

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 24 January 2023 @ 3pm

**Present:** Anne, Mary, Lee Ann, Evelyn, Karen, Haley, Helen, Mel, Jenon, Kaye, Caroline, Beverly.

**Apologies:** Anna, Chrissie

**Accept Previous Minutes:** Mary, Anne

**Previous Action items:**

### Business Arising

Name	Action	Status
All Staff	Policy review updates	Completed

### General Business

- Policy updates for review refer Quality circulated 23 January [..\Documents Review Staff Meetings](#)
- Policy review – major changes Child Protection Policy major changes - consent updates,
- Bagot have significantly updated Child Protection Code of Conduct – Educators to visit need to send Lee Ann Ochre card and sign Bagot’s Code of Conduct
- Send around Child protection Consent to all Educators.
- Cultural Safety Policy noted by Jenon as appropriate and up to date
- Mary noted to make sure the incident forms are completed for any client issue.
- Anne tasked Educators Meeting to look at when Clinical Incidents should be reported.
- Education meeting – discuss at next Meeting how to use MS Teams.
- Check Cardiac Extension – ensure put call through to Mel’s extension number.
- Product usage – ensure ask admin staff and fill out form for item – stocktake issues.
- Heart Foundation move to new premises in City around March – change of focus to equity and advocacy and increasing staff to 8 people.
- Consult 6 is busier, so please do not use.

### Corona Virus (COVID19) HLNT current policies through to June 2024

- HLNT policy is COVID vax highly recommended for staff and no longer mandatory.
- HLNT continues to have duty of care to ensure COVID screening processes remain in place
- Close contacts staff need to advise manager prior to coming into office and have a negative rat test everyday prior to coming into office.
- If unwell please stay home for 7 days and test.
- Cleaning regime to stay in place – weekly surface spray to continue, wipes and hand sanitiser.

### Quality

- Quality next meeting **Monday 27 February 2023**
- Policies for review [..\Documents Review Staff Meetings](#)
- Child Protection Policy – see notes above.
- Clinical Governance Policy – Dealing with ethical dilemma’s to Education meeting discussion
- Occupational Office Health and Safety – additional Health Promotion – remote and incidents and what to do; clarified Clinical incident reporting under this policy and use the report form; new risk assessment. Also type of high risk clients and COVID updates.
- Accident Incident Investigation Form -

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- Health Promotion Checklist – new risk assessment to be considered when going to a community.

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

- **Status of Staffing** – Part time Dietitian interviewed commence 7 February private dietetic service two days per week Consult 8. New staff welcome- Beverly Mitchell CSO Darwin, temporary CSO in Alice Springs, Haley Sneddon. Mel away to Melbourne tomorrow until 1 Feb Advertising for Aboriginal Health Educator – readvertising. Shani going to Adelaide last day 6 February, working part time remotely from 20 February, also training Beverly and Anna.
- **Staff Movements** – Laila on leave, Janice on workers Compensation to 10 February to resume on limited basis.
- **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** – articles due for next TW151, Editorial rounds start.
- **Social media** – send any items to Lee Ann - file images into folder [O:\IMAGES\Social Media](#) Using doc template [O:\IMAGES\Social Media\Template Social media image and caption.docx](#)
- **Monthly Activities** – enter remote trips and all activities with times and details in TM2 database.
- **OH&S issues/Building Issues** – no leaks in roof. Pest control will be in to spray.
- **Cyclical/Emergency Procedures** –.
- **Risk Assessment** – As above in quality
- **Ensure after groups** – clean up after each group, safety protocols remain in place. Ensure used paper is all in bin in toilets.

## Alice Springs Business

- Incident in Alice Springs office broken into – door damaged, security did not register alarm.
- Haley to start office car to keep the battery going.
- 4 pm log off.

## Darwin Business

- Toilets – sanitary bin near Training Room toilet.
- Clean up after yourself in kitchen.
- Help answer phones and any issues with staff go to Manager.
- External work while working at HLNT please ensure appropriate dress and conduct

## New Action item

### Meeting closed

Name	Action	Status
Education Team	Health Promotion Checklist for Communities	
Education Team	Clinical Governance Policy to Education Meeting	
Education Team	Clinical Incident reporting – complete form for any incident	
All Staff	Fill out forms for any product usage	
Darwin staff	Clean up in kitchen	
Darwin staff	Keep Consult 6 free for Endocrine Clinic	

Log Off: 4.10 pm

## Next meeting

7 February 2022