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GOVERNANCE AND IMPLEMENTATION

This resource should be reviewed and endorsed in accordance with the organisation's governance and document control processes prior to implementation.

Team Meeting Agenda & Minutes

Date:

Time:

Location:

Chair:

Minute Taker:

Meeting Purpose:

Quorum Achieved: ☐ Yes ☐ No

Meeting Agenda

Agenda Item

Discussion / Decisions

1. Acknowledgement of Country

2. Welcome and Introductions

3. Attendance, Apologies & Visitors

4. Confirmation of Previous Minutes

Accepted / amendments recorded.

5. Review of Previous Actions

Use Action Register below.

6. CEO / Executive Update

Strategic and organisational updates.

7. Human Resources Update

Staffing, recruitment, mandatory training.

8. Clinical Services Update

GP

Nursing and Aboriginal Health Worker & Practitioner
Allied Health
Chronic Disease
Outreach

9. Clinical Administration Update

Appointments, recalls, results, workflow.

10. Dental Update

11. Programs & Population Health Update

12. Clinical Governance

Clinical incidents, significant events, open disclosure, patient safety risks.

13. Infection Prevention & Medication Safety

Cold chain, sterilisation, emergency trolley, medicines/equipment.

14. Work Health & Safety

Hazards, psychosocial risks, incidents, near misses, lessons learned

15. Quality Improvement & Accreditation

CQI projects, audits, PDSA, RACGP/QIP actions, policy reviews.

16. Patient Feedback

Compliments, complaints, consumer feedback and actions.

17. Workforce Education & CPD

Mandatory training, competency, upcoming education.

18. Digital Health & Information Systems

Medicare compliance, PIMS, My Health Record, cybersecurity, data quality, Artificial Intelligence

19. General Business

20. Actions from this Meeting

Assign responsibilities and due dates.

21. Next Meeting

22. Meeting Close

Time closed.

Action Register

Action	Responsible	Due Date	Status	Completed

Key Decisions

Risks / Escalations
