they not are available for followup care.
- Orthopaedic Department is currently looking after Dr Mullen's clinics.
- It was questioned whether Dr Mullen is on indefinite leave. Morgan replied that he is not available for weekday sessions but will participate in the after hours on-call roster. Trial only.

- Dr Naidoo has looked at Dr Mullen's remaining lists and has allocated to Dr Krishna procedures that he is able to perform.

5.0 AROUND THE TABLE

5.1 Christmas Closures – Kris Campbell

- Discussion on activity levels over Christmas. Gerry stated that there would be enough Anaes cover for that period. Dale stated that they could accommodate 1 theatre 2 weeks at Christmas time.
- Kris asked that we find out who will be available over Christmas, as they would like to do as many electives as possible.
- Dr Milkins will be available over the Christmas break and has requested that the 4 theatres at HBH be utilised.

Leave Booked – Consultants/SMO's

- Polbert Diaz - 22nd Dec to 29th Dec
- Dr Krishna - 7th December to 14th December.
- Dr Naidoo - 15th December for a week.
- Dr Ludwig - mid December
- Dr Nair - January
- Peter Harvey has put in leave 3 weeks at Christmas.

5.2 Bed Management – Kris Campbell

- There has been an increase in emergency cases at Hervey Bay Hospital. Elective procedures are being to be cancelled, as there are no beds available.
- Kris spoke of a Model, which was used in other States, which basically holds beds for elective patients. These beds are held as 4 quarantine beds. We already have 4 beds available for this use but they are scattered around the hospital. These bed are not available for emergency cases only for designated elective pt. Already occupying this many beds but they will be kept filled for the week they are the elective surgery beds, it would mean that structuring the theatre lists. This would alleviate the problem of patients being cancelled because of no beds. It would make it easier for bookings. It was discussed that Bed Management needed to be looked at. Needs further investigation.

5.3 Consent – Dale Erwin - Jones

- Dale would like to tabled Consent – A District Approach. Her recommendations basically are that we either wait for funding for a project officer, as no mass funding is available at the present moment. It was discussed that funding may be available through the Clinicians Network. Submission to Clinics Network Project manager suggested that all that could be offered was one persons wage for one month. It was discuss that the project officer would need to be funded for more than one month for the project to work. An expression of interest regarding funding to be sent CDP.
- Consent documents currently condensed down from 290 to 260.

The meeting closed 1315pm

6.0 NEXT MEETING

Date: Wednesday 6th November 2002
Time: 12.00pm
Venue: Maternity Group Room

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WEDNESDAY 6th November 2002 IN THE
MATERNITY GROUP ROOM, HERVEY BAY HOSPITAL**

PRESENT:

Karen Champion	NPC – Accident and Emergency HBH
Carmel Crotty	NPC – General Ward MH
Jenni Oram	Director of Physiotherapy
Dr Gerry Meijer	Director Anaesthetics
Dale Erwin-Jones	NPC – Theatre Maryborough
Morgan Naidoo	Director of Orthopaedics
Russell Milkins	A/Director of Surgery
Theresa Winston	NPC – Surgical Unit HBH
Georgina Hodgkinson	NPC – Accident and Emergency MH
Anne Spring	Waiting List Co-ordinator FC

IN ATTENDANCE:

Carita Sellers	Executive Support Officer - HBH
----------------	---------------------------------

1.0 APOLOGIES:

Dr Padayachey	A/Medical Superintendent MH
Anne Cekulis	Community Health Representative
Kris Campbell	NPC – Perioperative Unit

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.15pm.

Amendments to the Minutes

- *Georgina Hodgkinson attended the last meeting*
- *Email received from Dr Russell Milkins regarding his comments re Christmas Period. Minutes to item 5.1 are to be amended to*

“Given acute surgery is performed at HBH, then canvas of available personal be made and offering elective availability accordingly. As Dr Milkins is the only General Surgeon for the Christmas period any offer of sessions at MH is irrelevant.

Dr Milkins suggested that resources should thus be concentrated at HBH (unless other departments have the personnel to work split site.)”

It was moved by Dr Terry Hanelt and seconded by Dr Morgan Naidoo that the minutes of the previous meeting with the above changes are confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Hand Clinic

- Is being held every Wednesday at Hervey Bay Hospital from 11.00am to 1.00pm.

3.2 Admission and Discharge Policy

- Not yet completed due to Annual Leave of staff members involved.

3.3 Joint Replacement (Frank Mogor)

- Frank Mogor absent from the meeting. Jenne stated that the Occupational Therapist now have access to the information required and will be able to organise their groups.

3.4 Bed Management

- Kris absent - unable to comment
- It was pointed out that there was no problem at the present moment. Nurse Managers across the District are liaising every day regarding the number of beds available within the Health Service. This has been working well since its introduction.

4.0 NEW BUSINESS

4.1 Transfer of Patients - QAS

- Problems are being experienced at both hospitals regarding the transportation of patients in acute and non-acute situations by QAS.
- QAS are currently undertaking an audit regarding the transfer of patients within the District. QAS are stating that staff are overworked because of the extra transfers occurring because of bed management in the District. A copy of the Audit will be forwarded to Karen Champion – NPC AE HBH when completed.
- Problems that have been identified by health staff at both sites is the transporting of patients to the “closest facility” when they should be taken to the “appropriate” facility in an emergency situation.
- Sunshine Coast has offered their assistance with our dilemma as they have just resolved a very similar problem.
- Discussion held between the MAG members as to how the problem can be rectified.
 - Inform QAS of what we have available at what site and when
 - Ascertain the wording of their policy on the transportation of patients in an emergency.
 - Document our issues and concerns and take to the next Executive meeting and local QAS branch.

ACTION –

- 1. Dr Terry Hanelt to write a letter to the District Manager and table at the next Executive Meeting.***
- 2. Dr Terry Hanelt to contact the QAS to obtain a copy of their policy on the transportation of patients in an emergency.***

4.2 Theatre Sessions

- Concerns were raised at the last Surgical MAG meeting that the theatre allocations were not working. Kris and Dale reviewed the sessions and various scenarios were considered

but no real answers. It was discussed that the problem should be referred to the Surgical Review Meeting to re-evaluate.

- The Surgical MAG committee was also asked to consider what is “best practice” for our services. It was pointed out that guidelines are needed from each department as to what they are happy to perform at each site.
- The Anaesthetic Department needs to assess what patients they are comfortable to anaesthetise on each campus. This information will then allow for ease of evaluation of the theatre sessions.
- The committee has been asked to ponder what services can be performed at what site and if some services need to be “one site only”. This step is essential before the decision can be made as to what sessions can be accommodated at which site.
- It was discussed that Orthopaedics may be one area that could be site specific. The Surgical Review Committee has been asked to review the viability of having Orthopaedics at one site. The committee will also need to consider

1. How would we “free-up” beds at the site chosen
2. Impact on Physio, Occ Therapy
3. Whether we need a sensible split of Ortho services across both sites.

- As the Surgical Review Committee no longer has a chairperson due to the resignation of the Director of Surgery, Mike Allsopp has indicated that he would be willing to chair the committee until such notice.

ACTION

1. *Each speciality to gather data on what patients they would like to operate on at each site*
2. *Surgical Review Committee to review whether Orthopaedics should be performed at one site only*
3. *Mike Allsopp to chair the Surgical Review Committee until the appointment of the Director of Surgery.*

The meeting closed 1340pm

6.0 NEXT MEETING

Date: Wednesday 4th December 2002

Time: 12.00pm

Venue: Maternity Group Room

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WEDNESDAY 5th February 2003 IN THE
MATERNITY GROUP ROOM, HERVEY BAY HOSPITAL**

PRESENT:

Karen Champion	NPC – Accident and Emergency HBH
Carmel Crotty	NPC – General Ward MH
Jenne Oram	Director of Physiotherapy
Dr Peter Harvey	Staff Anaesthetist
Dale Erwin-Jones	NPC – Theatre Maryborough
Dr Polbert Diaz	SMO, Surgery
Dr Dirk Ludwig	Director of O&G
Dr Terry Hanelt	Director of Medical Services
Georgina Hodgkinson	NPC – Accident and Emergency MH
Ann Spring	Waiting List Co-ordinator FC
Ann Cekulis	Community Health Representative
Wendy Luckerbauer	Registered Nurse, Peri-operative Unit HBH.

IN ATTENDANCE:

1.0 APOLOGIES:

Dr Padayachey	A/Medical Superintendent MH
Kris Campbell	NPC – Peri-operative Unit
Dr Gerry Meijer	Director of Anaes/ICU
Dr Morgan Naidoo	Director of Orthopaedics
Theresa Winston	NPC – Surgical Unit HBH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.10pm.

