

Minutes of the Victorian Quality Council Meeting of 19 February 2007



Agenda Item	Discussion points	Actions/ Outcomes	Person/ Group	Due Date																								
Present:	<table border="0"> <tr> <td>Christine Kilpatrick</td> <td>Liza Newby</td> </tr> <tr> <td>Alan Wolff</td> <td>Kathy Byrne</td> </tr> <tr> <td>Phong Nguyen</td> <td>Jennifer Williams</td> </tr> <tr> <td>Sherene Devenesen</td> <td>Simon Fraser</td> </tr> <tr> <td>Marcus Kennedy</td> <td>Tony Weaver</td> </tr> <tr> <td>Linda Sorrell</td> <td>Annie Moulden</td> </tr> <tr> <td>Sue Kirsas</td> <td>Graham Burrows</td> </tr> <tr> <td>Clare McGinness</td> <td>Alison McMillan</td> </tr> <tr> <td>Maree Cuddihy</td> <td>Anne-Maree Kelly</td> </tr> <tr> <td>Caroline Brand</td> <td>Kerry Bradley</td> </tr> <tr> <td>Les Reti</td> <td>Mary O'Reilly</td> </tr> <tr> <td>Christine Walker</td> <td>Peter McDougall</td> </tr> </table>	Christine Kilpatrick	Liza Newby	Alan Wolff	Kathy Byrne	Phong Nguyen	Jennifer Williams	Sherene Devenesen	Simon Fraser	Marcus Kennedy	Tony Weaver	Linda Sorrell	Annie Moulden	Sue Kirsas	Graham Burrows	Clare McGinness	Alison McMillan	Maree Cuddihy	Anne-Maree Kelly	Caroline Brand	Kerry Bradley	Les Reti	Mary O'Reilly	Christine Walker	Peter McDougall			
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1	Welcome and Apologies																											
1.1	<p>Apologies were received from the following members:</p> <table border="0"> <tr> <td>Rinaldo Bellomo</td> <td><i>Management Group:</i></td> </tr> <tr> <td>Wendy Hubbard</td> <td>Oliver Furness</td> </tr> <tr> <td>Doug Travis</td> <td>Mary De Gori</td> </tr> <tr> <td>Brendan Flanagan</td> <td></td> </tr> <tr> <td>Ian Patrick</td> <td></td> </tr> </table>	Rinaldo Bellomo	<i>Management Group:</i>	Wendy Hubbard	Oliver Furness	Doug Travis	Mary De Gori	Brendan Flanagan		Ian Patrick																		
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1.2	Conflict of Interest Declaration: Simon Fraser: Please refer to Agenda Item 7.1			
2	Minutes of Previous Meetings			
2.1	Minutes from 20 November 2006 Full Council Meeting <ul style="list-style-type: none"> ▪ Editing comments were noted on the minutes. Council was advised the appropriate version would be emailed to them. ▪ Point 5.6 should be amended to: "Discussions have been held regarding the possibility of other modules such as <i>residential care services and paediatrics</i>". 	Send out final version of minutes	Management Group	20/02/07
2.2	Minutes from 6 December 2006 Executive Meeting <ul style="list-style-type: none"> ▪ Minutes were noted 			
2.3	Minutes from 31 January 2007 Executive Meeting (Draft) <ul style="list-style-type: none"> ▪ Minutes were noted 			
3	Other Business			
3.1	State Services Authority presentation – Bruce Hartnett, Chair, State Services Authority <p>The Chair noted that Mr Hartnett was invited to attend a VQC Full Council meeting to discuss the key concepts of public entity governance and how best to apply them. His presentation introduced members to the <i>Good practice guide on governance for Victorian public entities</i> (the Guide).</p> <p>Mr Hartnett was asked if the Guide illustrated the responsibilities of the Minister and the DHS to the board. He advised that it did incorporate this information.</p> <p>Council members requested that the presentation be sent to them for information.</p>	Presentation to be emailed to Council members	Management Group	23/04/07

