**Meeting Opened at 3pm**

| 1.1 Welcome | Dr. Rebecca Bell welcomed committee members. |
| 1.2 Present: | Nancye Peel, Susan Brandis, Sandy Brauer, Ian Williams, Donna Waterhouse, Kate Smith, Chris Gork, Beres Wenck, Paul Varghese, Rebecca Bell, Edwin Lubari, Kristina O’dwyer |
| 1.3 Apologies: | Christine Fawcett, Satyan Chari |
| 1.4 Previous Minutes: | Accepted |

### TOPIC DISCUSSION ACTION / WHO WHEN

#### BUSINESS ARISING FROM PREVIOUS MINUTES

<table>
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<tr>
<th>2.0 Business arising from previous minutes</th>
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<tr>
<td>2.1 Steering committee terms of reference &amp; membership updated and to be loaded onto website</td>
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<tr>
<th>2.2 Letter to Chief Heath Nurse - outstanding</th>
<th>PV to invite a nursing representative to this committee</th>
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<td>PV for next meeting</td>
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#### 3.0 Correspondence

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<th>3.1 In IRR conference-see attached</th>
<th>Tabled letter from IRR that was circulated via email. Unable to be a part of the Fall Summit due to capacity issues. Thus have been assisting with different presenters: Has been advertised for late October. TH and NP are presenting.</th>
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<td>KS is following up with IRR and will circulate program.</td>
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| 3.2 Out | Nil |

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<th>3.3 Issues Log - SN falls risk assessment</th>
<th>KS’s email response (agenda attachment). SN question regarding state-wide risk assessment tools. 99% compliance with their current tool so Gladstone will wait for state-wide risk assessment tools rather than adopting another tool before then.</th>
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<td>Appropriate response noted</td>
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| 3.4 Other points |

### 4 Working Group Updates (working groups combined for 2009)

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<th>4.1 Data and Reporting Working Group Update &amp; Indicators Plan</th>
<th>Working group has not met yet. KD progressing the Vlads and the Report on PRIME data. Will convene another Vlad working group with some new indicators. PRIME is the incident report tool that all Q Health uses for incidents – problems are that it does not link to individual patient data and data entry is voluntary. Also</th>
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| Report ongoing |
no sentinel events are reported on Prime. These issues need to be expressed in the report. Need to record injurious falls in hospital and it needs to be clean data. Naming convention work for hospitals is currently under way for hospitals using Prime.

Guided by USA report. RB has done up a draft skeleton report.

| 4.2 | Education and Resource Development and Cross Continuum Working Group Update | These groups have combined for 2009 and the Group met 2nd July 2009

**Education & Resources WG**
Med-E-Serv modules nurses, doctors and clinical leaders are looking good, Nambour Geriatricians reviewed the doctor module favourably. Nurses module nearly finished. Clinical 0Leader’s modules still being worked on.

Short checklist updated with Falls and Nutrition Questions this has been sent to WA. They are agree with QLD approach and want to work with us to develop a National short checklist. This is to be raised at National Injury Prevention and Safety Promotion Working Group meeting in Melbourne 29th July 09.

**Cross Continuum**
Focusing in the audit of falls across QLD, accessing needs assessments that have been conducted looking at the education gaps.

| 4.3 | Falls Research [Specialist Officer and Falls Clinics] Working Group Update | RB introduced AB:

AB has a background in optometry and falls research. AB has commenced a 9 month contract to evaluate the Falls specialist officer project that included action research cycles training and audits at Ipswich Hospital and TPCH.

Scope of Alex’s work to include:
- Audit results completion rates
- Environmental issues and other variables.
- Patient climate surveys pre and post.
- Falling data pre and post.
- Qualitative analysis of culture and attitudes analysis.
- Falls clinic at TPCH Hospital and community based programme - awaiting further data. Looking at the exercise programme effectiveness.
- Ethics approval applications.

Currently collating the data. Data quality issues are still a problem.

KS has sent web links to the group for review and comment.
| 4.4 Environmental Working Group Update | Cultural interventions were different in both trial sites so will be difficult to correlate the data.
Why does an intervention work in one site and not another – could gain data from the motivational in depth interviews. | SB will develop some questions and review with KD for in depth questions. |

| 4.4 Environmental Working Group Update | Has not convened for the last couple of months.
- PRIME database study abstract submitted for ERA 09 and AAG 09 Conferences.
- Non-slip sock study being presented at Australian Injury Prevention Conference in July
- Design idea re: modified bed rails to assist safe sit to stand transfers currently on hold until further discussion
- RCT re: flooring to prevent bed-side falls/fractures. Supported in concept by SB and TH. To discuss further at next meeting. SC to facilitate. | SB will follow up the new 1000 bed hospitals that are being planned to review for falls prevention input. |

| 4.5 Nutrition and Falls Working Group Update | KS gave an overview:
Terms of reference goals reviewed. Voted on key priorities, Education model (HACC booklet), service delivery model and Vitamin D. National checklist to have nutrition questions added.