Amendments to the Minutes

- *The second dot point under 4.1 should have read that a copy of the Audit regarding patient transfers would be forwarded to the District rather than to Karen Champion.*

The minutes of the previous meeting with the above changes were confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Not yet completed. Staff members still working on finalising document.

3.2 Transfer of Patients - QAS

- Dr Hanelt stated that a letter to the District Manager requesting clarification of the guidelines from the QAS and informing the QAS of our concerns had been done. A commitment was made to distribute this letter with the Minutes.

3.3 Theatre Sessions

- With a minor adjustment the proposed theatre sessions were approved.
- An implementation date of 3/03/2003 was set.
- The surgical departments were to determine list allocations within their Discipline.
- Necessary clinics alterations to be made with Dr Hanelt to drive that process.

4.0 NEW BUSINESS

4.1 Business Rules for Medical Staff leave.

- The rules were accepted as reasonable with the exception of a 12 month in advance planning.
- It was felt that it was reasonable to have a limit of 2 months notice unless a genuine emergency as 2 months would allow for time to try to find a locum and also be far enough in advance to prevent the need to cancel booked operations.

The meeting closed 1320pm

6.0 NEXT MEETING

Date: Wednesday 5th March 2003
Time: 12.00pm
Venue: Maternity Group Room, HBH

.....
Confirmed
Dr Terry Hanelt - Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WEDNESDAY 12 March 2003 IN THE
MATERNITY GROUP ROOM, HERVEY BAY HOSPITAL**

PRESENT:

Jenne Oram	Director of Physiotherapy
Dale Erwin-Jones	NPC – Theatre Maryborough
Dr Terry Hanelt	Director of Medical Services
Vicki Muller	A/NPC – Accident and Emergency MH
Ann Spring	Elective Surgery Co-ordinator FC
Ann Cekulis	Community Health Representative
Kris Campbell	NPC – Perioperative Uni HBH
Dr Morgan Naidoo	Director of Orthopaedics
Theresa Winston	NPC – Surgical Unit HBH
Dr Peter Harvey	Staff Anaesthetist ((part of meeting)

IN ATTENDANCE:

Carita Sellers	Executive Support Officer – Medical HBH
Rebecca West	Project Officer – Informed Consent FC

1.0 APOLOGIES:

Dr Padayachey	A/Medical Superintendent MH
Carmel Crotty	NPC – Surgical Unit MH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.10pm.

Amendment to Minutes – Business Rules for Medical Staff Leave

- *Rules were accepted by most MAG members with a couple of members objecting to the 12 month advanced planning.*

The minutes of the previous meeting with the above changes were confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Not yet completed. Staff members still working on finalising document.

3.2 Theatre Sessions

- New sessions have been running for a week
- Morgan Naidoo commented that the Emergency Theatre sessions at HBH cannot always run due to Anaesthetic numbers. Dr Naidoo has requested that the Anaesthetic Department communicate with other Units what staff they have available for theatre sessions.
- It was discussed that due to all sessions utilised at the present moment, there has been an increase in the number of patient presenting to the Pre-Admission

Clinics. We may need to consider additional nursing and anaesthetic hours for this clinic in the future.

- It was discussed that there needs to be consistency as to which patient's the anaesthetists wish to see in Pre-Admission Clinics. At the present moment, this varies between each anaesthetist

3.3 Business Rules for Medical Staff leave.

- It was discussed that the leave arrangements should be included in the Business Rules for Surgery.
- Ann Spring indicated that this was already the case but indicated it should be reviewed by all MAG members.
- Rules to be finalised at the next meeting after review of the Business Rules document.

ACTION – Carita Sellers to distribute to all clinicians a copy of the Business Rules for Surgery for clinicians to review and comment.

4.0 NEW BUSINESS

4.1 Informed Consent – Rebecca West Project Officer

- Ms West has been presenting inservices to all wards in the District and educating medical staff at their lunchtime meetings.
- New forms are starting to be used throughout the District. Any updated forms will be sent to Ms West via email and will be distributed to the relevant departments.
- Ms West has completed an audit on medical charts and the outcome was that only 5 charts did not have consent forms filed.

4.2 Joint Replacements

- Kris Campbell stated that HBH has only \$54,000 left for prosthetics this financial year and no money left for joint replacements.
- Dale Erwin Jones reported that they have enough money to perform one joint replacement per week until the end of the financial year.
- Dr Hanelt asked for views of the MAG members as to how the budget for the next financial year is to be distributed.
- After discussion, the following was decided
 - To have a District Prosthetic Budget.
 - Emergencies cases to come off the top of the budget.
 - The budget is to then be divided between Surgical, Gynae/Obs, Ophthalmology and Orthopaedics between both sites.

ACTION Dr Hanelt to prepare a proposal for the budget allocation for prosthetics and liaise with the Finance Committee on the preferred distribution of monies for the Prosthetic Budget.

- Dr Hanelt informed members that patients who are on the waiting list for joint replacements are able to be referred to another hospital

4.3 Risk Management

- Ann Cekulis is the Project Officer for Risk Management.
- Ms Cekulis informed MAG members that we need to schedule a training session, which will last for 2-3 hrs.

- After much discussion between members, it was decided to delay the training session until late April/early May. The preferred day to have the training was a Friday.

ACTION – Ann Cekulis to liaise with Ann Spring regarding date of training. Ann to cancel theatre sessions for the clinicians and Carita Sellers to cancel Specialist Clinic appts when the date has been finalised.

5.0 Around the Table

5.1 – Theresa Winston re Hospital in the Home

- Proposed to take one nursing staff offline for a period of one month to look at other facilities and the feasibility of the proposal.
- An application has been submitted through CDP
- Need to closely look at the financial implications

5.2 - Kris Campbell – Lead Lined Theatres

- Due to only having one lead lined theatre, patients on a number of occasions have had to be x-ray in an unlead lined theatre.

The meeting closed 1320pm

6.0 NEXT MEETING

Date: Wednesday 2nd April 2003
Time: 12.00pm
Venue: Maternity Group Room, HBH

.....
 Confirmed
 Dr Terry Hanelt - Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON WEDNESDAY 7 MAY 2003 IN THE
MATERNITY GROUP ROOM, HERVEY BAY HOSPITAL**

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Ann Spring	Elective Surgery Co-Ordinator Fraser Coast
Kris Campbell	NPC – Day Surgery Unit HBH
Karen Champion	NPC – Accident and Emergency HBH
Carmel Crotty	NPC – General Ward MH
Jenne Oram	Director of Physiotherapy
Ann Cekulis	Community Health Representative
Dr Gerry Meijer	Director Anaesthetics
Dale Erwin-Jones	NPC – Theatre Maryborough
Morgan Naidoo	Director of Orthopaedics
Dr Hank van Rooyen	Senior Medical Officer – Surgery
Dr Peter Harvey	Staff Specialist – Anaesthetics

IN ATTENDANCE

Carita Sellers	Executive Support Officer – Medical
----------------	-------------------------------------

1.0 APOLOGIES

Georgina Hodgkinson	NPC – Accident and Emergency MH
Dr Padayachey	A/Medical Superintendent MH
Dr Polbert Diaz	Senior Medical Officer - Surgery

2.0 CONFIRMATION OF MINUTES

The meeting opened at 12.20pm.

It was moved by Dale Erwin-Jones and seconded by Dr Morgan Naidoo that the minutes of the previous meeting are confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Dr Hanelt suggested that the interim policy be sent out to the Medical and Surgical MAGS's for comment whilst awaiting the final outcome of the Bed Management Policy.

3.2 Business Rules for Medical Staff Leave

- Standard five in the Business Rules for Surgical Services FCHSD was endorsed by all MAG members.

3.3 Risk Management Workshop

- Anne Cekulis reminded all members that the workshop is due to be held on 16 May 2003 at 0930 hours in the Maternity Group Room HBH

Action – Ann Spring and Carita Sellers to ensure that all clinic and theatre sessions are cancelled for this day.

4.0 NEW BUSINESS

4.1 Management of Fractured NOF's at Maryborough Hospital

- Issues with transferring patients with fractures from MH to HBH. Dr Morgan Naidoo raised Dr Paddy's concerns on his behalf.
- Dr Naidoo pointed out that if a patient is transferred to HBH for theatre they sometimes wait 3-4 days before they are operated on. Dr Paddy has indicated that he may be able to operate on some of these patients earlier if he has available theatre time at MH.

ACTION – Dr Paddy to liaise with Dale Erwin – NPC Theatre MH in regards to theatre time. If an anaesthetist and theatre are available, Dr Paddy to perform operation.

- Dr Morgan Naidoo suggested that if a Maryborough patient is sent down to HBH with a fractured NOF, we may be able to send back to MH for the recovery period. This will help to ease the bed situation at HBH.