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<p>3.2</p>	<p>Australian Commission on Safety and Quality in Health Care Accreditation Standards Discussion Paper</p> <p>The Chair invited members to comment on the Australian Commission on Safety and Quality in Health Care's (the Commission) Accreditation Standards Discussion Paper. Members discussed at length the model of accreditation being proposed, the associated timelines and the introduction of new tools, including tracer methodology and unannounced surveys.</p> <p>The Chair noted that VQC will also write to Chief Executive Officer's (CEOs) of Victorian public health services advising them that VQC will be providing a response to the discussion paper. CEOs will be offered the opportunity to include their comments into the VQC response.</p> <p>The resulting comments will be compiled into a response paper and will be attached to these minutes for reference.</p>	<p>Draft response paper to be emailed to Council members</p> <p>Response paper to be attached to minutes</p>	<p>Management Group</p> <p>Management Group</p>	<p>23/04/07</p> <p>23/04/07</p>
<p>4</p> <p>4.1</p>	<p>Matters Arising</p> <p>Statutory Immunity – Pauline Ireland, Assistant Director, Policy and Instruments Development Review Branch, DHS</p> <p>The Chair noted that Pauline Ireland had been invited to present to VQC Full Council to address the current status of statutory immunity.</p> <p>Ms Ireland's presentation and subsequent discussion focussed on open disclosure and its direct conflict with statutory immunity. Ms Ireland advised members that the department will be doing a review of open disclosure and its application in health services and will produce a policy position.</p> <p>Members were informed that the department intends to develop a pragmatic approach for health services. Ms Ireland commented that open disclosure has resonance with consumers, although having some limitations packaged into a broader open disclosure strategy would seem appropriate.</p>	<p>Presentation to be emailed to Council members</p>	<p>Management Group</p>	<p>23/04/07</p>

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It was recognised that open disclosure requires highly developed communication skills to deal with patients and staff. It especially needs to be skilfully managed in regards to sentinel events. Members recognised that there are a variety of difficulties for health services.

The Chair noted comments from members indicating that open disclosure had not appeared to progressed at a State level. Several members commented that if an evaluation were to be done on open disclosure, the results would likely indicate that it is worthwhile. Members also noted that the Commission has this issue on its agenda.

Ms Ireland informed members that there is no intention to standardise state and territory legislation. Therefore, Victoria needs to look at what it thinks is appropriate for the sector.

The Chair requested that a copy of the presentation be forwarded to members.

4.2

VQC Stakeholder Evaluation update

Ms Willson advised the members that the Minister for Health had approved the initial VQC Terms of Reference in August 2006 and \$100K had been allocated from DHS to the evaluation. Following the development of the evaluation framework subsequent to the Terms of Reference, it was determined that further funding was required to support a more comprehensive evaluation.

Ms Willson confirmed that the VQC budget had unallocated funds of more than \$500K and would therefore have adequate funds to support the in-principle agreement. As the evaluation would be going out to tender, an actual costing of the evaluation was unknown.

A question was raised concerning the gap between the initial amount funded by the department and this further request. Ms Willson advised that the initial amount was based on a conceptual framework approved by the Minister for Health and that further detail had been incorporated to support a more thorough evaluation. This was based on the advice by the department's Evaluations Support Unit, which therefore expanded the scope of the evaluation framework.

Decision: VQC Full Council agreed to fund in-principle as per the Background paper to

Members who are interested in being a consumer representative on the Steering Committee to email Maureen Willson

