

Victorian Quality Council Meeting Minutes



Date: Friday 14 August 2009

Venue: 111 Little Collins Street, Melbourne

Time: 12.30pm – 4.30pm

Agenda	Minutes	Action	Name	Date	
Present	<ul style="list-style-type: none"> ▪ Dr Sherene Devanesen, Chair ▪ Ms Jo-Ann Bourke ▪ Ms Lydia Dennett ▪ Dr Simon Fraser ▪ Mr Ivan Kayne ▪ Mr Stephen Marshall ▪ Dr Annie Moulden 		<ul style="list-style-type: none"> ▪ Ms Shelly Park ▪ A/Prof Leslie Reti ▪ Dr William Shearer ▪ A/Prof Alan Wolff ▪ Dr Paul Ireland ▪ Ms Kate Morrissy ▪ Ms Sonia Caruana ▪ Ms Elena Boteva 		
1. Apologies					
	<ul style="list-style-type: none"> ▪ Ms Jodie Ashworth ▪ A/Prof Caroline Brand ▪ Prof Christopher Christophi ▪ Ms Maree Cuddihy ▪ Mr Martin Day ▪ Dr Robert Grenfell ▪ Prof Michael Grigg ▪ Mrs Sue Kirsas ▪ Ms Alison McMillan ▪ Ms Liza Newby 				
1.2 Conflict of interest					
	Ivan Kayne identified his role as Deputy Chair of the Health Issues Centre as a perceived conflict of interest in relation to decision making on consumer education in 6.3.1. This was noted but not considered to be an issue of concern.				
2.1 Minutes from Meeting on 8 May					

Victorian Quality Council Meeting Minutes



Date: Friday 14 August 2009

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	The minutes were accepted as an accurate record of the meeting.			
2.2 Responses/updates to actions from the last meeting				
2.2.1 Action regarding Website content - implement stage 1 update				
	Noted.			
2.2.2 Conference Sponsorship				
	It was noted that the main focus of the information session will be for VQC members to create awareness disseminate knowledge on VQC strategic goals. Members supported a suggestion to ask all sponsored participants to give feedback to the VQC how they implemented the learnings from the conference 6 months after the event.	During the information session on 8 September, sponsored participants to be asked to provide feedback in 6 months.	VQC Secretariat	
2.2.3 Response to the Australian Commission on Safety and Quality in Healthcare (ACSQHC) Clinical Handover Guide				
	Noted. The current status is that the Guide has effectively been launched.			
2.2.4 Health Care Worker Immunisation and VRE proposal				
	Discussion of immunisation revolved around a few issues: <ul style="list-style-type: none"> • Justification for screening and related costs; • Suggestion that the proposed immunisation strategies be modelled on current services achieving high coverage rates. A possible solution with VRE is a 'bundle of care approach. This may include design factors such as single rooms – an	Send out email to VQC members to express interest and nominate other	VQC Secretariat	

Victorian Quality Council Meeting Minutes



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	infrastructure issue. It was decided that two small working groups will be established based on nominations and/ or identified experts to draft recommendations to the Minister.	experts to form working groups.		
2.2 5 Update on the Pressure Ulcer Basics Online Education for Residential Aged				
	Noted. Certification of completion of the package will be available from August 2009.			
2.2 6 Strategy for dealing with unsolicited requests for funding				
	Update the VQC website with a statement that VQC welcomes the opportunity to cooperate with others but cannot provide funding.	Update website as agreed.	VQC Secretariat	
2.2 7 Online Education Tools Data Collection Project				
	As presented in the papers, a mechanism for providing health services with data on participants completing VQC e-learning packages was discussed and endorsed. There will be no cost to the health services. With the completion of the falls education package, there are now four packages including the two PUBS packages and the Introduction to Quality and Safety Principles.	Implement changes to track completion of education packages as proposed.	VQC Secretariat	
3. Matters Arising since the last full council meeting				
3.1 Quarterly report to the Minister				
	Discussion regarding the VQC addressed emerging issues in the quality and safety field. For example, medical workforce shortages and the impact of the current economic climate on quality improvements in healthcare. Discussion ensued on the evidence around resources and quality of care — whether reducing harm leads to reduced cost	To consider what has changed since the Strategic Plan was developed, and what it	VQC Executive	

Victorian Quality Council Meeting Minutes



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	<p>or whether resources equates to quality of care. Suggested that the VQC should focus on work outlined in the Strategic Plan, although it was acknowledged that the VQC should have the flexibility to modify its Strategic Plan as circumstances change. There was discussion about the roles of the VQC and the Statewide Quality Branch in advising the Minister on safety and quality-related issues.</p>	<p>means for the advice the VQC provides the Minister.</p>		
3.2 National Quality and Safety Framework				
	<p>Noted.</p>			
3.3 ACSQH Consensus Statement – Recognising and Reporting to Clinical Deterioration				
	<p>Noted.</p>			
3.4 Correspondence – ACHS EQuIP framework				
	<p>Noted.</p>			
3.5 Podcast series on Quality and Safety				
	<p>It is important to ensure that the marketing/ promotion of the podcasts reach a wider audience. All VQC members supported the idea for podcasts.</p>	<p>Prepare a short list of topics for trial recording. Work will commence when a new Senior Project officer is appointed</p>	<p>VQC Secretariat</p>	