4.2 Prosthetic Budget

- Extra money was allocated to the Fraser Coast during the recent election campaign for joints and eye surgery – patients have been booked.
- Theresa Winston commented that this has impacted on staff allocation in the Surgical Unit. Staffing budget has increased. It was suggested that some of the monies should be allocated to the Surgical Unit to cover the cost of extra staff required for patient care.
- Ann Spring commented that all the money has not yet been spent and there may be some left over for the surgical nursing. It was also pointed out the Allied Health were in the same position.
- Dr Naidoo indicated that he had already raised these points in a letter to the District Manager. A mechanism needs to be implemented whereby other departments are able to place a claim on money for costs involved when extra surgery is performed.
- Theresa Winston indicated that she raise this at the next finance meeting.

ACTION – Theresa Winston to raise at the next Finance Meeting that a mechanism is needed so department are able to place a claim on money for costs involved when extra surgery is performed.

4.3 Operating Theatre Review – Implementation Strategy

- Looked at the efficient utilisation of theatre time and how wasted time may be minimised.
- Dr Hanelt suggested we establish a Theatre Management Committee that comprises of the Elective Surgery Co-ordinator, NPC – Theatre (MH and HBH) and two clinicians.
- The purpose of this committee will be to drive the recommendations of the review
- Dr Hanelt stated that each person on the committee will have a portfolio to look after

- Dr Naidoo indicated that he did not agree with the composition of the committee. He felt that each Unit should be represented by their Director. If the Director of the Unit cannot attend the meeting, then a representative should attend.
- Both Ann Spring and Kris Campbell suggested a representative from a Unit be invited if their input is required for a particular matter.
- After discussion between members, it was decided that the committee will comprise of both NPC's of Theatre (MH/HBH), Elective Surgery Co-ordinator and a representative from Anaesthetics, Surgical, Orthopaedics and Obstetrics/Gynaecology.

5.0 **AROUND THE TABLE**

5.1 **Dale Erwin – NPC Theatre Maryborough Hospital**

- Suggested that the meeting be held at alternative sites
- Requested that we elect a vice chairperson to run the meeting if Dr Hanelt is unable to attend the monthly meetings.
- Dr Naidoo nominated Dr Gerry Meijers. Dr Meijers indicated that he was happy to take on this duty.

5.2 **Theresa Winston – NPC Surgical Unit Hervey Bay Hospital**

- Committee needs to look at what the short and long term goals of the committee - what is to be achieved.
- Dr Hanelt requested this to be added to the next agenda and urged all committee members to give this some thought before the next meeting.
- Funding for splints is running into the thousands. Would like one central funding point. At the moment, there are several sources of funding.
- Karen Champion indicated that the cost of the splints mainly comes off the Emergency/Specialist Clinics cost centre.
- Dr Hanelt indicated that there is a cost centre for Orthopaedic Aids if a patient is not eligible under MASS (Medical Aids Subsidy Scheme).

ACTION – Carita Sellers to track down Cost Centre for the next meeting.

ACTION – Theresa Winston and Dale Erwin to take concerns to the next Finance meeting regarding the costs centre for splints

The meeting closed 1320pm

6.0 **NEXT MEETING**

Date: Wednesday 4 June 2002
Time: 12.00pm
Venue: Maternity Group Room

.....
Confirmed
Dr Terry Hanelt - Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 4 JULY 2003 IN THE
LEVEL 2 CONFERENCE ROOM MARYBOROUGH HOSPITAL**

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Wendy Luckabauer	for Elective Surgery Co-Ordinator Fraser Coast
Karen Champion	NPC – Accident and Emergency HBH
Carmel Crotty	NPC – General Ward MH
Dale Erwin-Jones	NPC – Theatre Maryborough
Morgan Naidoo	Director of Orthopaedics
Dr Peter Harvey	Staff Specialist – Anaesthetics
Dr Lucky	A/Director of Surgery
Dr Padayachey	A/Medical Superintendent Maryborough Hospital

IN ATTENDANCE

Carita Sellers	Executive Support Officer – Medical
----------------	-------------------------------------

1.0 APOLOGIES

Georgina Hodgkinson	NPC – Accident and Emergency MH
Dr Polbert Diaz	Senior Medical Officer - Surgery
Kris Campbell	NPC Perioperative Unit HBH
Dr Gerry Meijer	Director of Anaesthetics FC
Jenne Oram	Director of Physiotherapy FC
Theresa Winston	NPC – Surgical Unit HBH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.10pm

The minutes of the previous meeting were confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- The interim policy is currently with Quality Management. The policy will be circulated in draft form for comments.

3.2 Cost Centre for Orthopaedic Aides

- 710131 for Hervey Bay Hospital
- Awaiting cost centre for Maryborough Hospital

3.3 Operating Theatre Review

- As part of the implementation of the Operating Theatre Review, the District formulated a Theatre Management Committee which comprises of both NPC – Perioperative Units, Elective Surgery Coordinator and a representative from each of the medical units
- Dale Erwin Jones (chairperson) reported that the committee is currently working through the recommendations of the review.
- We have already met recommendations one and two by setting up the committee and delegating points of accountability. Kris Campbell will be responsible for Emergency and Dale Erwin Jones Elective Surgery.

- 2 recommendations will be reviewed at each meeting.
- The committee will also be reviewing the utilisation of theatres and developing a set of indicators.
- Mitchell Price is currently developing a tool to extract data relating to theatre utilisation. The data may have to be pulled manually at first.
- Dale Erwin Jones, Kris Campbell and Ann Spring will also reviewing the Pre Admission Clinics and reporting back to the Theatre Management Committee

4.0 NEW BUSINESS

4.1 Admission Clerking by Medical Officers for Day Surgery Patients

- Dr Terry Hanelt stated that problems were arising with clerking in patients by medical officers. Dr Hanelt pointed out the same information is being collected from 3 different stations (administration, nursing and anaesthetics). Dr Hanelt asked for suggestions as to how the process could be streamlined so that it meets the Australian Council of Healthcare Standards.
- Dr Morgan Naidoo opinionated that there was really no point in clerking a patient in clinics if they were going to be on a waiting list for approx two years. He stated that clerking should only be performed if the patient was due for their operation in the next few weeks. Dr Naidoo also voiced that medical officers need to look at the problems with clerking “globally” and just not within their own departments.
- Both sites are currently running under different processes when clerking patients. It would be ideal to have continuity across both sites for both medical officers and patients.
- After discussion, it was decided that Dale Erwin Jones will take the problem back to the Theatre Management Committee. A working group that will comprise of Ann Spring, Kris Campbell, Dale Erwin Jones, medical representation and resident medical officers will be formed. The main objective of the working party will be to develop an easy to read flowchart of the clerking process for both sites.

ACTION – Dale Erwin Jones to bring up at the next Theatre Management Committee meeting. Working party to be formed comprising of Ann Spring, Kris Campbell, Dale Erwin Jones and RMO representation.

4.2 Around the Table

Dr Padayachey

- Dr Paddy voiced concerns over the transferring of acute orthopaedic cases from MH to HBH. He feels that he could perform some of the emergency cases that come to MH if he had available theatre and anaesthetic time.
- Dr Paddy also pointed out that communication problems exist between MH and HBH regarding the transferring of emergency ortho patients to HBH. On some occasions after he has spoken to the SMO’s regarding a patient, the PHO states that he knows nothing of the patient being transferred.
- Dr Hanelt stated that there will no longer be a PHO in Orthopaedics after 14 July 2003 but the communication problem needs to be sorted within the Orthopaedic Unit.
- After discussing whether or not orthopaedic emergency cases can be performed at MH during work hours it was decided that if a case was to

be performed, then there needs to be one point of accountability. Dale Erwin Jones was nominated to coordinate the decision as to whether or not cases can be done at MH.

- Dr Hanelt will also complete a flowchart on how to determine whether or not the emergency operation can be performed at MH and subsequent transfer management if necessary. Dr Hanelt will send out completed flowchart to all Surgical MAG members for comment and also to both Director of Nursing.

ACTION – Dr Terry Hanelt to complete a flowchart regarding performing emergency cases at Maryborough Hospital

Dr Morgan Naidoo

- Dr Naidoo holds concerns over the starting time of 10.30am of the emergency theatre sessions at HBH. He states that this presents difficulties for the Orthopaedic Unit as they are committed to clinic sessions until 12.00pm.
- Dr Naidoo does not find it acceptable to cancel or move clinics to fall in with the 10.30am start
- Wendy Luckabauer pointed out that either Gynae or Surg cases are scheduled from 10.30am with ortho cases usually after 12.00pm.

Dale Erwin Jones

- Tabled changes to Post Op Instructions
- Reminded MAG members that the Finance Department has requested medical representation from each of the MAG groups at their meetings.
- Queried when we are going to have a budget allocation for prosthetics. Committee needs to decide whether or not they will run with model proposed by Dr Hanelt.

