

MINUTES OF BARRETT ADOLESCENT CENTRE NURSES MEETING

Tuesday, 10 September 2013

AGENDA ITEM	DISCUSSION	ACTION REQUIRED	BY WHOM	BY WHEN
1. Meetings re BAC Future	Every second Monday Dr Sadler will run a meeting re the future of BAC.	Await further information from Steering Committee	A/NUM	Await
2. Logan Site Option	Visited by Vanessa, Trevor and Kev	NIL	NIL	NIL
3. Current RN Positions	No Permanent RN position in The Park at present. Vacancy in West Moreton though Unknown if RN's here move to new unit automatically.	Vanessa to speak to Pdraig about this	A/NUM	Ongoing
4. Future Admissions	NO new admissions!	Information to be communicated to Waitlist and Assessment List; referring agencies	CL/ANUM/ Consultant	Await direction
6. P&C Meeting	An upcoming P&C meeting to be held	Health and school to liaise about same	CL/ANUM/ Consultant/ School Principal	Await direction
7. Activity Planner for All Outings	An activity planner must be done 24 hours before all outings and by approved by A/NUM In emergency situations if activity planner cannot be done, the CSO must be phoned and outing must go through them for approval	Activity Planner to be made available to A/NUM and A/NUM will sign and date planner and staple into diary. After hours Activity Planner to be faxed to CSO. Blank Activity Planners available in top filing draw in nurses station.	All staff	Ongoing
8. Day Patients	Exploring options of discussing day patients fortnightly for Case Conference	To be reviewed in Case Conference by team	BAC staff	20.09.13
9. Monday Staffing	Every Monday 2 CN's are to be rostered on – 1 for shift and 1 for Case Conference	Vanessa to Roster accordingly	A/NUM	ongoing

EXHIBIT 272

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10. Program – Authorised MH Practitioner	Authorised Mental Health Practitioner program to be done online. CN's to do first.	CN's to be given offline time	A/NUM	ASAP
11. Facebook, E-Bay at Work	Do NOT use Facebook/Ebay etc on work computers		AI Nursing Staff I staff	10.09.13
12. CIMHA Problems	Cannot look up past patients on CIMHA	Staff to cease looking past patients up on CIMHA	Nursing Staff	10.09.13
13. TOIL	TOIL for RN's has to be signed off by CN'S. CN's need to have TOIL signed off by NUM or CSO.	If night staff Cns accrue toil please leave toil folder on my desk and note for Vanessa to sign	Nursing Staff	10.09.13
14. Upcoming Inservice	Upcoming inservice for surgical glue use	GHS to attend ward	A/NUM	Awaiting date
15. Peer Support	Continue to provide peer support where needed	Cn's/ All staff to offer staff Peer Support as required	Nursing Staff	10.09.13
16. Clinical Supervisor	Staff should consider clinical supervision for personal progression	Staff to discuss with A/NUM options for Clinical Supervision or call the School of Mental Health	Nursing Staff	10.09.13
17. Continuous Obs	Continuous obs = CONTINUOUS OBS!!	Staff to read and sign Continuous Observations Policy and leave signed copy on NUMS desk	Nursing Staff	10.09.13
18. Cat Red Hours	RN's can do more than two hours Cat Red if needed (with reasonable breaks)	CN's to complete duty roster according to clinical issues	CN/ Nursing staff	10.09.13
19. Management Plans	Management plans for patients on continuous obs must be written up by CN's All patients need a management plan!	CC/ACC to ensure that all adolescents have a management plan and make plan available in Management Plan Folder and in filing to be included into clinical file	Nursing Staff	ASAP
20. CIP	CIP must be updated for ITO patients	CC/ACC to update/ complete Crisis Intervention Plans for those adolescent on an ITO	Nursing Staff	ASAP

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21. Texts/emails from Patients	If any nurses get texts/facebook/emails (personal) etc from present patients, they must not be opened or read and must be reported to the CN		Nursing Staff	10.09.13
22. Discussion of Patients	Do not discuss patients in front of other patients	Staff to be aware of confidentiality and that nurses station is not sounds proof	Nursing Staff	10.09.13
23. Menu Monitor and Nursing Staff	Menu Monitors are to have a nurse with them on Fridays to help with filling out menus	Nursing staff to support menu monitor	Nursing Staff	10.09.13