Management Group

2/03/07

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<p>4.3</p>	<p>support the VQC Stakeholder Evaluation.</p> <p>The Chair noted that the Management Group was seeking nominations from a VQC consumer member to be on the Stakeholder Evaluation Steering Committee. The Chair asked that interested members email Ms Willson.</p> <p>International Medical Graduates</p> <p>The Chair noted the response letter received from the Minister for Health in relation to the VQC's letter outlining issues in relation to International Medical Graduates. The Minister advised that there were quality improvement strategies currently being undertaken by the Medical Workforce Unit in the DHS, along with national initiatives in this area and that VQC would be informed of their progress.</p>	<p>No Action Required</p>		
<p>5</p>	<p>VQC Budget Update</p> <p>The members noted the budget report update.</p> <p>Ms Willson advised members that the Management Group would be presenting an EFT analysis for 2007-08. In order to achieve the analysis, all Working Groups were required to review their proposed actions as per the VQC Strategic Plan and determine what the priorities are for 2007-08.</p>	<p>Develop EFT analysis for 23 April 2007 Full Council meeting</p>	<p>Management Group</p>	<p>23/04/07</p>
<p>6 6.1</p>	<p>Strategic Plan 2005-2008 Progress Report</p> <p>Working Group 1: Governance and Leadership – Linda Sorrell</p> <p><u>Consumer leadership:</u></p>			

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Members were advised that a report on the results is currently being prepared, and will be circulated to participating health services and placed on the VQC website once finalised.

6.3

Working Group 3: Evaluation – Maree Cuddihy

Falls

Ms Cuddihy informed members that the report on the evaluation of the falls toolkit had been finalised and sent to the participating health services. Ms Cuddihy advised that the report would also be sent to other health services this week and that members would also receive a copy at the end of the meeting today.

No Action
Required

Ms Cuddihy advised that discussions had also commenced on the development of a falls education package, with modules including: acute (concentrating on elderly patient in an acute setting), subacute and residential areas.

Improvement papers

Ms Cuddihy informed members that due to the positive response from the "*Successfully implementing change*" paper placed on web last year, the working group has decided to develop similar papers, aimed at assisting those just beginning work in safety and quality. Ms Cuddihy advised that the first paper will be on process mapping/process redesign.

Knowledge Management

Ms Cuddihy advised that a Request for quotation process had been completed and that many submissions had been received. Members were advised that the budget of the preferred provider required the project to be reconsidered, with the working group formally deciding not to proceed at present.

Ms Cuddihy informed members that other ways of improving knowledge management were being investigated.

6.4

Working Group 4: Use of Information – Caroline Brand

Quality and Safety dataset:

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<p>6.6</p>	<p>Ms Williams advised that this had not been progressed by the working group at this stage.</p> <p>Working Group 6: Reducing Harm – Anne-Maree Kelly</p> <p><u>Pressure Ulcer Basics:</u> Professor Kelly informed members that feedback from the sector indicated two other areas may be addressed: residential aged care and paediatrics. Members were advised that the Working Group will be developing a project brief suggesting the addition of further modules for discussion at VQC Full Council on 23 April.</p> <p><u>Hand Hygiene:</u> Professor Kelly advised the members that the Hand Hygiene project will be completed in July 2007. Professor Kelly presented the pilot site results to members, and advised that these results would also be sent out to the pilot sites.</p> <p>A council member queried whether a cost-benefit analysis would be undertaken on the project. Professor Kelly advised that this had not yet occurred. Members noted that it was important to also involve consumers in the longer-term plan to embed hand hygiene. Professor Kelly noted that the Hand Hygiene Sustainability Forum had consumer representation. The Hand Hygiene Sustainability Forum is scheduled for Friday 2 March 2007. All VQC members were invited to attend.</p>	<p>Project brief to VQC Full Council on 23 April 2007</p>		
<p>7</p> <p>7.1</p>	<p>Project Proposal for Approval</p> <p>NICS VTE Project Proposal – Jennifer Williams</p> <p>Simon Fraser indicated that he had a conflict of interest and abstained from the discussion.</p> <p>Ms Williams presented a project proposal regarding the VQC’s future involvement in the National Institute of Clinical Studies (NICS) Venous Thromboembolism (VTE) Prevention Program.</p>	<p>Project brief to VQC Full</p>	<p>Working Group 5</p>	<p>18/06/07</p>

