



VICTORIAN QUALITY COUNCIL

Confirmed minutes of the meeting held on Monday 10 July 2006 in Conference Room 1.03, Level 1, 50 Lonsdale St, Melbourne.

Present: Associate Professor Christine Kilpatrick (Chair)
Professor Rinaldo Bellomo
Mrs Kerry Bradley
Dr Caroline Brand
Ms Kathy Byrne
Dr Sherene Devanesen
Ms Wendy Hubbard
Professor Anne-Maree Kelly
Associate Professor Marcus Kennedy
Dr Simon Fraser
Ms Sue Kirsas
Ms Clare McGinness
Dr Annie Moulden
Dr Mary O'Reilly
Mr Ian Patrick
Ms Linda Sorrell
Associate Professor Leslie Reti
Dr Doug Travis
Dr Christine Walker
Dr Tony Weaver
Ms Jennifer Williams
Dr Alan Wolff

In Attendance: Ms Alison McMillan
Ms Maureen Willson
Mr Oliver Furness
Mr Eddie Gibbons
Ms Patricia McGarrity
Ms Anna Spain
Associate Professor Larry McNicol, Chair, VCCAMM

1. Welcome and Apologies

1.1. Apologies were received from the following members:

Professor Mari Botti
Ms Robina Bradley
Mr Graham Burrows
Ms Maree Cuddihy
Dr Brendan Flanagan
Mr Peter McDougall
Ms Liza Newby
Mr Phong Nguyen

1.2. Welcome

Associate Professor Kilpatrick welcomed Associate Professor Larry McNicol, Chair, Victorian Consultative Council on Anaesthetic Mortality and Morbidity (VCCAMM) to the VQC Full Council meeting.

1.3. Conflict of Interest declaration

Associate Professor Kilpatrick reminded members of the VQC Conflict of Interest policy and called for any declarations. No declarations were received.

2. Minutes of Previous Meeting

2.1 Minutes from Full Council meeting held on 15 May 2006 were tabled for approval.

The minutes were not included in the agenda package, circulated prior to the meeting, due to a corrupt electronic file. It was agreed an email would be circulated to members requesting approval of the minutes.

2.2 Minutes from Executive meeting held on 28 June 2006 (draft) were noted for information.

3. Matters Arising

3.1 Victorian Travelling Fellowship Program (VTFP) Application Guidelines

Associate Professor Kilpatrick noted the VTFP Application Guidelines were included for information only. The document provides an overview of the application process for the revised program. The program's revisions are based on the recommendations from the program evaluation presented at the last VQC Full Council meeting.

VTFP Report – Improving Medication Safety in Hospitals

Dr Brand requested future reports should include analysis between current best evidence and the information garnered during the fellowship. Ms McMillan noted the new selection criteria required applicants to provide a clear link with current best practice.

Ms Kirsa reported the Victorian Medicines Advisory Committee (VMAC) had reviewed the report and were impressed with its descriptive detail. Ms Kirsa suggested modifying the report to focus on analysis of evidence might impact on its ability to describe the lessons learned during the travel component of the program. Ms Willson noted future reports, as recommended in the evaluation, would include a detailed description as well as analysis of current best evidence.

3.2 Planning Day 2 August 2006

Associate Professor Kilpatrick reported the Minister for Health, the Hon Bronwyn Pike, would be attending the VQC Planning Day scheduled for 2 August 2006. Associate Professor Kilpatrick requested all members review their schedules and make every effort to attend.

It was noted Associate Professor Kilpatrick and Ms Willson were scheduled to meet with the Minister for Health prior to the planning day, for the Chair's annual meeting. Associate Professor Kilpatrick noted the agenda would include a proposed external evaluation of the VQC and the future of the Council.

3.3 Safety & Quality Conference outcomes

It was noted that 82 health service staff have been sponsored to attend the S & Q Conference. Also noted was that all VQC members who requested registration to attend the conference, would be expected to attend the VQC Information session on 22 August at 5pm.

3.4 Quality & Safety Reporting Guidelines - update

Ms Sorrell provided an update on the Governance and Leadership Working Group's discussion on the project. The Working Group agreed the project scope needed refinement to ensure an achievable, practical objective was defined. Dr Brand advised

that the Use of Information Working Group had reached similar conclusions.

Dr Brand and Associate Professors' Kilpatrick, Kennedy and Reti would be representing the two Working Groups on the project reference group.

