

In the matter of the *Commissions of Inquiry Act 1950*
Commissions of Inquiry Order (No.4) 2015
Barrett Adolescent Centre Commission of Inquiry

AFFIDAVIT

Michelle Giles of Bell Street, Ipswich in the State of Queensland solemnly and sincerely affirms and declares:

1. I have been provided with a Requirement to Give Information in a Written Statement dated 18 December 2015. **Exhibit A** to this affidavit is a copy of this notice.
2. In this affidavit, former patients of the Barrett Adolescent Centre will be referred to using the following codes:
 - (a) [REDACTED]
 - (b) [REDACTED]
 - (c) [REDACTED]
 - (d) [REDACTED]

Professional experience

3. I am the Director of Operations – Community and Acute Mental Health and the Director of Allied Health – Mental Health, Integrated Mental Health Service, Mental Health and Specialised Services, West Moreton Hospital and Health Service (West Moreton).
4. **Exhibit B** to this affidavit is a copy of my current curriculum vitae.
5. I was the Director of Allied Health and Community Mental Health Programs, Integrated Mental Health Service, Mental Health and Specialised Services, West Moreton from around April 2013 until around April 2015.

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Deponent

A J.P., C.Dec., Solicitor

AFFIDAVIT

On behalf of the State of Queensland

Crown Solicitor
11th Floor, State Law Building
50 Ann Street
BRISBANE QLD 4000

Email: [REDACTED]

19/1/2016

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6. I was employed by:
- (a) Queensland Health from April 2013 – 1 July 2014, when West Moreton became a prescribed employer under the Hospital and Health Boards Act; and
 - (b) West Moreton thereafter.
7. The duties and responsibilities I held in the position are set out in its role description, a copy of which is **Exhibit C** to this affidavit.

Committees and Meetings

8. In my capacity as Director of Allied Health and Community Mental Health Programs, I was a member of the Mental Health and Specialised Services leadership team that reported to Executive Director of Mental Health and Specialised Services, Sharon Kelly. Other members of the leadership team were:
- (a) Director of Strategy, Dr Leanne Geppert.
 - (b) Director of Medicine, Dr Terry Stedman.
 - (c) Director of Nursing, William Brennan.
9. As a member of the Mental Health and Specialised Services leadership team, I attended the following meetings related to the Barrett Adolescent Centre:
- (a) Barrett Adolescent Centre Update Meeting.
 - (b) Barrett Adolescent Centre Transition Care Planning Meeting.
 - (c) Barrett Adolescent Centre Clinical Oversight Meeting.
 - (d) Barrett Adolescent Centre Organisation Change Meeting.
10. I also regularly communicated with Team Leader – Allied Health Non-Secure Services/Discipline Senior – Occupational Therapy, Lorraine Dowell, who was my direct report and who was the operational line manager for all of the allied health positions at the Barrett Adolescent Centre at the time. Those meetings were not formal and I did not keep any records of them.
11. I do not recall attending the Barrett Adolescent Centre Strategy Oversight Meeting for Transition and Closure or the Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee meetings.

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Deponent

19/1/16.

A.J.P., C.Dec., Solicitor

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Barrett Adolescent Centre Update Meeting

12. As the allied health member of the Mental Health and Specialised Services leadership team, my role in the Barrett Adolescent Centre Update Meetings was to:
- (a) report upon any relevant matters pertaining to allied health;
 - (b) receive a report about relevant matters pertaining to:
 - (i) medical staff from Dr Stedman;
 - (ii) nursing staff from Mr Brennan; and
 - (iii) the project more generally from Dr Geppert.
 - (c) receive a report from Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service Psychiatrist, Dr Elisabeth Hoehn and Acting Clinical Director, Dr Anne Brennan about any issues that had arisen in relation to transition planning for the adolescents at the Barrett Adolescent Centre; and
 - (d) attend to actions arising from the meeting which were allocated to me.
13. The other participants in the Barrett Adolescent Centre Update Meetings were Ms Kelly, Dr Geppert, Dr Stedman, Mr Brennan, Dr Brennan, Dr Hoehn, Communication and Community Engagement Officer, Naomi Ford and Project Officer, Laura Johnson.
14. I recall that the Barrett Adolescent Centre Update Meetings occurred weekly, usually from 11.30am until 12.30pm on a Wednesday.
15. There were no sub-committees or persons other than the participants identified above who reported at the Barrett Adolescent Centre Update Meetings or that the meeting had oversight of. It was a leadership meeting during which its participants reported to Ms Kelly and each other about the matters set out in paragraph 11 above.
16. The output of each Barrett Adolescent Centre Update Meeting that I attended was documented in the minutes of the meetings, copies of which are **Exhibit D** to this affidavit.
17. I do not recall a Terms of Reference being produced for the Barrett Adolescent Centre Update Meetings. The business of the meetings is documented in Exhibit D.

