

HealthylivingNT

Staff Meeting Minutes

Tuesday 9 August 2022 @ 3pm

Present: Mary, Tammy, Anissia, Danielle, Evelyn, Janice, Shani, Mel

Apologies: Karen, Kaye, Chrissie, Anne,

Accept Previous Minutes: Anissia, Danielle

Previous Action items:

Business Arising

Name	Action	Status
Mary	Telstra combine accounts, purchase dongles	In progress
Leanne	NDSS Health Professional portal online ensure Kaye online	In progress

General Business

- NDSS starter packs for T2 and GDM to be included in the yellow information packs until they run out – no more will be ordered.
- New database Nookal demonstration and test process.

Corona Virus (COVID19) Issues

- HLNT still screening, close contacts not allowed in office for at least 7 days and symptom free – 14 days mask wearing.
- Reinfection period is being reduced from 12 weeks to 28 days.
- Subvariant cases of Omicron continue to spike in the NT.
- Hospitals wearing masks - RDH moving to Tier 2 COVID precautions.

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- 4th dose recommended for 30 and above, also drop in Casuarina Health
- Send through certificates to Shani
- 3 months from date of infection once had COVID – Moderna or Pfizer.

Quality

- Quality rescheduled 27 June – cancelled, next meeting 29 August 2022.
- New database research to be included in Quality.

HealthylivingNT

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

- **Status of Staffing** – recruiting Darwin Cardiac remote to be advertised. Aboriginal Health Practitioner filled, readvertised for ICLO.
- **Staff Movements** – Laila on leave, Leanne long service leave, Karen moved to Melbourne – remote Alice Springs.
- **Drivers Licence** – check driver’s license is current, provide copy to admin.
- **Ochre card** – Ensure update Ochre Card within 3 months of due date.
- **Healthy Living News & Territory Way** – TW149 editorials, Circulated list of articles for TW150 for completion Education meeting.
- **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** –.
- **Risk Assessment** –.
- **Ensure after groups** – continue to clean up after each group, reminder safety protocols.

Alice Springs Business

- pm

Darwin Business

- 23-25 August Audit in meeting room.
- Board meeting Saturday week 20 August 2022

New Action item

Name	Action	Status
Mary	Telstra combine accounts, purchase dongles	In progress
Leanne	NDSS Health Professional portal online ensure Kaye online	In progress
Finance	Audit 23-25 August	In progress
Staff	Nookal demonstration and test process to 25 September	In progress

Meeting closed

- 3.40 pm

Next meeting

23rd August 2022