Karen Champion

- Problems being experienced regarding the Surgical PHO. The medical officer who is on call for the day is in theatre whilst the other PHO is in the ward working. This needs to be reversed as it is creating disorganisation.
- Dr Lucky stated that he will look at the need to reorganise the roster to try to eliminate times where the PHO is responsible for accepting admissions and for theatre sessions simultaneously and discuss with Karen.

The meeting closed 2.00pm

6.0 NEXT MEETING

Date: Friday 1 August 2003
Time: 1.00pm
Venue: Maternity Group Room Hervey Bay Hospital

.....
Confirmed
Dr Terry Hanelt - Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 1 AUGUST 2003 IN THE
MATERNITY GROUP ROOM – HERVEY BAY HOSPITAL**

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Wendy Luckabauer	A/NPC – Perioperative Unit HBH
Karen Champion	NPC – Accident and Emergency HBH
Dale Erwin-Jones	NPC – Theatre Maryborough
Dr Lucky	A/Director of Surgery
Ann Spring	Waiting List Co-ordinator FC
Dr Gerry Meijer	Director of Anaesthetics/ICU
Dr Dirk Ludwig	Director of Obstetrics/Gynaecology

IN ATTENDANCE

Carita Sellers	Executive Support Officer – Medical
----------------	-------------------------------------

1.0 APOLOGIES

Georgina Hodgkinson	NPC – Accident and Emergency MH
Dr Polbert Diaz	Senior Medical Officer - Surgery
Kris Campbell	NPC Perioperative Unit HBH
Jenne Oram	Director of Physiotherapy FC
Theresa Winston	NPC – Surgical Unit HBH
Carmel Crotty	NPC – Surgical Unit MH
Dr Padayachey	A/Medical Superintendent MH
Dr H van Rooyen	SMO – Surgery

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.20pm

The minutes of the previous meeting were confirmed as a true and correct record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Policy has not yet been sent from Quality Management for comments.

3.2 Cost Centre for Orthopaedic Aides

- Awaiting reply from Finance Department for Maryborough Hospital

3.3 Medical Clerking

- Dr Hanelt stated that Queensland Health does have a policy relating to the clerking of patients.
- Copy of the policy to be sent to Dale Erwin Jones to discuss at the next Theatre Review Committee meeting.

**ACTION Dr Hanelt to send Dale Erwin Jones copy of policy
Dale Erwin Jones to discuss at next Theatre Review Committee meeting**

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- Dale Erwin Jones tabled the minutes from the last meeting held on 24 July 2003.

5.0 NEW BUSINESS

5.1 District Bed Manager/HR Manager – Nursing

- Patsy Seay will be the new District Bed Manager for the Fraser Coast Health Service District and Sue Hawkins will deal with Human Resources/IT
- These positions are on trial for a period of 12 months.
- Dale Erwin Jones stated that the appointment of these two positions will satisfy the risk that was identified at the Risk Management Workshop.
- Dr Hanelt stated that he will be meeting with both Patsy Seay and Julie Rampton to discuss how Units at Hervey Bay Hospital should identify patients that will be suitable to transfer to Maryborough Hospital if needed.

5.2 Surgical OPD Waiting Times at Maryborough and Hervey Bay Hospitals

- Patients at Hervey Bay Hospital are currently on a 4 month waiting list to see a surgeon whilst Maryborough Hospital clinics are virtually empty.
- Dr Hanelt asked the committee whether or not Hervey Bay patients should travel to Maryborough Hospital for a surgical appointment or do we adjust Surgical Clinics at Hervey Bay Hospital.
- Karen Champion stated that the clinic room situation was bursting at Hervey Bay Hospital.
- As Hervey Bay Hospital cannot accommodate extra clinic sessions, the committee agreed that Hervey Bay patients may need to travel to Maryborough Hospital for a surgical appointment.
- Dr Hanelt stated that a system needs to be implemented whereby surgical patients from Hervey Bay that may need to have a procedure performed and if this procedure is performed at Maryborough Hospital then they would be an ideal patient to have a surgical appointment at Maryborough Hospital.

ACTION Dr Hanelt to review how surgical referrals are currently sorted.

5.3 Waiting List and Theatre Utilisation Policy

- Policy needs to be reviewed as changes have occurred since the policy was signed off by the Surgical Management Advisory Committee.
- Dale Erwin Jones pointed out the policy has never been received by Quality Management.
- As an electronic copy of the policy cannot be located, policy will be scanned and sent to all Members for comment.

ACTION Carita Sellers to arrange for the policy to be scanned and emailed to all committee members.

5.4 Letter to General Practitioners re Joint Categorisation

- Wendy Luckerbauer tabled a letter that has been recommended by the

Theatre Review Committee regarding the categorisation of joints.

- Ms Luckerbauer requested whether or not the Surgical MAG meeting endorsed the letter as well.
- Committee members recommended letter to be sent out to all General Practitioners.

AROUND THE TABLE

Dr Gerry Meijer

- Proposal to close the pain clinics currently being run at Maryborough Hospital. The closure will open Friday sessions in theatre to elective surgery. Dr Meijer and his team have been informing patients that their follow appointments will be with their GP.
- Pain clinic has new patients booked until September 2003. A date for when the clinics will actually finish is not yet finalised.
- Dr Hanelt pointed out that General Practitioners are able to apply to the Health Insurance Commission to prescribe long term narcotics.
- Dale Erwin Jones indicated that there may be some minor shuffles in session arrangements at Maryborough Hospital when the pain clinic ends.

The meeting closed 2.10pm

6.0 NEXT MEETING

Date: Friday 5 September 2003
Time: 1.00pm
Venue: Level Two Conference Room – Maryborough Hospital

.....
Confirmed

Dr Terry Hanelt - Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 5 September 2003 IN THE
LEVEL TWO MEETING ROOM – MARYBOROUGH HOSPITAL**

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Wendy Luckabauer	A/NPC – Perioperative Unit HBH
Dale Erwin-Jones	NPC – Theatre Maryborough
Ann Spring	Waiting List Co-ordinator FC
Isabel Read	Community Health Representative
Georgina Hodgkinson	NPC Accident and Emergency MH
Jenne Oram	Director of Physiotherapy FC
Dr Padayachey	SMO – Orthopaedics
Carmel Crotty	NPC – General Ward MH
Dr Harvey	Staff Specialist Anaesthetist

IN ATTENDANCE

Carita Sellers	Executive Support Officer – Medical
----------------	-------------------------------------

1.0 APOLOGIES

Kris Campbell	NPC Perioperative Unit HBH
Theresa Winston	NPC – Surgical Unit HBH
Dr Gerry Meijer	Director of Anaesthetics/ICU FC
Dr Dirk Ludwig	Director of Obstetrics and Gynaecology FC

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.00pm

Dale Erwin Jones and Wendy Luckabauer confirmed that the minutes of the previous meeting were a true and accurate record of that meeting with the following change to point 5.4

“Committee members recommended letter to be sent out to all General Practitioners when they telephone regarding waiting times”

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Appointment for the District Bed Manager has been made.
- Carmel Crotty to forward a copy of the policy to the DBM for comment and/or any changes

ACTION Carmel Crotty to forward a copy of the policy to the District Bed Manager for comment

3.2 Cost Centre for Orthopaedic Aides

- 710116 for Maryborough Hospital

3.3 Medical Clerking

- ACH standards for medical records state “must contain admission diagnosis by medical practitioner”.
- Other Districts have policies regarding what should be written in a medical record. Dr Hanelt indicated that he would take the information from the standard and change into a policy for the District. When this has been complete, a copy will be forwarded to committee members for comment.

ACTION Dr Hanelt to write policy on what is required in a medical record and send out to committee members for comment.

3.4 Christmas Consolidation

- Dale Erwin Jones tabled a letter from the Theatre Review Committee. Letter states the following
 - No elective surgery at HBH from 15.12.03 until 12.01.04
 - No elective surgery at MH from 22.12.03 until 05.01.04
 - One elective session am and one session pm at MH the weeks commencing 15.12.03 and 05.01.04
 - No preadmission clinic from 22.12.03 until 05.01.04
 - Additional PAC at both sites the weeks commencing 15.12.03 and 05.01.04
- Committee members agreed to the above proposal.
- Specialist Clinics will be closed from 24 December 2003 and restarting on 5 January 2004.

3.5 Waiting List and Theatre Utilisation Policy

- Any changes to the policy are to be sent to Carita Sellers and policy to be redistributed before the next meeting.

ACTION Changes to the policy to be sent to Carita Sellers and then redistributed to MAG members

3.6 Surgical Waiting Times at HBH/MH

- Backlog of appointments for Surgical Clinic at HBH and MH has empty clinics
- HBH does not have room to run any more clinics whilst MH has empty rooms
- Ann Spring commented that as HBH patients already travel to MH for PAC and theatre, they should not mind travelling to MH for a surgical clinic appointment.
- Dr Hanelt requested ideas as to how to organise the shuffle of patients to Maryborough Hospital.
- It was suggested that Nola Pope – Specialist Clinics to send out letters to patients that an earlier surgical appointment is available at Maryborough Hospital.

