

HealthylivingNT

Staff Meeting Minutes

Tuesday 25 July 2022 @ 3pm

Present: Leanne, Anissia, Chrissie, Danielle, Laila, Sharron, Evelyn, Janice, Shani, Lee-Ann

Apologies: Anne, Mary, Mel, Mengying, Karen, Anna, Kaye, Tammy

Accept Previous Minutes: Janice, Anissia

Previous Action items:

Business Arising

Name	Action	Status
Mary	Telstra combine accounts, purchase dongles	In progress

General Business

- NDSS Portal Health Professional discussed at Education Meeting – issues with security.
- NDSS CGM consumables extension to scheme changes – to be discussed at Education Meeting – some delays with registrants who had been paying full price through suppliers being confirmed for the subsidy.
- NDSS starter packs for T2 and GDM to be included in the yellow information packs until they run out – no more will be ordered.

Corona Virus (COVID19) Issues

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

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- 4th dose recommended from 11 July for over 50.
- 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.

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

- **Status of Staffing** – recruiting 2 NDSS Indigenous positions conducting interviews; Darwin Cardiac remote and Alice Springs Cardiac advertised.
- **Staff Movements** –Mel away July-August, Leanne long service leave end July.
- **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, delayed due to sick leave
- **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** – still clean up after each group, reminder safety protocols.

Alice Springs Business

- Log off 3:30pm

Darwin Business

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New Action item

Name	Action	Status
Leanne	NDSS Health Professional portal online – get Kaye online	In progress

Meeting closed

- 3:30pm

Next meeting

9th August 2022

HealthylivingNT

Staff Meeting Minutes
Tuesday 12 July 2022 @ 3pm

Present: Anne, Tammy, Mel, Anissia, Chrissie, Mengying, Janice, Shani

Apologies: Chrissie, Karen, Leanne, Lee Ann, Mary, Evelyn, Anna

Accept Previous Minutes: Anne, Mel

Previous Action items:

Business Arising

Name	Action	Status
Mary	Telstra combine accounts, purchase dongles	In progress
Educators	Draft TOIL policy discussed at Education Meeting	In progress
Admin	HR alert system for Ochre Card, drivers' licences?	Completed
Educators	NDSS Health Professional portal online 1 July 22	Ongoing
All Staff	NDSS CGM consumables extension to scheme changes 1 July 22	Completed

General Business

- End of financial year, payment summaries available online through ATO uploaded.
- New contract with DOH – subsequent changes to statistics these will be circulated.
- TM2 to be phased out - new database trail will commence testing late August.
- HR partner alerts for renewals – has to be done physically.
- NDSS Portal Health Professional discussed at Education Meeting – issues with security.
- NDSS CGM consumables extension to scheme changes – to be discussed at Education Meeting.

Corona Virus (COVID19) Issues

- Subvariant cases of Omicron spiking in the NT.
- Hospitals still wearing masks - RDH moving to Tier 2 COVID precautions.
- HLNT still screening, close contacts not allowed in office for at least 7days and symptom free – 14 days mask wearing.
- Reinfection period is being reduced from 6 weeks to 28 days.

Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- 4th dose recommended from 11 July for over 50.
- 3 months from date of infection once had COVID – Moderna or Pfizer.

Quality

- Quality rescheduled 27 June – cancelled, next meeting 18 July 2022.
- New database research to be included in Quality.

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

- **Status of Staffing** – recruiting 2 NDSS Indigenous positions; Darwin Cardiac remote and Alice Springs Cardiac advertised; Karen will leave Cardiac Remote, move back to Melbourne and commence Cardiac Alice Springs telehealth and fly-in; Annette will do more top end telehealth.
- **Staff Movements** – Mary and Shani away July, Mel away July-August, Leanne long service leave end July, Kay commencing in her position 18 July for changeover.
- **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 articles due 15 July, HL enews sent July.
- **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** – Air conditioners cleaned, clear of mould.
- **Risk Assessment** – nothing outstanding.
- **Ensure after groups** – still clean up after each group, reminder safety protocols.

Alice Springs Business

- Tuesday 26 July – HLNT team in Alice.
- Log off 3.40pm

Darwin Business

- Chrissie back Thursday this week.
- Leanne probably not back tomorrow.

New Action item

Name	Action	Status
Mary	Telstra combine accounts, purchase dongles	In progress
	NDSS Health Professional portal online	Ongoing
All Staff	NDSS CGM consumables extension to scheme changes 1 July 22	Completed

Meeting closed

- 3.40 pm

Next meeting

26 July 2022