CCDM council meeting record

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

# Actions summary

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| --- | --- | --- | --- |
| Actions | Person responsible | Due date | Completed/ carried forward |
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# CCDM implementation

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| * 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

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| * 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

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

# Other business

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