

**ALZHEIMERS QUEENSLAND**
**MANAGEMENT REVIEW COMMITTEE MEETING AGENDA/MINUTES**

<b>Date:</b>			<b>Time:</b>			
<b>Location:</b>						
<b>Attendees:</b>	<b>Name</b>	<b>Role</b>	<b>Name</b>	<b>Role</b>		
<b>Item No.</b>	<b>Item</b>	<b>Strategic Plan Ref.</b>	<b>Review</b>	<b>Action</b>	<b>Responsible Person/Resources</b>	<b>Review Date</b>
1.	Open Meeting and Apologies					
2.	Business arising from previous meetings					
3.	ISO Audit Executive Summary					
4.	ISO Audit Follow Up Actions					
<b>Key Strategic Areas</b>						
<b>1.</b>	<b>Build the capacity of the organisation through attracting and maintaining quality staff</b>					
1.1	Restructure and growth AAQ					

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<b>2.</b>	<b>Deliver quality service standards that excel within the industry.</b>					
2.1	Accreditation Reports					
	Garden City Aged Care Services					
	Rosalie Nursing Care Centre					
	Windsor Aged Care Services					
2.2	Quality Review – Home Care Program Department					
	Quality Review – Community Services (CHSP)					
<b>3.</b>	<b>Undertake organisational growth and service development in a planned and considered manner.</b>					
3.1	Review of policies and procedures					
3.2	Review of quality statement					
3.3	Review of strategic plan (status of achievement of objectives against the strategic plan.					

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4.	<b>Achieve a 'continuum of care' for people with dementia and their carers through a suite of personalised lifestyle and care services</b>					
4.1	Plans for Continuous Improvement					
	Garden City Aged Care Services					
	Rosalie Nursing Care Centre					
	Windsor Aged Care Services					
	Home Care Program Department					
	Garden City Multi Service Centre					
	Gordon Park Multi Service Centre					
	Ipswich Multi Service Centre					
	South Coast Multi Service Centre					
	Toowoomba Multi Service Centre					
4.2	Identified Corrective Actions					

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<b>5.</b>	<b>Deliver leading dementia education programs and products for the health, community, and aged care service sectors</b>					
5.1	Dementia Education Programs; development and update of programs					
5.2	Consumer Directed Care					
5.3	Performance of External Providers Reviewed					
5.4	Report from RTO					
<b>6.</b>	<b>Promote the organisation; its mission, services, and products</b>					
6.1	Organisation's website capacity and usability					
6.2	Industry form and conference participation					
6.3	Deliver dementia awareness presentations					
7.	New Business					
8.	Next Meeting					
9.	<b>Meeting Closed</b>					