

# HealthylivingNT

## Staff Meeting Minutes

Tuesday 20 September 2022 @ 3pm

Present: Chrissie, Tammy, Mel, Janice, Helen, Evelyn, Mengying, Danielle, Traci, Karen.

Apologies: Anne, Shani, Anissia, Mary, Anna, Laila, Lee Ann.

Accept Previous Minutes: Mel, Danielle

Previous Action items:

### Business Arising

Name	Action	Status
Mary	Telstra combine accounts, purchase dongles, setting up	In Progress
Chrissie	NDSS Health Professional portal ensure Kaye and Anissia online	In Progress
Staff	Nookal demonstration and test process to 25 September	Completed

### General Business

- Consumer charter circulated and discussed.
- August Audit finalised.
- HLNT Strategic Plan June 2022 discussed.
- New Client Records System Database Nookal testing process, we have selected [Nookal](#). In a lot of cases, Nookal exceeds a number of our requirements, will be easier to use than TM2. However, it currently has a major deficiency in the diary system (unable to select diary views, meaning that you have to see all users all of the time and unable to allocate a room to an activity). This is expected to be rectified in the new year. Therefore, we have decided to defer moving to Nookal until these upgrades complete.
- Dr Sridhar Chitturi – Darwin Endocrinology Centre a senior endocrinologist at RDH, from October, Dr Chitturi will be relocating his private practice to HLNT Tiwi office, to deliver one private clinic per week (Thursday afternoons) from consult 6. HLNT will provide him with admin support. Mengying, Danielle and Anna will form a small team to provide co-ordination and it will be good to have an endocrinologist co-located here. Not to be shared outside HLNT until October.

### Corona Virus (COVID19)

[CHO directions issued September 2022 in place through to June 2024](#) refer to document links

- [Face masks must worn in high risk settings including hospitals, GP clinics and remote clinics](#)
- If you have COVID-19 and do not work in a high risk place, isolation period is 5 days as long as you are symptom free. For the following two days required to wear a face mask in public.
- Close contacts required to test within 3 days and at day 6. Close contacts required to wear a mask when in public.
- People who have had COVID-19 not considered a close contact for 28 days after leaving isolation.

# HealthylivingNT

## HLNT current policies through to June 2024

- Screening processes remain in place.
- Close contacts must not enter office and staff who are close contacts are to work from home. Close contacts are allowed back into the office on day 6 following a negative test.
- If you get COVID-19, you must not enter office for 7 days and you must be symptom free before returning. You must wear a mask for following 7 days when in the office or delivering a service on behalf of Healthy Living NT.
- Face masks must continue to be worn when in a high risk setting such as a remote clinic, and when the client requests that you do so. Educators confirm with clients in individual consultations.

## Booster Vaccination, NT Rapid Antigen Testing and Distribution Points:

- 4<sup>th</sup> dose recommended for 30 and above, also drop in Casuarina Health
- 3 months from date of infection once had COVID – Moderna or Pfizer.

## Quality

- Quality meeting extra meeting 5 September, then 19 September, next meeting 17 October 2022
- Consumer Charter circulated, discussion on person centred care in relation to complaints mechanism.
- HLNT Strategic Plan June 2022 circulated and discussed.

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

- **Status of Staffing** – Darwin Cardiac remote filled Carolyn, in process for new ICLO. Still advertising Alice Springs Cardiac position website.
- **Staff Movements** – Chrissie away next week then on Jury Duty.
- **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 **30 September** for next TW150 bumper edition – Readers stories from past editions.
- **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** – ceiling has been fixed throughout the building.
- **Cyclical/Emergency Procedures** – *cyclones, floods - dates, fire drill – next meeting*
- **Risk Assessment** –.
- **Ensure after groups** – continue to clean up after each group, reminder of safety protocols.

## Alice Springs Business

- 4pm

## Darwin Business

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## New Action item

## Meeting closed

Name	Action	Status
All Staff	Updated CHO directions in place to June 2024	In Progress
All Staff	Fire drill demonstration discussion	In Progress
Chrissie	NDSS Health Professional portal ensure Kaye and Anissia online	In Progress

Log Off: 4pm

## Next meeting

4 October 2022