ACTION Dr Hanelt to speak with Nola Pope regarding letter to waiting surgical patients

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- Proposal has been sent out to all TRC members and concerned stakeholders regarding changes to be made
- Confirmed minutes from the last 3 meeting were tabled.

4.2 Patient Information Sheets

- New patient information sheets were table by Dale Erwin Jones.

5.0 NEW BUSINESS

5.1 Clinical Pathways

- Clinical Pathway project has now been completed but further funding will be sought.
- One main issue is that has come out in print the pathways have not been implemented across the District
- Dale Erwin Jones indicated that there needs to be common paperwork across both hospitals as this is causing major problems. Ms Jones also pointed out that HBH have not implemented the pathways for theatre.
- Wendy Luckabauer commented that HBH did not receive enough support from the project when the document was being implemented. Only one education session for staff was organised by Kim West and the HBH unit does not run how the document reads. Ms Luckabauer stated that she has now received a pathway for how the Perioperative unit at HBH runs.

5.2 Business Case – Purchase of Video Camera for Physio/Occupational Therapy

- Jenne Oram indicated that any purchase for the Department over \$1000 must come through the Surgical MAG for approval.
- Camera cost will be shared by physiotherapy and occupational therapy
- Committee members approved purchase

ACTION Committee members agreed to the purchase of the video camera

AROUND THE TABLE

Georgina Hodgkinson – NPC Accident and Emergency Department

- There have been a few instances of patients coming from theatre in HBH that have not had follow up clinic appointments booked.
- Ms Hodgkinson asked if Ms Luckabauer to take reminder back to her staff

Dr Padayachey – SMO Orthopaedics

- Confusion amongst staff as to what path should be followed when transferring patients down to Hervey Bay Hospital
- Communication breakdowns between staff seemed to be the major cause
- Some consultants appear not to be passing onto PHO's/RMOS's when a patient is coming down from Maryborough Hospital
- Dr Hanelt will approach the senior medical staff to design a flowchart

Wendy Luckabauer

- Joe Sciuto has requested that the DMS send a memo out to all medical staff regarding the wearing of garments when x-rays are being taken in theatre or leave the room. Request has WPHS implications.

Dr Terry Hanelt

- Position for another Anaesthetist has been advertised. This will help overcome staff shortages during leave periods
- Dr Lucky has resigned and will be finishing around the end of November/December 2003. Position has been readvertised.
- Dr Berglind has resigned and position has been readvertised.

The meeting closed 1.35pm

6.0 NEXT MEETING

Date: Friday 3 October 2003

Time: 1.00pm

Venue: Level Two Conference Room – Hervey Bay Hospital

.....
Confirmed

Dr Terry Hanelt – Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 17 October 2003 IN THE
MATERNITY GROUP ROOM HERVEY BAY HOSPITAL**

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Dr Dirk Ludwig	Director of Obstetrics and Gynaecology
Ann Spring	Elective Surgery Co-ordinator FC
Theresa Winston	NUM – Surgical Unit HBH
Isabel Reed	Allied Health Representative
Dr Peter Harvey	Staff Anaesthetist – FC
Wendy Luckerbauer	Perioperative Unit Representative HBH
Dale Erwin Jones	NUM Perioperative Unit MH

IN ATTENDANCE

Carita Sellers	Executive Support Officer – Medical
----------------	-------------------------------------

1.0 APOLOGIES

Carmel Crotty	NPC – General Ward MH
Dr Padayachey	A/Med Superintendent MH
Dr Morgan Naidoo	Director of Orthopaedics FC
Gill Elliott	A/NUM Perioperative Unit HBH
Henk van Rooyen	Staff Surgeon FC

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.35pm

The minutes of the previous meeting were a true and accurate record of that meeting with the following change to point 5.1 dot point 4.

“Dale Erwin Jones stated that multi education sessions were run but attendance was poor due to various reasons”

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- No comments received from the District Bed Manager in relation to this policy.

ACTION – to be followed up

3.2 Medical Clerking

- No further update

ACTION Dr Hanelt to write policy on what is required in a medical record and send out to committee members for comment.

3.3 Waiting List and Theatre Utilisation Document

- Only received comments back from two members
- Changes to be made and document to be forwarded to members

ACTION Carita Sellers to make changes to document and then redistribute to members

3.4 Surgical Waiting Times at HBH/MH

- Decrease input through the Surgical Clinics at HBH compared to MH mainly due to how the template is set up in the Hervey Bay Clinics
- Template will be changed to bring HBH into line with MH thereby allowing more new patients to be seen.

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- Report tabled by Dale Erwin Jones. Ms Jones gave a brief outline of what the committee has achieved to date.

5.0 NEW BUSINESS

5.1 Education Sessions (Dale Erwin Jones)

- Issues with new SMO's when starting in Surgical/Theatre in relation to their knowledge of guidelines and procedures that are used in the District.
- Package has been assembled to inform all new SMO's of what is required in their position. All Directors from each of the Units were asked to contribute information.
- Ms Jones was informed that there was already a similar package for new medical staff. She stated that she did not wish to continue with the Surgical/Theatre Orientation package if this was the case.
- Dr Hanelt advised Ms Jones that there is general orientation manual for new medical staff but would like to see the introduction of Unit specific orientation manuals.

AROUND THE TABLE

Theresa Winston – Surgical Unit

- Ms Winston informed members that the Surgical Team has been meeting with the NPC of the Unit on a monthly basis. The purpose of the meetings is to look at the top DRG's. If there are any high lengths of stay, then the charts are pulled to examine the reason why.
- Every Friday, the surgical charts are audited. Checks are made to ensure that all the patients' pathology results are back in the charts, frontsheet is completed and the coding is correct.
- Dr Diaz has also been attending these meetings and will be organising a similar meeting with the Surgical Staff at MH in the near future.
- Concerns over the problems that the Medical Imaging Department are currently facing with the increased demand for their services

Dale Erwin Jones – Clinical Pathways

- When the Clinical Pathway Project was completed, it was discussed that further funding and commitment was required.
- Kim West proposed to extend the project period but has since stood down from her position. Vicki Elves is now looking at options for a project position that will be shared across both sites.
- Ms Winston pointed out that the Trend Upgrade for November 2003 will have clinical pathways inbuilt but will require someone to input the data. It is expected that the upgrade will help analysing the variance figures for Fraser Coast.

- Discussion held between MAG members in regards to the appropriate mechanisms to adopt when changing clinical procedures or practice.

The meeting closed 2.15pm

6.0 NEXT MEETING

Date: Friday 7 November 2003

Time: 1.00pm

Venue: Level Two Conference Room – Maryborough Hospital

.....
Confirmed

Dr Terry Hanelt - Chairperson

FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED INFORMAL
MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 07 NOVEMBER 2003 IN THE
LEVEL TWO MEETING ROOM AT MARYBOROUGH HOSPITAL

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Dr Veruthaslam Padayachey	SMO Orthopaedics/A/Medical Superintendent
Dr Dirk Ludwig	Director of Obstetrics and Gynaecology
Karen Champion	NUM A & E HBH
Carmel Crotty	NUM – General Ward MH
Dale Erwin Jones	NUM Perioperative Unit MH
Dr Morgan Naidoo	Director Orthopaedics

IN ATTENDANCE

Barbara Dwyer	C.C.S.S. – Minute Taker
---------------	-------------------------

1.0 APOLOGIES

Theresa Winston	NUM – Surgical Unit HBH
Isabel Read	Allied Health Representative
Dr Peter Harvey	Staff Anaesthetist – FC
Dr Henk van Rooyen	SMO Surgery
Dr Polbert Diaz	SMO Surgery
Georgina Hodgkinson	NUM A & E

2.0 CONFIRMATION OF MINUTES

The informal meeting opened at 1.20pm

Minutes of previous meeting were not confirmed.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Has been distributed

ACTION to be followed up

3.2 Medical Clerking

- Has been distributed for comment

ACTION to be followed up

3.3 Waiting List and Theatre Utilisation Document

- Dale has made changes

ACTION Carita Sellers to make changes to document and then redistribute to members

3.4 Surgical Waiting Times at HBH/MH

- Templates have been changed at HBH - Doctors to see 10 new patients and 12 recall patients per clinic.
- Memo to be written to clinics and relevant ward clerks to advise that they must contact the medical officer before overbooking clinics.
- To discuss with clinic staff the possibility of not booking clinics too far in advance or possibly asking patients to confirm appointments a couple of days before.

ACTION **Clinic Supervisor to write memo and discuss booking of clinics with clinic staff.**

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- Report tabled by Dale Erwin Jones. Dale gave an outline of what the committee has achieved to date.