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	<p>Ms Williams advised members that NICS is planning a national workshop in April 2007 to look into clinical registries, sustainability of the program and evaluation from pilot sites and key results. Members were informed that any differences in results between Victorian sites (who were funded) and other states (who were not funded) will be identified at the workshop.</p> <p>Decision: VQC Full Council approved further funding of \$62k for the extension of the NICS VTE project until June 2007.</p>	Council meeting on 18 June 2007		
8	<p>Report from DHS - Ms Alison McMillan, DHS</p> <p>Ms McMillan provided members with an update on the work of the Quality and Safety Branch.</p> <p>Members requested that Ms McMillan provide a presentation on the outcomes of the Safer System, Saving Lives project. Ms McMillan agreed to present findings at VQC Full Council on 23 April.</p> <p>The Chair also noted a suggestion that the Incident Information System (IIS) be presented at a VQC Full Council meeting. Ms McMillan agreed to this request.</p>	<p>Safer Systems, Saving Lives outcomes presentation</p> <p>IIS presentation</p>	<p>Alison McMillan</p> <p>Danielle Whitman</p>	<p>23/04/07</p> <p>23/04/07</p>
9	<p>VQC Manager's Report – Maureen Willson</p>			
9.1	<p>VQC Conference Sponsorship Proposal</p> <p>Ms Willson advised that the VQC budget for 2006-07 has an allocation of \$95k for the annual Safety and Quality Conference sponsorship program. Ms Willson noted that the Safety and Quality Conference will be held in Brisbane this year and sought a further \$55k from this financial year's unallocated funds to support the attendance of 72 health services' staff and VQC members to attend the conference. A VQC Information Session was also planned and would be conducted at the conference.</p> <p>Ms Willson also indicated that medical staff who had not previously received sponsorship</p>	<p>Expression of Interest Sponsorship Program information to be sent to health services</p>	<p>Management Group</p>	<p>30/03/07</p>

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would be targeted this year and that there would be an extension to include Community Health Centres and Mental Health acute inpatient services.

A lengthy discussion was held regarding the sponsorship of members. It was agreed to fund those members who wished to attend by payment to their health services rather than directly to the members. Members also supported the VQC Management Group attending the conference.

Decision: VQC Full Council approved conference sponsorship funding of \$150k for the Safety & Quality Brisbane Conference. The funding will incorporate health service staff, VQC members and the VQC Management Group. A VQC Information Session will also be held at the conference. VQC Members and health service staff who are funded to attend the conference are required to attend the VQC Information Session.

Decision: VQC Full Council approved the reimbursement to health services for VQC members who attend the conference as representatives of the VQC.

Letters to CEOs of council members wanting to attend conference.

9.2

VQC Education Program

The Chair noted that the Management Group would begin conducting education workshops for Quality Managers, Quality Coordinators, clinical leaders and staff with a portfolio of quality in their area of work.

No Action Required

- Two initial topics have been identified as:
1. appropriateness and effectiveness, and
 2. submission writing

Members were asked to advise the Management Group of their interest in contributing to the workshops as a speaker where appropriate.

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9.3	<p>Decision: VQC Full Council approved short education workshops for the sector.</p> <p>Staff update</p> <p>The Chair noted Management Group staffing updates.</p>	No Action Required		
10	New Business			
10.1	<p>VQC appointment extension</p> <p>The Chair advised members that the Minister for Health has approved an extension of the appointments of VQC members until 30 June 2008. The Chair indicated the importance of all members where possible, agreeing to extend their appointment to support VQC's ongoing work.</p> <p>The Chair advised that there would be a requirement to complete the appointment documentation as previously required. However, there would be no advertising of appointments on this occasion. Ms Willson indicated that the Management Group would assist members in the documentation requirements for reappointment where possible.</p>	VQC members to advise Maureen Willson if not wanting to continue. Members to undertake appointment paperwork when provided by Management Group		
10.2	<p>VQC Full Council agenda papers</p> <p>Ms Willson sought feedback from members regarding the presentation of the VQC Full Council papers in the bound folders. Members indicated their support for the new model.</p>	VQC Full Council papers to be bound for future meetings	Management Group	ongoing
11	Articles of Interest			

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	Nil present as the Accreditation Standards Discussion Paper was provided to members as the article of interest.	No Action Required		
12	Next Meeting Monday 23 April 2007 in rooms 1.01 & 1.02, Level 1/50 Lonsdale Street, Melbourne			