Victorian Quality Council Meeting Minutes



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4. VQC Budget				
4.1 VQC Budget Update				
	Discussions about the current reduced budget allocation for new projects or other activities. Working Groups to submit their proposed expenditures to the Executive as soon as practicable.	Working groups to put up proposals.	Working group chairs	
4.2 Investment Logic Mapping				
	Discussions around the advantages of ILM as a powerful tool for identifying the problem, examining assumptions and offering solutions. There was discussion about using ILM for all proposals. It was agreed that ILM would first be trialled with the Metrics and Monitoring working group after finding existing evaluation on the tool. The result of the trial will inform full Council on the utility of ILM for decision making in relation to budget allocation.	Find evaluations on ILM. Trial ILM with the Metrics and Monitoring working group.	VQC Secretariat VQC Secretariat	
5. Recurrent Programs				
5.1 Update of the Falls Package				
	The package is being finalised and a communication strategy has been developed. This includes launching at the National Conference on Safety and Quality in Sydney early September. The Council were asked to consider whether we should have a separate Victorian launch and what form it should take. The Chair suggested the Minister may be interested in launching it and we should contact the Minister's Office. A direct mail campaign to all Victorian CEO's and Quality Managers is planned for late September and early October.	Prepare launch and mailout.	VQC Secretariat	

Victorian Quality Council Meeting Minutes

Date: Friday 14 August 2009
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6. Working groups and project progress				
6.1 Metrics and Monitoring				
	<p>The Metrics and Monitoring Group has focussed on two work areas:</p> <ul style="list-style-type: none"> • Mapping current performance measures utilised across the department with the view to providing advice to the Minister on current and future opportunities for performance monitoring. • Investigating the potential of undertaking a Patient Safety Culture Survey in Victoria. Similar initiatives in other states are being reviewed and an externally facilitated Investment Logic Map Workshop is scheduled for September. A proposal is expected to be presented at the next Full Council Meeting. 			
6.2 Clinical Leadership				
	<p>Council members agreed that the working group progresses preparations for a forum as suggested, which will offer:</p> <ul style="list-style-type: none"> • literature • ability to listen to experts in the field. <p>Further discussions will follow.</p>		<p>Proceed with a workshop/ forum.</p>	
6.2.1 Travelling Fellowship program.				
	<p>The sponsorship program should be more focused than previous years in terms of methodology and streams. Options for streams will not be open. It was agreed that two vacancies will be advertised per stream, e.g. Metrics and Monitoring, Patient Journey etc.</p>			

Victorian Quality Council Meeting Minutes



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6.3 Patient Journey				
	Reports were provided by each of the Chairs for the sub-committees.			
6.3.1 Health Literacy				
	<p>A request for quotation (RFQ) is to be offered to selected parties to develop a consumer training program. The idea is to help design and prepare a long-term self-sustaining educational package at a number of levels.</p> <p>The result expected by the council will be for consumers to be in a better position to serve the sector, sit on boards etc. The VQC commitment will be to fund the initial design and content of the program, inclusive of trial with a number of participants.</p> <p>Additional consideration will be given to the selection of the spread of these initial participants. Also, the project should include needs analysis to identify consumer needs to be met by the program.</p> <p>It is envisaged that VQC's commitment is limited to the conduct of the pilot and evaluation. The RFQ will seek input on future sustainability.</p>	Prepare a proposal for Executive endorsement.	VQC Secretariat	
6.3.2 Patient Transfer – project brief discussion				
	The Group composition has been finalised with a number of external stakeholders (see paper) and a consumer now part of the membership. The Project Brief developed by the Expert Working Group in Term 2 has been reviewed and was	Council members to provide feedback to PT chair in terms of		

Victorian Quality Council Meeting Minutes



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	<p>presented by the Chair. The Council endorsed the Project with some small modification to the brief:</p> <ul style="list-style-type: none"> • In the Risk Management Plan remove insufficient timelines. • In the Related Projects update the information on the Project undertaken by the North East Valley Division of General Practice. 	the direction the group is going.		
6.3.3 Culture and Communication				
	An overview of the work undertaken to date was provided, including a report on the TeamSTEPPS – train the trainer program attended in Brisbane.			
6.4 Draft minutes from VQC Executive meetings 26 June and 31 July 2009				
	Noted.			
7. Reports from other agencies				
7.1 Report from Department of Human Services				
	Noted that the Statewide Quality Branch now sits with the newly emerged Department of Health.			
8. VQC Manager's Report				
8.1 VQC Management Group staffing update				

Victorian Quality Council Meeting Minutes

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	Ann-Maree Baker is on maternity leave. The VQC Secretariat will be appointing a new VPS5 Senior Project Officer.			
8.2. Articles and reports of Interest				
	Research to Improve Public Confidence and Views on Quality in the Canadian Health Care System – Diane Watson PhD MBA.			
	WHO Patient Safety Grants.	Email link to VQC Council members	VQC Secretariat	
Next VQC Full Council meeting scheduled for:	13 November 1pm to 4:30pm			