5.0 NEW BUSINESS

5.1 Quality Improvement and Methodology and Implementation of Evidence Based Practice – Dale Erwin

- Dale advised that nursing staff are collating information and feels that the medical division need to do the same.
- Dirk has talked to Julia Harmon regarding Quality Indicators but has not followed up.
- Morgan is going to get IT to look at an audit program.

ACTION **Terry to contact Julia Harman to work out how to gather evidence of audit activity.**

5.2 CRISP Report – Dale Erwin

- Dale asked if issues should be tabled at the Surgical MAG initially or go through the Theatre Review Committee and then onto Surgical MAG. It was agreed that issues go to the Theatre Review Committee initially.

AROUND THE TABLE

Terry Hanelt – Staffing

- Dr Lucky finishes on 11 November with sick leave until he leaves later in the month. No locum has been appointed. Recruitment was unsuccessful and the position will be readvertised. There is a qualified surgeon interested in a 6 month locum.
- Dr Meijer has resigned as of April 2004, and will take leave from January 2004. He has advised that he would be willing to participate in after hours call after April 2004.
- Dr Tanious has been appointed as a SMO in Anaesthetics and has applied for specialist recognition.

Dr Padayachey – Transfer of Orthopaedic cases

- Concern has been raised that Ortho cases that were sent to the HBH were being sent back to MH for procedure, when there was no emergency anaesthetics available at MH.

The informal meeting closed 2.05pm

6.0 NEXT MEETING

Date: Friday 5 December 2003

Time: 1.00pm

Venue: Maternity Group Room at Hervey Bay Hospital

.....
Confirmed

Dr Terry Hanelt - Chairperson

**FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED
MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 5 DECEMBER 2003 IN THE
MATERNITY GROUP ROOM HERVEY BAY HOSPITAL**

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Dr Dirk Ludwig	Director of Obstetrics and Gynaecology
Karen Champion	NUM A & E HBH
Dale Erwin Jones	NUM Perioperative Unit MH
Ann Spring	Elective Waiting List Co-Ordinator
Theresa Winston	NUM – Surgical HBH
Dr Peter Harvey	Staff Specialist – Anesthetics
Jenne Oram	Director – Physiotherapy Fraser Coast
Isobel Read	Community Health
Jill Elliott	A/NUM – Perioperative Unit HBH
Dr Henk van Rooyen	Surgeon- Fraser Coast

IN ATTENDANCE

Carita Sellers	Executive Support Officer - Medical
----------------	-------------------------------------

1.0 APOLOGIES

Georgina Hodgkinson	NUM – Accident and Emergency MH
Carmel Crotty	NUM – General Ward MH
Dr Veruthaslam Padayachey	SMO Orthopedics/A/Medical Superintendent

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.10pm

Minutes of previous meeting are unable to be confirmed as a quorum was not reached hence an informal meeting was held.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

ACTION *Carita Sellers to follow up with Quality Management as to the status of the policy*

3.2 Medical Clerking

ACTION *Carita Sellers to distribute to MAG members for comments*

3.3 Waiting List and Theatre Utilisation Document

ACTION *Carita Sellers to track changes made by Dale Erwin Jones and redistribute to members for comment*

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- No formal report to table as Dale Erwin Jones stated that there was very poor attendance at the meeting.

5.0 NEW BUSINESS

5.1 Generator Testing

- Dr Hanelt queried whether the Surgical MAG meeting should be held the Friday each month that the generator testing is conducted. Dr Ludwig stated that this is not suitable for the Obstetrics/Gynaecology Department.
- Dr Hanelt indicated that the attendance to the Friday afternoon meetings needs to improve.

5.2 Reduction of Interhospital Transfers

- Dr Hanelt reported that there was an increase in patient transfers between Maryborough and Hervey Bay over the winter period – 1 patient per day was transferred.
- Theresa Winston and Karen Champion pointed out that there was no one person co-ordinating beds over the District as the Bed Manager had not been appointed.
- Increases in the transfers were partly due to bed restrictions at Hervey Bay Hospital. Activity at both hospitals needs to be reviewed and changes made to reduce transfers.

5.3 Quality Programs

- Dale Erwin Jones stated that it is very difficult to get any medical staff in participate in Quality Assurance activities. Medical staff are citing that they require administration support which they currently do not have.

5.4 Session Arrangements/Medical Staffing across both sites

- Discussion held between members as to ways to increase occupied bed days at Maryborough Hospital, medical and nursing staffing across the district, session arrangements and funding for both theatres.
- Jenne Oram put forward to the committee that if we, as a group, are unable to come up with a solution to a problem after two meetings, the decision is to made by the Executive. This suggestion was embraced by all members.

The formal meeting closed at 2.35pm

6.0 NEXT MEETING

Date: Friday 6 February 2004
Time: 1.00pm
Venue: Level 2 Meeting Room – Maryborough Hospital

.....
Confirmed
Dr Terry Hanelt - Chairperson

FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED
MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 6 FEBRUARY 2004 IN THE
LEVEL 2 MEETING ROOM, MARYBOROUGH HOSPITAL

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Dr Dirk Ludwig	Director of Obstetrics and Gynaecology
Karen Champion	NUM A & E HBH
Dale Erwin Jones	NUM Perioperative Unit MH
Ann Spring	Elective Waiting List Co-Ordinator
Jenne Oram	Director – Physiotherapy Fraser Coast
Dr Morgan Naidoo	Director of Orthopaedics
Liz Willimott	Clinical Nurse Operating Theatre HBH
Dr Polbert Diaz	SMO Surgeon
Carmel Crotty	NUM GW2 MH

IN ATTENDANCE

Barbara Dwyer	Clinical Coordinator – Support Services
---------------	-----------------------------------------

1.0 APOLOGIES

Georgina Hodgkinson	NUM – Accident and Emergency MH
Theresa Winston	NUM – Surgical HBH
Dr Peter Harvey	Staff Specialist – Anesthetics
Dr Henk van Rooyen	Surgeon- Fraser Coast
Jill Elliott	A/NUM – Perioperative Unit HBH
Dr Veruthaslam Padayachey	SMO Orthopedics/A/Medical Superintendent

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.05pm

Minutes of previous meeting were confirmed with the following amendments.

- 5.1 – need to add – **as this would prevent attendance of nursing staff at the Unit Meetings**
- 5.2 - (dot point 2) - **Add** -Bed Manager had not been appointed **after hours and weekends.**

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Karen Champion requested changes to Page 4, Section B – Emergency Transfers
- Ann Spring noted heading on Page 2 should read **Elective Surgery** Waiting List Management:
- Committee members were asked to read through the policy and send amendments to Carita before Friday 13 February. Changes would then be correlated and sent to committee members before next meeting.

ACTION *Carita to correlate changes to policy and forward to members before next meeting.*

- 3.2 Medical Clerking
Document not available – Carita to email out to members

ACTION Carita to email document to members

- 3.3 Waiting List and Theatre Utilisation Policy
- Carmel and Dale advised that there was a more recent Policy available than the one provided to Committee. Dale will forward hard copy of later edition to Carita for distribution to members

ACTION Carita to distribute updated policy to committee members.

4.0 GENERAL BUSINESS

- 4.1 Report from Theatre Review Committee
- The review committee did not meet officially, but had an ad hoc meeting to organise anaesthetic cover for February and March sessions at MH/HBH. Dr deJong was to provide help to anaesthetic. Peter Harvey advised that Dr deJong would not be available during March. Dr Hanelt to investigate why Dr deJong is not available.

ACTION Dr Hanelt to investigate Dr deJong's movements for March.

5.0 NEW BUSINESS

- 5.1 Theatre Session Allocation
- 3 Options were tabled by Dale Erwin. Discussion followed and **Option 1** was the preferred option, with the following changes:
 - Monday pm Gynae change to General
 - Wed am Colps's change to Gynae 1:2
 - Thursday swap Dental to Friday and General from Friday to Thursday
 - Review start times for sessions at MH on Fridays.
 - All unit meetings with the exception of Gynae to be held between 0800-1000 hours on Friday.

ACTION Dale Erwin to send out revised Option 1.

- 5.2 Queensland Bone Bank
- Dale received a letter from Queensland Bone Bank requesting donations of Femoral Heads which had been removed during surgery.
 - Dr Naidoo advised that this would cost money as tests would need to be done on the patients before donation (ie Hep B etc)
 - Consent would need to be given by patient.
 - It was decided investigations needed to be carried out re cost to Health Service.

ACTION Dale to follow up

- 5.3 Private Referrals
- Dale tabled a referral form that had been received in theatre, and queried its origin and purpose.
 - Dr Hanelt advised that it was a new referral that had been circulated to the GP's and was for private referrals only. Dr Hanelt would advise staff on the existence of this referral.