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18. The business of the meetings did not encompass the exploration of alternative options to the Barrett Adolescent Centre or oversight of this issue. My recollection is that:
- (a) the exploration of alternative options to the Barrett Adolescent Centre and oversight of that was a Statewide initiative, responsibility for which was vested in the Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee and Working Groups;
 - (b) Dr Geppert was a member of the Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee.
19. The business of the Barrett Adolescent Centre Update Meetings did not encompass the decision to close the Barrett Adolescent Centre, the selection of the January 2014 closure date or oversight of those issues. I do not recall any discussion of the decision to close the Barrett Adolescent Centre or the selection of the date for closure. I recall discussion around the closure date being late January 2014 but have no recollection of the group choosing that date.
20. The decision to close the Barrett Adolescent Centre had been made before the Barrett Adolescent Centre Update Meetings started, in around August 2013.
21. I do not now recall how or when the January 2014 closure date was selected. My recollection is that:
- (a) there was no fixed date for the closure of the Barrett Adolescent Centre;
 - (b) as we moved through the transition process the end of January 2014 emerged as a 'natural date' because:
 - (i) most of adolescents' discharge was planned to occur by the end of December 2013; and
 - (ii) the Barrett Adolescent Centre School had closed and the School Holiday Program was complete.
22. My recollection is that the day-to-day work of transitioning adolescents from the Barrett Adolescent Centre was undertaken by Dr Brennan with input from Dr Hoehn and the multi-disciplinary team at the Barrett Adolescent Centre. It commenced sometime after Dr Brennan had started in the role.
23. At each of the Barrett Adolescent Centre Update Meetings:

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- (a) Dr Brennan and/or Dr Hoehn updated the participants at the meeting on the status of the transition arrangements and reported on any issues that were impeding progress of the transition arrangements;
 - (b) any reported issues were discussed by the participants at the Barrett Adolescent Centre Update Meeting and action plans were formulated to attempt to overcome those issues, usually with input from Dr Geppert who liaised with external stakeholders.
24. My recollection is that the dissemination of information and/or support for Barrett Adolescent Centre staff in relation to closure of the Centre was managed by Dr Geppert in her capacity as Director of Strategy with input from the Workplace Relations and Human Resources teams and the operational line managers for staff including Ms Dowell who reported to me.
25. Each of the clinical leads (Dr Stedman, Mr Brennan and I) reported on relevant staffing issues at the Barrett Adolescent Centre Update Meetings and plans were formulated to resolve those issues, usually with input from Dr Geppert and the Workplace Relations/Human Resources teams at West Moreton.

Barrett Adolescent Centre Transition Care Planning Meeting

26. I do not recall attending the Barrett Adolescent Centre Transition Care Planning Meeting but can see from its minutes that I was in attendance in my capacity as a member of the Mental Health and Specialised Services leadership team. I did not have an active role in that meeting, as reflected by the minutes.
27. The names of the other participants in the Barrett Adolescent Centre Transition Care Planning Meeting were Ms Kelly, Dr Geppert, Dr Stedman, Dr Hoehn, Dr Brennan, Mr Brennan, Ms Johnson and Nursing Director, Padraig McGrath.
28. My understanding is that the Barrett Adolescent Centre Transition Care Planning Meeting was a 'one-off' meeting held on 11 December 2013.
29. Drs Hoehn and Brennan reported to the other participants at the meeting (i.e. the members of the Mental Health and Specialised Services leadership team) on some clinical/risk issues which were impeding the progress of the transition arrangements

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for [REDACTED] There were no sub-committees or other persons reporting to the meeting as far as I am aware.