Dr Walker requested non VQC Health Service Board members be invited to join the reference group to determine current knowledge deficits and gaps in education. It was suggested Chairs of Health Service Board Quality Committees should be involved in the project scoping stage. Dr Walker noted the safety & quality knowledge of Quality Committee Chairs may not provide an accurate indication of board members' knowledge in general.

The reference group agreed to report back to the next Full Council meeting with further information on project options.

4. Presentation by Associate Professor Larry McNicol, Chair, VCCAMM.

Associate Professor McNicol presented an overview of the background, and role of, VCCAMM. It was noted that VCCAMM had made recommendations to the current reviews of the Coroners Act and the Health Services Act, with a particular focus on allowing greater collaboration between consultative councils. Whilst discussing the similar roles of VCCAMM, the Victorian Surgical Consultative Council (VSCC) and the Consultative Council on Obstetric and Perinatal Mortality and Morbidity (CCOPMM), Associate Professor McNicol noted the lack of a general Medical Consultative Council. Council discussed the role of a Medical Consultative Council, potential stakeholders and the difficulties in setting up such a body.

5. Strategic Plan 2005-2008

Associate Professor Kilpatrick advised Council that due to limited funds in the forecast 2006–2007 budget, approval for the submitted project briefs would be deferred until the VQC Planning Day, scheduled for 2 August 2006. This will allow Council to prioritise activities for 2006–07 prior to allocating the limited available funds.

It was noted the safety & quality education program pilot required urgent approval, due to the critical planning decisions necessary in the months of July/August.

5.1 Governance & Leadership Working Group (Goal 1)

Ms Sorrell outlined the reasons behind the urgency of approving the safety & quality education program pilot:

- The state election, due on 26 November, necessitates a caretaker mode 4 – 6 weeks prior to the election. During this period the Department is limited to maintaining business as usual.
- The current project plan requires the external education and evaluation providers to be in place by November 2006 at the latest. Therefore contracts would need to be signed during caretaker mode.
- To work around caretaker mode the current plan will be shortened by four weeks.
- If approval is not granted until after 2 August, further constricting the project plan, VQC's ability to commence in February 2007 will be highly doubtful.

Council discussed the project brief with particular emphasis on the:

- Number of pilot sites required
- Amount of health service funding and
- Long term sustainability of the project.

Ms Sorrell provided an update on the progress of the remaining Working Group projects:

Consumer Leadership

The literature review and consultation process are progressing as planned. The Working Group discussed the initial findings of the project during a teleconference

with representatives of Nova Public Policy on 30 June 2006. It was noted that the reports for the literature review and consultation process are due in late July.

Communicating with Consumers

The external author is continuing the development of the final project report. The Working Group is expecting a draft in mid July for review.

5.2 Workplace Culture Working Group (Goal 2)

Dr Moulden provided an update on the clinical handover survey, emphasising the high number of responses submitted. The survey results highlighted two areas of clear need:

- Training in clinical handover and communication skills
- Standardisation of processes

The Working Group agreed to undertake a project to develop standardised clinical handover processes and is currently preparing the project brief. Dr Moulden advised the final survey report, including the proposed project options, would be circulated to health services.

Dr Moulden reported on the progress of the Introduction to Safety and Quality Principles pilot project. An information session was held on 14 June 2006 with nearly 50 attendees from across the state. Fourteen 'Expressions of Interest' to pilot the package were received and have been sent to external independent consultants for review.

Dr Moulden reported a number of rural sites attended the information session via teleconference.

5.3 Evaluation Working Group (Goal 3)

Ms Hubbard provided an overview of the Knowledge Management System project. The end objective of the project is to enable VQC to capture and maintain a record of lessons learned from all VQC projects. These lessons can then be utilised in other projects or by external organisations.

Phase one of the project will focus on reviewing the VQC's knowledge management requirements and considering options to deliver an appropriate solution. An additional project would be required to implement any recommendations.

5.4 Use of Information Working Group (Goal 4)

Dr Brand noted representatives of the Use of Information Working Group would be involved in the quality and safety reporting guidelines project, as discussed in detail at Agenda Item 3.4.

Council discussed the project brief to undertake the 'development of a basic learning package to assist the use and management of data for quality and safety improvement'. Dr Brand noted the proposed online package would provide an outline of evaluation principles and an overview of data concepts relevant to improving quality and safety. Final approval for the package was deferred until the VQC Planning Day.

Dr Brand advised Full Council that the Working Group had agreed to contact the Australian Commission for Safety and Quality in Health Care (ACSQHC) to discuss opportunities to enhance the Measurement for Improvement Toolkit, currently available on the ACSQHC website.