Floor to knee measure instead of floor to height is used in WA to get a more accurate BMI.
“Have you unintentionally lost weight “is an important question to include in assessments?

CG- Spiritus is updating the screening tool for nutrition, Mini Nutritional Assessment tool (MNA) Screening Tool and Assessment Tool combined in the one form. The trigger is the falls risk assessment tool. |  |

| 4.6 Falls Injury Prevention Program update (PSC & HPB) | KS and RB interviewed for level 6 position yesterday. This position is temporary for 3 months but eventually will be permanent.

Service level agreement progressing for SB contract to 2010.

Back fill for is progressing.
Website report needs to be followed up, currently have around a 1000 hits a month.

Short checklist is out of stock. Asking WA if we can use the Q Health version until national version is available.

Restructure in the PSC:
- Falls has been moved to sit under the Nursing Director PSC.
- The Team leader is Yvonne Wilkinson. | KS |
5 New business

5.1 National guidelines

- ACQHC (Australian Commission Quality Health Care) in 2005 put out the Green Box. The Australian Commission on Safety and Quality in Health Care are currently updating this resource.
  - The updated community guidelines is available (in draft) orientated to health professionals not patients and frail patients. NP feedback formally on behalf of QH, FIPC there were over 200 pages, it needs to be more succinct. It includes a lot of data from residential aged care facilities but needs to take data from communities. Risk factors covered over 16 chapters - chapter for each risk factor, the problem is dividing it up when it should be brought together-multifactorial nature of falls seems to be missed. Also there is a problem with the references. They haven’t gone to the original source and are taken out of context. It needs to be condensed.
  - Kate has sent out the 3 sets of guidelines – hospital, residential and community to steering group members via email

Not much in the way of new evidence for falls - Cochrane review quoted.

Districts want standardisation and we need to give them assistance with standard tools.

Need to consider this National resource and how it fits in with the Q Health version.

Feedback might still be possible up until the National meeting.

Agenda item for next meeting, circulate the section on tools (Kate)

Next meeting

5.2 Older Persons Clinical Network

Paul Varghese:
Aged Care Clinical networks dissolution from Areas due to the restructure in 2008. Office of Older Person’s Network have approval from CPIC but no funding for a state-wide Older Persons Clinical Network. Paul will chair the state-wide group initially. This group will be up and running in the next few months. Where does the Falls Prevention Collaborative fit in? Communication with Dementia Network and Stroke Network to be worked out formally.

The Older Persons Clinical Network to include how work with FIPC in their terms of reference.

5.3 Project Officers commenced Alex and Kristina

- Welcomed K O and AB.
- EL is a student in Public Health in Health Promotion Branch for
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| **5.4 BEACH GP Data** | - BEACH data base data has come through. 4 lots of data reports have been received.  
- Costs include 18,000 access fee and 3 reports at $900 each.  
- The reports are collated from raw randomised data from GPs using files from patients.  
- This data will be included in the PSC audit of GPs to assist in determining where the gaps are for the community audit.  
- Format is a Word document and graphs.  
- We have 3 months in which to develop further questions from this data. | Need to examine this data in the next 3 months; PV NP and IW with KS and RB in next 2 months. Organise for after the steering meeting. Formulate other questions that need to be asked. A one off meeting. KS will send the reports prior to the meeting from 3 PM to 4 PM. | Reports sent. |
| **5.5 The Australasian Health Facility Guidelines** | A suite of guidelines was released in May 2009 to assist all clinicians and designers involved in building or refurbishing health facilities. The Australasian Health Facility Guidelines (AusHFG) revision v3.0 was released for use in Australia and New Zealand and will supersede previous versions. These guidelines assist in the development of functional “fit-for-purpose” space designs that support current Models of Care and operational policies. All interested Queensland Health staff are encouraged to view these guidelines via the following link http://www.healthfacilityguidelines.com.au (Note: internet access required). Please contact the Infrastructure Design and Policy Unit for support and assistance in utilising the guidelines and for guidance on evidence based design: (07) 3006 2711. | For noting. |   |
| **Next meeting** | 1. **Next meeting 12:30 – 3pm**  
**Tuesday 18th of August, 2009**  
**Conference Room 1, Level 3, Building 15, PA Hospital**  
- Tuesday the 29th of September, 2009  
- Tuesday the 10th of November, 2009  
- Tuesday the 2nd of February, 2010  
- Tuesday the 16th of March, 2010  
- Tuesday the 27th of April, 2010  
- Tuesday the 8th of June, 2010  
- Tuesday the 20th of July, 2010 | No meeting on 22 December.  
Last meeting is the 10 November. |   |
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Meeting closed at 2:00pm