Local data council meeting record

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| --- |
| Meeting administration |
| Date: | Time: |
| Chair: |
| Minute taker: | Time keeper**:** |
| Apologies: |
| Previous minutes confirmed 🔾 Yes 🔾 No, record amendments : |
| 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
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| Discussion/decision: |
| * 1. FTE calculation
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| Discussion/decision: |
| * 1. Work analysis
 |
| Discussion/decision: |
| * 1. Variance response management
 |
| Discussion/decision: |

# CCDM monitoring

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| --- |
| * 1. Patient acuity
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| 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

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

**SAMPLE** of measures from the core data set

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| **Core data set (Sample only)** |
| **FOCUS** | **MEASURE** | **JUL** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB**  | **MAR** | **APR** | **MAY** | **JUN** | **AVG YTD** |
| Patient Acuity | 100% actualisation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| HPPD within benchmark |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 100% allocate staff screen |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 100% IRR |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality Patient Care | Patient incidents = 0 | 5 | 11 | 14 | 6 | 3 |  |  |  |  |  |  |  | 7.8 |
| Incomplete care = 0 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Variance indicator scoring |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Quality Work Environment | 100% Posted Roster = Planned Roster |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Overtime < 2 % |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Staff incidents | 0 | 1 | 1 | 0 | 1 |  |  |  |  |  |  |  | 0.6 |
| Staff unplanned leave < 4% | 2.5 | 6 | 7 | 3 | 2 |  |  |  |  |  |  |  |  |
| Care hours variance AM |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Care hours variance PM |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Care hours variance N |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Number shifts within target |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Best use of Health Resources | Bed utilisation |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 100% discharge before 1100 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 100% ED stays < 6 hours |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Casual use < 10% |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Nursing costs <50K | 48 | 51 | 52.5 | 49.5 | 53 |  |  |  |  |  |  |  | 50.8 |