

HealthylivingNT

Staff Meeting Minutes

Tuesday 5 April 2022 @ 3pm

Present: Anne, Tammy, Mel, Lee-Ann, Anissia, Laila, Janice, Chrissie, Shani, Danielle

Apologies: Mary, Anna, Leanne, Mengying, Sharron,

Accept Previous Minutes: Anne, Chrissie

Previous Action items:

Business Arising

Name	Action	Status
Admin/Educators	Process system temporary diary appointments	Completed
Tammy	TM2 database	Completed
Admin	NDSS order delivery to Alice Springs	Completed
Melanie	First aid kits and resuscitation equipment	Completed
Educators	First Aid and CPR training	In progress
Shani	How to transfer phone calls for staff	In progress
HPM	HPM to update first aid HPM kit – new to be purchased	In progress

General Business

- TM2 diary appointments process in place. Discussed Cardiac appt process for completion.
- Performance Report – circulated, discussion on service delivery through 2021. Encouraged to read the feedback around these programs.
- HPM program update: Seniors resistance 10 pax attended last week; School holiday program next week at The Y, Casuarina pool, under 8 yrs to be accompanied; Edge fitness starts 20 April 10 week paid program 20 children/group – vouchers grants NT accepted; Mini Movers 4 week program; Bagot Community program yet to be approved kick off with a BBQ to roll out program.
- New clinical database – decision to scope new practice database. Outline of specifications completed and will have to research what would meet most of our requirements. Once completed should have 3-4 systems to bring to staff to discuss and test. Specs to be circulated, educators to a wish list to include in scope.

Corona Virus (COVID19) Issues

- Updated CHO directions people infected or close contacts, day 7 do not come back to work if sick.
- [CHO Directions No. 54 of 2022 - Directions infected and close contacts.pdf](#)
- Anne masks for Staff N95 or P2 masks for workplace still in place.
- CHO directions masks for Health care centres and recommended for clients for Big Rivers area. HLNT will continue with its current mask policy for staff in the office, combined with continued hand hygiene and infection controls such as cleaning. Wearing of masks by clients recommended.
- Screening to continue with contractors.
- Remote services RAT tests still in place for exclusion zone

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Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community can collect Rapid Antigen Tests for free NT Health – East Arm
- Booster shots mandated, so please ensure you get your boosters.

Quality

- Quality next meeting 11 April 2022
- Staff discussion HLNT Strategic Goals 2021-24 [HLNT strategic goals 2021-24.pdf](#)
- 7th Edition V1.1 updated standards further discussion [O:\QUALITY\Quality 2021-2023\1.1-1 QIC Health and Community Service Standards 7th Edition Version 1.1 .pdf](#)

Standing Items (Items include webpage, IT, HR, Policy & Procedure reviews)

- **Status of Staffing** – new employee starts 12 April – June part time 3 days/week DNE ASP Evelyn
- **Staff Movements** – Leanne taking long service leave 12 months from 1 August. Kay will return to this position for 12 months.
- **Drivers Licence** – check driver's license is current and send to Admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** – TW148 Editorial meetings. HL enews
- **Social media** – send any items to Danielle and Lee Ann.
- **Monthly Activities** – enter all activities with times and details TM2 database.
- **OH&S issues/Building Issues** – check ceiling leaks in training store room due for insect spray and RACE air conditioning clean.
- **Risk Assessment** – check COVID testing, travel restrictions and safety protocols.
- **Ensure after groups** – Clean up after each group, reminder safety and COVID protocols.

Alice Springs Business

- Board meeting Saturday for strategic planning
- 4.15 pm Log off

Darwin Business

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New Action item

Name	Action	Status
Educators	First Aid and CPR training	In progress
HPM	HPM to update first aid HPM kit – new to be purchased	In progress
All Staff	TM2 clinical database replacement parameters	In progress

Meeting closed

- 4.15 pm

Next meeting

19 April 2022

HealthylivingNT

Staff Meeting Minutes

Tuesday 19 April 2022 @ 3pm

Present: Anne, Tammy, Mary, Leanne, Danielle, Mengying, Mel, Anissia, Evelyn

Apologies: Chrissie, Shani,

Accept Previous Minutes: Anne, Mel

Previous Action items:

Business Arising

Name	Action	Status
Educators	First Aid and CPR training	Completed
HPM	HPM to update first aid HPM kit – new to be purchased	In progress
All	TM2 database replacement process consultation	In progress

General Business

- Email sent on TM2 diary structured process to back fill client data - then let educators know when to input client notes. Admin has started process, March has been completed, now inputting April.
- Board meet to review strategic plan – rewording on goal and will review with staff when completed.
- Issues with some GPS trackers.
- 6 May afternoon for Staff flu shot

Corona Virus (COVID19) Issues

- Updated CHO directions people infected or close contacts, day 7 do not come back to work if symptomatic and stay away if still sick after 7 days.
- [CHO Directions No. 54 of 2022 - Directions infected and close contacts.pdf](#)
- Masks for Staff N95 or P2 masks for workplace still in place.
- CHO directions masks for Health care centres.
- Screening to continue with contractors.
- Remote services RAT tests still in place for exclusion zone.

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- Businesses, workers or community can collect Rapid Antigen Tests for free NT Health – East Arm
- Booster shots mandated, so please ensure you get your boosters.

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Quality

- Quality next meeting 16 May 2022
- Staff discussion HLNT Strategic Goals 2021-24 [HLNT strategic goals 2021-24.pdf](#)
- 7th Edition V1.1 updated standards further discussion [O:\QUALITY\Quality 2021-2023\1.1-1 QIC Health and Community Service Standards 7th Edition Version 1.1 .pdf](#)

Standing Items (Items include webpage, IT, HR, Policy & Procedure reviews)

- **Status of Staffing** – welcome Evelyn, Anissia has completed credentialing.
- **Staff Movements** – Chrissie, Shani and Laila on holidays, Leanne away holidays next week. Danielle going down to Alice Springs in June relieve Janice.
- **Drivers Licence** – check driver's license is current and send to Admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** – TW148 articles distributed, Editorial meetings to May.
- **Social media** – send any items to Danielle and Lee Ann.
- **Monthly Activities** – enter all activities with times and details TM2 database. Heart foundation national heart week?
- **OH&S issues/Building Issues** –insect spray completed and RACE air conditioning clean, kitchen light flickering – please let Mary know when it needs replacing.
- **Risk Assessment** – check COVID testing, travel restrictions and safety protocols.
- **Ensure after groups** – Clean up after each group, reminder safety and COVID protocols.

Alice Springs Business

- 3.45 pm Log off

Darwin Business

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New Action item

Name	Action	Status
Educators	First Aid and CPR training	Completed
HPM	HPM to update first aid HPM kit – new to be purchased	In progress
All	TM2 database replacement process consultation	In progress
Shani	GPS tracker issues	In progress
Staff	Flu shot afternoon 6 May	In progress

Meeting closed

- 3.50 pm

Next meeting

3 May 2022