ACTION Dr Hanelt to advise staff of new private referral form.

The formal meeting closed at 2.35pm

6.0 NEXT MEETING

Date: Friday 5 March 2004
Time: 1.00pm
Venue: Maternity Group Room Hervey Bay

.....
Confirmed
Dr Terry Hanelt - Chairperson

FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED
MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 12 MARCH 2004 IN THE
MATERNITY GROUP ROOM HERVEY BAY HOSPITAL

PRESENT

Dr Terry Hanelt	Director of Medical Services (chairperson)
Dr Dirk Ludwig	Director of Obstetrics and Gynaecology
Karen Champion	NUM A & E HBH
Dale Erwin Jones	NUM Perioperative Unit MH
Ann Spring	Elective Waiting List Co-Ordinator
Jenne Oram	Director – Physiotherapy Fraser Coast
Liz Willimott	Clinical Nurse Operating Theatre HBH

IN ATTENDANCE

Carita Sellers	Executive Support Officer - Medical
----------------	-------------------------------------

1.0 APOLOGIES

Theresa Winston	NUM – Surgical HBH
Dr Peter Harvey	Staff Specialist – Anesthetics
Dr Veruthaslam Padayachey	SMO Orthopedics/A/Medical Superintendent
Isabel Read	Community Health Representative

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.10pm

Minutes of previous meeting were confirmed as a true and accurate record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Admission and Discharge Policy

- Changes to be made and sent to Quality Management for sign off by Meryn Pease and Dr Terry Hanelt

ACTION Carita to correlate changes to policy and forward to Quality Management

3.2 Medical Clerking

- Document circulated to members to read
- Dr Hanelt stated that the policy will require change in the future as the Medical Records Committee is currently considering a “Medial History” sheet which would be located at the front of the medical record. Medical staff will be required to update the form on each patient presentation.

3.3 Waiting List and Theatre Utilisation Policy

- Changes to document to be made and forwarded to Quality Management for distribution

3.4 Theatre Sessions

- Currently in abeyance due to significant changes to elective surgery funding. An additional option has been sent out to all members for consideration until July 2004.

3.5 Queensland Bone Bank – re Donation of Femoral Heads

- Dale Erwin Jones reported that there are no costs to the District. QBB pay for all pathology cost. Approval was given by the Committee for the donation of the femoral heads.

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- No report from the Theatre Management Committee. No action has been taken over the outstanding matters and problems are still being experienced with anaesthetic cover.

5.0 NEW BUSINESS

5.1 DRG's

- Dr van Rooyen reported that the Surgical Unit produces a report of the top 20 DRG's for their Unit. The report will highlight any outstanding ALOS and the unit works on improving this area. The Surgical Unit had the best ALOS in January 2004.
- Dr van Rooyen queried if the Unit showed a monetary improvement, would this make on inroad for request for new equipment for the Department. Dr Hanelt responded that if the District demonstrates that they are efficient, we will have a better opportunity of obtaining funding.
- Dale Erwin Jones suggested that the Surgical Unit writes a report on this trial for accreditation.

5.2 Post Discharge Wound Management

- Karen Champion reported that General Practitioners have now received an item number from the Health Insurance Commission for their practice nurses to charge for post acute wound care. A list of GP's that have practice nurses will be circulated.
- Medical staff will be able to refer patients to these practices for the care of their wounds instead of clogging the hospital system.

5.3 Medical/Nursing Overtime

- Theatre on-call staff have voiced concerns over Surgeons teaching their RMO's after hours when called in for an emergency
- Liz Willimott reminded medical staff that nursing staff have been called in out of hours therefore the timeframe for the procedure should not be lengthened by teaching but should be performed as quickly as possible to allow staff to return home.
- Dr Hanelt reminded medical staff that we are not funded as teaching hospital and therefore we should be mindful of the time when teaching does occur. Dr Hanelt indicated he would send a memo to all medical staff regarding this matter.

ACTION Dr Hanelt to send memo to all medical staff regarding teaching of RMO's out of hours

5.4 Inappropriate Recall of Theatre Staff

- Liz Willimott voiced concerns that theatre staff have been called in after hours for cases that could have waited until emergency theatre session. This is resulting in significant overtime for nursing staff as it creates problems with fatigue leave and paying staff double time.

- Dr Hanelt asked medical staff to have a good think about whether or not cases could wait until the morning before calling in theatre staff out of hours.
- Dale Erwin Jones indicated that there is currently an audit being performed on cases that are being performed out of hours. Since the audit has commenced, there has been a significant decrease in the number of cases performed out of hours. The audit will be continuing for 3 months and will be table at the MAG when completed.

The formal meeting closed at 1410 hours

6.0 NEXT MEETING

Date: Friday 2 April 2004
Time: 1.00pm
Venue: Level 2 Meeting Room Maryborough Hospital

.....
Confirmed
Dr Terry Hanelt - Chairperson

FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED
MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 02 APRIL 2004 IN THE
LEVEL 2 MEETING ROOM AT MARYBOROUGH HOSPITAL

PRESENT:

Dr Terry Hanelt	Director of Medical Services (chairperson)
Dr Peter Harvey	Director Anaesthetic/ICU
Liz Willimott	A/NUM Perioperative Unit HBH
Dr Dirk Ludwig	Director of Obstetrics and Gynaecology
Dale Erwin	Theatre Review Project Officer
Sharon Hose	A/NUM Perioperative Unit MH
Ann Spring	Elective Waiting List Co-Ordinator
Dr Veruthaslam Padayachey	SMO Orthopaedics
Theresa Winston	NUM Surgical HBH
Chris Grinke	A/NUM A & E HBH

IN ATTENDANCE:

Barbara Dwyer	Clinical Coordinator Support Services
---------------	---------------------------------------

1.0 APOLOGIES

Isabel Read	Community Health Representative
Carmel Crotty	NUM GW2 MH
Hank Van Rooyen	Director of Surgery
Morgan Naidoo	Director Orthopaedics
Polbert Diaz	SMO Surgery

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.10pm.

Minutes of previous meeting were confirmed as a true and accurate record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Medical Clerking

- Document has been completed. Carita to send out to all committee members.

Action: Carita to circulate document to all members.

3.2 Medical/Nursing Overtime

- Terry has sent a memorandum to medical staff concerned regarding teaching procedures after-hours. Awaiting feedback.

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- Dale tabled report for distribution to members and advised committee that attendance rate at present was not good, and little was being achieved.

- Terry advised that an administration person has been appointed to medical administration, and will be working on doctor's orientation packages, quality assurance, assisting anaesthetists with rosters and typing of correspondence/reports for Directors.

5.0 NEW BUSINESS

5.1 Business Case for Omni-Tract FastSystem General Retractor System

- Liz has received a 30 day quote from N. Stenning & Co Pty Ltd and has presented a short business case.
- Dale advised that the system has been triaged at MH by some surgeons and was found to be a huge time saver and the preferred option of the surgeons.
- Terry advised that if the business case was accurate he would support the System, committee members were in agreeance.
- Dale advised that she would seek approval for finance from the Finance Committee at the next meeting on 22/04/04.

5.2 Theatre Project Outcomes

- Dale advised committee that project was due for completion next week.
- Staffing restructure across District - 1 Level 4 position at HBH and 1 Level 3 at MH.
- Discussion was held, as members had some reservations about the distribution of staffing, but would wait and see how it pans out.

5.3 Clinical Pathways

- Theresa suggested that we go with QH pathway format, and that each MAG be responsible for the clinical pathways of that particular division.
- Discussion was held and issues raised were:
 - No hospital has come up with a way to collate data
 - Education of staff as to how to use clinical pathways was required
 - Forms need reformatting – Terry to speak to Maree Garrigan about reformatting.
 - Concerns were raised as to whether VMO's would complete the pathways – Terry to organise education of VMO's
 - Day surgery at MH have been using paperwork for past 10 months, and it seems to be working well.
 - Peter had reservations about the amount of paperwork that would be generated.
 - Other option was Trend Care, which apparently is a very complicated system
 - Terry advised that some fine tuning will be required.
 - If approved by MAG committees that clinical pathways be used across the District, it will then be taken to Executive Meeting for approval.

5.4 Medical Documentation System for Colposcopy, Laparoscopy and Arthroscopy

- Dirk advised that a business case would be presented at a later date. The system would be trialled on 22/04/04 and more information, costings etc would be made available.