5.5 Application of Evidence Working Group (Goal 5)

Professor Bellomo presented an overview of the restraint and seclusion in Mental Health project. Council discussed the project in detail with particular emphasis on the project budget. Mr Gibbons advised that the budget could be revised to ensure the majority of funding was paid in 2007-2008, rather than 2006-2007.

A number of Council members requested clarification of VQC's role in the project. Ms Willson advised that VQC's role would include project management support and

project funding. The Department of Human Services (DHS) Mental Health Branch would undertake day-to-day management of the project.

Further discussion, and final approval of the project, was deferred until the VQC Planning Day.

Professor Bellomo noted Dr Sue Phillips, Program Manager, National Institute of Clinical Studies, would provide an update on the progress of the NICS DVT project at the next Working Group meeting.

5.5.1 Acute Pain Management Performance Measurement Toolkit

Dr Weaver led discussion on the proposed Acute Pain Management Performance Measurement Toolkit project.

Dr Weaver advised that the National Prescribing Service (NPS) was planning to fund a national project on Acute Pain. The DHS had been contracted to undertake the project and had indicated the VQC toolkit would be incorporated into the project methodology.

Due to the NPS project it was agreed the project brief should be revised to focus on the education component.

Final approval of the project brief was deferred until the VQC Planning Day.

5.6 Reducing Harm Working Group (Goal 6)

Professor Kelly reported that the Pressure Ulcer Basics education package had been completed. The package is expected to be accessible in early August 2006. A communication plan is under development to ensure health service staff are notified of the packages availability.

5.6.1 Hand Hygiene Project Steering Group

Professor Kelly reported Stage one of the Hand Hygiene project was continuing to plan and initial reporting was very positive. Education workshops for Stage two of the project had commenced and would be completed by the end of the week. Professor Kelly noted Ms Bradley had resigned from the Management Group and, as an interim measure, Mr Gibbons would be managing the project.

6. Report from DHS

Ms Alison McMillan, Acting Director, Quality & Safety Branch provided a report on the Department of Human Services Quality & Safety Branch activities. This included:

- Completion of PUPPS 3
- MRO consensus conference report
- Commencement of the Patient Flow Collaborative II. The collaborative will focus on outpatient services and involve 25 health services and three community health services
- The Safer Systems, Saving Lives project team will be holding a teleconference with members of the IHI 100K Lives project team to discuss the Australian model.
- The Victorian Public Healthcare Awards are open for entries. The awards ceremony is due to be held in early October 2006.

7. Manager's Report

7.1 VQC Budget

Ms Willson and Mr Gibbons provided an overview of the forecast 2006-2007 VQC budget. The Safety & Quality Education Program pilot project was reviewed including options to reduce the proposed funding. The Chair sought an indication of approval for the funding of the project from Full Council. The project was approved as per the submitted project brief.

7.2 VQC Management Group Staff Changes

Associate Professor Kilpatrick welcomed Ms Anna Spain to the VQC Management Group. Ms Spain has commenced as the new Executive Office Coordinator.

Ms Willson advised that Ms Robina Bradley had resigned from the Management Group. Associate Professor Kilpatrick noted the contribution of Ms Bradley with the Hand Hygiene project.

8. Other Business

No other business was noted.

9. New Business

9.1 International Medical Graduates in Victorian Workforce

Professor Bellomo advised Full Council that he had been approached regarding a number of international medical graduates (IMG's) program issues relating to the supervision of IMG's in Victoria. Professor Bellomo outlined these issues to Council. Council requested additional information on the issues and deferred further discussion to the next Full Council meeting.

10. Articles of Interest - For Discussion

10.1 *The incidence and cost of adverse events in Victorian hospitals 2003-04.* MJA Vol 184 No.11, 5 June 2006

10.2 *Public reporting of hospital outcomes based on administrative data: risks and opportunities.* MJA 2006; 184: 571-575

10.3 *Getting the Board on Board: Engaging Hospitals Boards in Quality and Patient Safety.* Joint Commission Journal on Quality and Patient Safety. Vol 32, No. 4 April 2006, pp 179-187(9).

The Council members noted the articles of interest.

11. Next Meeting

11.1 The VQC Full Council meeting closed at 4.10pm.

The next VQC meeting will be held on Monday 11 September 2006 in Conference Room 1.03, Level 1, 50 Lonsdale St.