



SOUTH BURNETT CLUSTER CONSULTATIVE FORUM COMMITTEE UNCONFIRMED- MINUTES

Date:	Thursday – 11 April 2019
Time:	10.30am – 11.30am
Venue:	Executive Meeting Room, Kingaroy Hospital
Attendees:	Jenny Goodwin (JG) Director of Nursing – Western – Chair Elizabeth Livingstone (EL) Director of Nursing - Kingaroy Roslyn Hansen (RH) Director of Nursing – Cherbourg Tarita Fisher (TF) Manager , Community Health - Teleconference Melanie Best (MB) Senior Health Worker - Teleconference Lynette Maynard (LM) Delegate - AWU Margo Cox (MC) Delegate – Administration - United Voice
Apologies:	Anne Neilson, Stacey Hughes, Alan Bolton
Invited Guests:	

Item No./ Doc No.	Topic/ Discussion	Action	Timeframe/ Outcome	Document and Responsible Officer
1.	Confirmation of Previous Minutes			
1.1	Welcome and Safety Requirements	Completed		DON Western
1.2	Conflict of Interest	Nil		
1.3	Acknowledgement Guests / Presentations to be given The custodians of the land of the Wakka Wakka people and the elders both past and present are to be recognised and acknowledged	Completed		DON Western
1.4	Agenda changes			
1.5	Confirmation of Previous Minutes:			Secretariat

	Minutes of the meeting held 14 th February 2019 confirmed by Roslyn Hansen and attached for confirmation.			
Item No./ Doc No.	Topic/ Discussion	Action	Timeframe/ Outcome	Document and Responsible Officer
2.	Actions Arising from Previous Minutes			
2.1	<p>Update with restructure of Community Health at Cherbourg 12/04/2018 Final stages of 'draft' brief for the restructure of Community Health at Cherbourg. Recruit and retain staff to vacant positions at appropriate disciplinary levels Create a career pathway for Aboriginal Health Workers in the local community Align and provide consistency across Cherbourg and DDHHS</p> <p>14/06/2018: - Change in roles and it is developing a career pathway for the ATSI workers Chief Executive Brief sent to Executive Director for approval</p> <p>11/10/2018 Ongoing</p> <p>14/02/2019 DON SB meeting with Workplace Capability Director to follow up</p> <p>11/04/2019 In final stage of completing the financial stage and will progress in next few weeks with DON South Burnett. Looking forward to the career pathway for ATSI admin.</p>		April Meeting	Manager Community Health Cherbourg
2.2	<p>Local site changes 14/06/2018: - Facilities currently receiving dirty or blood-stained linen after being washed from Toowoomba are to collect evidence and report at next meeting.</p> <p>11/10/2018 Currently listing dirty linen, being put aside and returning to Toowoomba for replacement. Kingaroy hospital gets re-imburement for the dirty linen returned</p> <p>14/02/2019 Dirty linen is returned to Toowoomba and we are compensated</p>		April Meeting	DON Wondai

	11/04/2019 MOS working on costings with linen including looking at the quality of linen		
3.	Speaking Up for Safety / Cognitive Institute		
3.1	<ul style="list-style-type: none">  3 x staff nominated to be 'Speaking Up for Safety representatives - awaiting training  Speaking Up for Safety sessions held at Kingaroy hospital this week 		
4.	Innovative Ideas		
4.1	DON Kingaroy nominated to attend sessions for the EB Innovation Fund Application Process. The Innovation Fund builds on the shared commitment of Queensland Health and the Queensland Nurses and Midwives' Union to advance nursing and midwifery excellence through NaMCFs and the NaMIG. This is an opportunity for nurses and midwives, through their Hospital and Health Service (HHS) management and NaMCF, to advance nursing and midwifery excellence.		DON Western
5.	Matters for Decision		
5.1	Nil		
6.	Matters for Discussion – including reports		
6.1	Workload Management <ul style="list-style-type: none"> • No workload forms received • Workload issue with Release of Information Requests currently the DON Rural ESO completing this task and receives 80+ requests a month. 		MC / DON Western
6.2	Reviews and Restructure <ul style="list-style-type: none"> • South Burnett Administration review underway • PTSS to be centralised for consistency in Darling Downs 		DON Western
6.3	Risk & Safety Items including 'OHS' <ul style="list-style-type: none"> • Ensure the Risks are entered correctly and discussed including the full scope of the risks at Management meetings. South Burnett Cluster Risk Report as at 15 March 2019 <ul style="list-style-type: none"> • ID: 280 – Difficulty recruiting Obstetrics & Gynaecology Senior Medical Officer 1 – Awaiting acceptance – Very High Risk • ID: 285 – Security Concerns – Mental Health Unit – Kingaroy - Awaiting acceptance – High Risk 		DON Western