5.5 Private Dental Sessions- Dale Erwin

- Dale tabled correspondence received from Dr Parikh (Dental Surgeon) requesting sessions for general anaesthetic treatment of private dental patients.
- Terry advised that we are under no obligation to provide anaesthetic cover, but to fit in if we can, as anaesthetic cover would be covered by Option A – Oral Surgery, which would mean more funds for the District
- Due to the current shortage in anaesthetics, possibly someone from the private sector could be utilised, providing we did not go over the 1:6 ratio of public:private sessions performed by VMO's.
- Dale advised that there was session time available in Maryborough every 2nd Friday at present, but this would be reviewed in July 04.
- If more sessions were allocated at HBH, cost of extra nursing hours would need to be looked at.
- Terry advised that more sessions may become available with the change in urology services, as Dr Cavallo was looking at retiring in the near future, and a new Urologist may be appointed to the Zone. Negotiations are still being held with QH Executive, but is anticipated that a urologist will be available 3 days a fortnight in our District possibly later in the year.

5.6 Anaesthetic Shortage – Dale Erwin

- Dale asked where we were going with anaesthetic shortages, who is going to address the problem and how can it be better managed? She requested that some directive be given to allow the Department to organise theatre waiting lists.
- Ann Spring advised that she was working 12 hour days trying to organise patients for the PAC, only to have theatre sessions cancelled or changed at the last minute. VMO session times were not clear and staff did not know when SMO Anaesthetists were available. She needs to know what sessions will be covered in May and June to enable her to organise patients for the PAC – a solution was required urgently and VMO's needed to commit to sessions.
- Terry to ask Carita to find out when Drs Meijer, Dr Ries and Dr Paul Goodman (Locum) were available. Also to liaise with Peter on availability of permanent SMO staff and provide Ann with a list to enable her to book PAC clinics for May/June
- Terry advised that one new SMO anaesthetist had been appointed and would hopefully start in June, and another SMO had been offered a position, but was still undecided.
- Attempts to recruit more anaesthetic staff were continuing, as it was hoped to increase the current 5 full time SMO anaesthetic positions to 7, plus the recruitment of another full time Orthopaedic Surgeon was anticipated in the near future.

Action: Carita to contact Drs Meijer, Dr Ries and Dr Paul Goodman (Locum) to find out when they were available. Also to liaise with Peter on availability of permanent SMO staff and provide Ann with a list to enable her to book PAC clinics for May/June.

General Discussion – DMS Update

- **New Building – Hervey Bay Campus**

Terry advised that discussions were going ahead for a new building to be built at Hervey Bay behind the Allied Health car park. This building would house Public Health, Breast Screen Clinic, Specialist Clinic (clinics that did not require ancillary services, e.g. Paediatric, ANC, Renal, Rehab etc), and would be financed by the sale of Bay Haven.

- **Medical Students**

With the change of campus from Rockhampton to Toowoomba for the Rural Doctors training in 2005, FCHSD will receive 10 medical students a year (2 x medicine, 2 x surgery, 2 x psychiatry, 2 x GP training, 2 x Rural Practice. The University is prepared to provide housing for these students and is looking at building on the Hervey Bay Campus.

The formal meeting closed at 1455 hours

6.0 NEXT MEETING

Date: Friday 7 May 2004
Time: 1.00pm
Venue: Maternity Group Room, Hervey Bay Hospital

.....
Confirmed
Dr Terry Hanelt - Chairperson

FRASER COAST HEALTH SERVICE DISTRICT
CONFIRMED
MINUTES OF THE
SURGICAL SERVICES MANAGEMENT ADVISORY COMMITTEE
HELD ON FRIDAY 14 MAY 2004 IN THE
MATERNITY GROUP ROOM – HERVEY BAY HOSPITAL

PRESENT:

Dr Dirk Ludwig	Director of Obstetrics and Gynaecology
Dale Erwin	Theatre Review Project Officer
Heather Zillmann	A/NUM Perioperative Unit MH
Ann Spring	Elective Waiting List Co-Ordinator
Theresa Winston	NUM Surgical HBH
Karen Champion	NUM Accident and Emergency HBH
Dr Vinod Gopalan	Deputy Director of Medical Services
Dr Henk van Rooyen	Director of Surgery
Dr Morgan Naidoo	Director of Orthopaedics
Mike Allsopp	District Manager FC

IN ATTENDANCE:

Carita Sellers	Executive Support Officer - Medical
----------------	-------------------------------------

1.0 APOLOGIES

Isabel Read	Community Health Representative
Carmel Crotty	NUM GW2 MH
Dr Terry Hanelt	Director of Medical Service
Jenne Oram	Physiotherapist in Charge
Dr Padayachey	SMO – Orthopaedics MH

2.0 CONFIRMATION OF MINUTES

The meeting opened at 1.05pm.

Minutes of previous meeting were confirmed as a true and accurate record of that meeting.

3.0 BUSINESS ARISING FROM PREVIOUS MINUTES

3.1 Anaesthetic Shortages

- Locum anaesthetist coming to the District in June for period of two weeks from the 14 June 2004.

4.0 GENERAL BUSINESS

4.1 Report from Theatre Review Committee

- Dale Erwin reported that no meeting had been held last month. There has been a very poor turn out for the meeting for the past couple of months especially from the Directors. It is becoming very difficult to have any new business completed due to the lack of committee members attending.
- Dale Erwin reported that the committee is currently working through the recommendations as follows
 - Recommendation One – completed
 - Recommendation Two – completed

Recommendation Three – completed
 Recommendation Four – in draft
 Recommendation Five – in draft
 Recommendation Six – in draft
 Recommendation Seven – corporate office driven
 Recommendation Eight – completed
 Recommendation Nine – corporate office driven
 Recommendation Ten – outstanding
 Recommendation Eleven – corporate office driven
 Recommendation Twelve – outstanding
 Recommendation Thirteen – corporate office driven
 Recommendation Fourteen - outstanding

5.0 NEW BUSINESS

5.1 Elective Surgery Targets

- Ann Spring reported that all Category 2 patients overdue by the end of June 2004 have been booked expect for 7 patients who need to be investigated before booking.
- The District will have to hand back approximately \$500,000 as we will be approximately 274 below our target.
- One of the reasons we are behind in our targets is the new system that is used to count the elective admission.
- Mike Allsopp stated that there has been an undertaking that the District will be receiving money for next year.
- The District also needs to seek funding for increased emergency surgery as this is not factored into the current growth module.
- Recruitment drive underway for a new anaesthetist and orthopaedic surgeon.
- Concerns raised regarding bed numbers in Hervey Bay Hospital due to the extra lists being run. Ann Spring pointed out that most of the extra lists are being held at Maryborough Hospital and should not impact on the beds here at HBH. Mike Allsopp gave an undertaking that should more nursing resources are needed, they would be provided if available.

5.2 Theatre Project Outcomes

- Dale advised the committee that the project is now completed.
- Staffing restructure across District - 1 Level 4 position at HBH and 1 Level 3 at MH.
- The Level 4 will be based at HBH for 6 months and rotate up to MH for 6 months.
- There are 6 options regarding the restructure available. Mike Allsopp indicated that all 6 options will be trialled across the District. Staff will have input once the options have been completed.
- Some of the achievements of the project have been
 - Standardisation across the District
 - Increase in staff morale in the theatre setting.
- A report will be available through the MAG when completed.

5.3 Clinical Pathways

- Theresa Winston reported that she had been speaking with medical staff from other hospitals regarding clinical pathways. QH has quite a few good pathways available especially for the orthopaedic cases.

- The Clinical Pathways committee is working on developing a policy for the introduction of the pathways and this will out by next month.
- Concern was raised by some medical staff as to the size of the pathways documents but it was pointed out that the medical staff only need to complete a section of the pathway.
- All disciplines will need to be encouraged to complete their relevant sections on the pathways.
- Theresa will speak to Allied Health reps that were not present at the meeting regarding the pathways.
- The objective of the pathways is to have all patients treated equally based on evidence base practice.
- Staff will need to be educated on how to use the pathways before implementation.

5.4 DRGS

- To be added as standard agenda item
- Theresa reported that the DRG's for Surgical/Ortho are good. There are some delays in the LOS that relate to patients with back pain or renal colic. The increase in the LOS for these categories of patients is usually due to delay in receiving investigation results.
- The DRG's are reviewed monthly and an investigation is held into any area that appears to over by a majority.
- Discussion held by members. Request by medical staff that individual DRG reports to be sent out monthly.
- Mike Allsopp stated that there had been major improvement in our LOS in the past year.

AROUND THE TABLE

Dr Morgan Naidoo

- Memo has been sent to all staff regarding a Morbidity/Mortality meeting which is now being held. The group will look at statistics, results and present cases and discuss how situations could be handled better. All welcome to attend.

Anaesthetists

- Project underway that involves a data collection of near misses and incidents. All this sensitive information kept under lock and key in boxes that are located in both theatres and ICU's. The data is then analysed by staff at the Anaesthetic meetings.

The formal meeting closed at 1410 hours

6.0 NEXT MEETING

Date: Friday 4 June 2004
Time: 1.00pm
Venue: Level Two Conference Room – Maryborough Hospital

.....
Confirmed
Dr Terry Hanelt - Chairperson