CCDM council meeting record

|  |
| --- |
| Meeting administration |
| Date: | Time: |
| Chair: |
| Minute taker: | Time keeper**:** |
| Apologies: |
| Previous minutes confirmed 🔾 Yes 🔾 No, amendments (record): |
| Attendees: |
| Documents:* List
 |

# Actions summary

|  |  |  |  |
| --- | --- | --- | --- |
| Actions | Person responsible | Due date | Completed/ carried forward |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# CCDM implementation

|  |
| --- |
| * 1. Core data set
 |
| Discussion/decision: |
| * 1. FTE calculation
 |
| Discussion/decision: |
| * 1. Work analysis
 |
| Discussion/decision: |
| * 1. Variance response management
 |
| Discussion/decision: |
| * 1. DHB reporting
 |
| Discussion/agreed: |

# CCDM monitoring

|  |
| --- |
| * 1. Patient acuity
 |
| Discussion/decision: |
| * 1. Quality patient care
 |
| Discussion/decision:  |
| * 1. Quality work environment
 |
| Discussion/decision: |
| * 1. Best use of health resources
 |
| Discussion/decision: |

# Projects

|  |
| --- |
| * 1. Overview/impact
 |
| Discussion/decision: |

# Other business

|  |
| --- |
| 4.1 <Item> |
| Discussion/decision: |