	<ul style="list-style-type: none"> • ID: 279 – Difficult recruiting and or training Theatre Staff for Kingaroy – Awaiting acceptance – Awaiting acceptance - High Risk • ID: 178 – Reduction in nursing hours in Kingaroy W&C unit may result in adverse patient event – Awaiting acceptance – High Risk • ID: 188 – Staff accommodation in the South Burnett Cluster – Awaiting acceptance – Medium Risk • ID: 192 – Safety of all staff and patients on the Hospital grounds – Cherbourg – Medium Risk – Closed • ID: 37 – Safety of staff at Cherbourg Hospital - Awaiting acceptance - Medium Risk • ID: 284 – Kingaroy Renal Dialysis Machine – Awaiting acceptance - Medium Risk • ID: 282 – Kingaroy Hospital mains power fault – Awaiting acceptance – Medium Risk • ID: 195 – DMS South Burnett position current workload unsustainable– Awaiting acceptance – Medium Risk • ID: 177 – Safety for patient and staff – Murgon Hospital– Medium Risk • ID: 176 – Staff car parking and staff accommodation security – Murgon Hospital – Medium Risk • ID: 283 – No maintenance contract on suction equipment on vacuum machines at Kingaroy hospital – Low Risk 			
6.4	Budget Status update <ul style="list-style-type: none"> • Operating a deficit of \$29,000 for last month for South Burnett • South Burnett have halved the amount cost of Agency staff from last year • Well done South Burnett! 			DON Western
6.5	LCF Industrial Issues <ul style="list-style-type: none"> • In negotiation for EB10 • Margo went to union conference and voted on claims and are hopeful of outcome. 			AB
6.6	Recognition & Acknowledgements of Achievements <ul style="list-style-type: none"> • Roslyn Hansen for all her hard work in her role as the Don of Cherbourg • Darling Downs Health are calling for NAIDOC Award nominations. 			
6.7	Local Site Changes			DON's

	<p>Cherbourg</p> <ul style="list-style-type: none"> Pharmacy progressing with having cameras installed High risk behaviour has had a dramatic decrease. <p>Kingaroy</p> <ul style="list-style-type: none"> New hospital works are out for tender and looking at being finalised end of May <p>Murgon</p> <ul style="list-style-type: none"> Security upgrade progressing well Renovations of the female ward is well underway and looking good. <p>Nanango</p> <ul style="list-style-type: none"> Upgrade of ED and securing the front of hospital with swipe card access completed. Wonderful job! <p>Wondai</p> <ul style="list-style-type: none"> Works has completed on the replacement of the carpet through the facility Fire wall has been repaired in Frangipani wing 			
6.8	<p>New Business</p> <ul style="list-style-type: none"> Sonia Roberts has backfilled in the role of Administration Manager and doing a great job. Hoping to extend her time in this role but unsure if Toowoomba will release her. 			
7.	Matters for Noting			
7.1	District Consultative Forum Minutes DDHHSCF – 15 March 2019 – ‘Unconfirmed’			
8.	Future Meetings			
8.1	Apologies for future meetings			
8.2	Next Meeting: → Thursday 13 June 2019			
8.3	Future Agenda Items to Note			

The above minutes have been confirmed as a true and accurate record of proceedings.

Chairperson's Name:	Jenny Goodwin	DON Rural Western
Date:	/ /	Signature:

