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| 25 November 2024  10:30pm-11:30pm  Via MS Teams  Meeting Chair: Kelly Papasavva  Secretariat: Alena Casim | Minutes  CHEF Rankin Park - USCC |
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| **Attendance and**  **declarations** | **In attendance:**  Amitha Mather – AM  Kelly Papasavva – KP  Alena Casim – AC  Rick Forrest – RF  Sam Broadbent-Nelson - SB  Matthew Ramsay - MR  Karolyn Liu - KL  Jalpa Joshi – JJ **Apologies:** Anne Buckley – AB  Jennifer Millard – JM |
| **Item: 1** **Terms of Reference** | No concerns were raised regarding the Terms of Reference.  **Decision:** Group endorsed the Terms of Reference.  **Action:** KP to circulate Terms of Reference document. |
| **Item: 2** **Service Delivery**  Refer to slide pack | **Staff training**   * Staff training planned to be held on the last week of January 2025. * Training dates are to be finalised and coordinated with Lee Corrigan. * 2-3 days' worth of training – to include steps on how to prepare new menu items using the existing menu in the kitchen, do a mock trial – practice run of new menu prior to go live   **Go Live**  Additional operational support will be provided ideally for 4 weeks during go live. Support will be onsite ideally 2 weeks prior go live to conduct training, prepare for mock trial, assist staff for any concerns, provide ongoing support post go live to ensure a smooth transition, and see if follow up training will be required.  Go Live date (5th February 2025) is to be confirmed once endorsed by HNE Steering Committee on 25/11.  Question from MR around what the staff training will look like.  AM explained that it will be around the menu changes - the new steps that need to be followed for each of the new menu items in terms of heating, presentation, and other key processes. A comprehensive digital ordering training session will also be conducted for AHAs to provide opportunity to practice using iPads in taking meal orders.  **Action:** AM to provide staff training plan to the group.  **Staff Consultation**  MR requested for the workflows to be provided prior to staff consultation on 28th of November.  **Action**: HealthShare to provide workflows to MR and SB prior to staff consultation on 28th of November.  MR requested for the CHEF presentation to be circulated.  **Action:** Circulate slide pack with the meeting minutes. |
| **Item: 3** **Other Business** | Question from SB around the changes in duties and shift times with order to appetite service.  AM clarified that there is no plan to implement room service in HNE due to its high cost and required additional staff in Bowral. The plan for Rankin Park is scheduled mealtimes, therefore no changes to the existing mealtimes and no changes to rosters.  Question from SB around the implementation of midmeals.  AM explained that the current midmeal service will continue.  Question from SB around the onsite go live support.  AM clarified that support will be available for the duration of go live.  Question from MR around CHEF implementation in Armidale.  AM explained that CHEF is scheduled to be implemented in Armidale in March 2025.  Question from JJ around the implementation timeline for pilot sites.  AM explained that implementation in Tamworth is scheduled for June 2025 and JHH is scheduled in June 2026 due to Wi-Fi / reception limitations and planned infrastructure renovations.  Meeting ended at 10:58am |
| **Next Meeting** | Monday 9th December, 10:30am |

Decisions:

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| 1 | Group endorsed the Terms of Reference. |

Actions Arising:

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| **#** | **Action** | **Assigned to** | **Due Date** | **Status** |
| 1 | KP to circulate Terms of Reference document. | Kelly Papasavva | 26/11/24 | New |
| 2 | AM to provide staff training plan to the group. | Amitha Mather | 9/12/24 | New |
| 3 | HealthShare to provide workflows to MR and SB prior to staff consultation on 28th of November. | Amitha Mather | 27/11/24 | New |
| 4 | Circulate slide pack with the meeting minutes. | Alena Casim | 26/11/24 | New |