30. The output of the meeting is documented in the minutes of the meeting, a copy of which is **Exhibit E** to this affidavit.
31. I do not recall a Terms of Reference being produced for the Barrett Adolescent Centre Transition Care Planning Meeting. The business of the meeting is documented in Exhibit E.
32. I have no independent recollection of this meeting. Based on my review of the minutes, I understand that the business meeting did not encompass:
- (a) the exploration of alternative options to the Barrett Adolescent Centre or oversight of this issue;
 - (b) the decision to close the Barrett Adolescent Centre and/or the selection of the January 2014 closure date or oversight of this issue; or
 - (c) the dissemination of information to and/or support for Barrett Adolescent Centre staff in relation to the closure of the Centre or oversight of this issue.
33. The business of the meeting, as reflected in the minutes, was to discuss some clinical/risk issues which had been raised by Drs Hoehn and Brennan and which were impeding the progress of the transition arrangements for four adolescents.
34. As reflected in the minutes, each of [REDACTED] cases were discussed individually and actions to be completed by nominated persons were agreed in an attempt to overcome those issues (as set out in Exhibit E). These [REDACTED] were:
- (a) [REDACTED]
 - (b) [REDACTED]
 - (c) [REDACTED]
 - (d) [REDACTED]

Barrett Adolescent Centre Clinical Oversight Meeting

35. As the allied health member of the Mental Health and Specialised Services leadership team I attended the Barrett Adolescent Centre Clinical Oversight Meeting. I recall that

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I participated in this meeting by telephone, however, the minutes do not expressly reflect that. I did not have an active role at that meeting.

36. The names of the other participants in the Barrett Adolescent Centre Clinical Oversight Meeting were Children's Health Queensland Hospital and Health Service Clinical Director, Associate Professor Stephen Stathis, Executive Director of Child and Youth Mental Health Services, Judi Krause, Dr Hoehn, Ms Kelly, Dr Brennan, Dr Stedman, Dr Geppert and Dr Bill Kingswell.
37. I have no independent recollection of the meeting. I understand based on my review of the minutes that, the Chief Executive, Children's Health Queensland Hospital and Health Service, Dr Peter Steer, also joined for the first 15 minutes.
38. As far as I am aware, the Barrett Adolescent Centre Clinical Oversight Meeting was a 'one-off' meeting held on 12 December 2013.
39. Dr Geppert, Dr Hoehn and Dr Brennan reported to other participants at the meeting on the clinical/risk issues that had been discussed at the Barrett Adolescent Centre Transition Care Planning Meeting. There were no sub-committees or other persons reporting to the meeting.
40. The output of the meeting is documented in the minutes of the meeting, a copy of which is **Exhibit F** to this affidavit.
41. I do not recall a Terms of Reference being produced for the Barrett Adolescent Centre Clinical Oversight Meeting. The business of the meeting is documented in Exhibit F.
42. The business of the meeting, as reflected in the minutes, did not encompass:
 - (a) the exploration of alternative options to the Barrett Adolescent Centre or oversight of this issue;
 - (b) the decision to close the Barrett Adolescent Centre and/or the selection of the January 2014 closure date or oversight of this issue; or
 - (c) the dissemination of information to and/or support for Barrett Adolescent Centre staff in relation to the closure of Barrett Adolescent Centre or oversight of this issue.

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43. The business of the meeting was to escalate the clinical/risk issues which had been discussed at the Barrett Adolescent Centre Transition Care Planning Meeting to representatives of Children's Health Queensland Hospital and Health Service and the Mental Health, Alcohol and Other Drugs Branch.
44. Each of [REDACTED] cases were discussed individually and actions to be completed by nominated persons were agreed in an attempt to overcome those issues (as outlined in Exhibit F).

Barrett Adolescent Centre Organisational Change Meeting

45. As the allied health member of the Mental Health and Specialised Services leadership team, I attended the Barrett Adolescent Centre Organisation Change Meeting. I did not have an active role in the meeting.
46. The names of the other participants in the Barrett Adolescent Centre Organisational Change Meeting were Dr Geppert, Ms Johnson, Acting Executive Director of Workforce Alan Milward, Acting Director of Human Resources, Kerrie Parkin, Dr Stedman, Mr Brennan and Administration Support Officer, Mental Health and Specialised Services, Ms Bernice Holland.
47. As far as I can recall, the meeting was a 'one-off' meeting on 28 November 2013. **Exhibit G** to this affidavit is copy of the documents in my possession relating to this meeting. I note that there was a date for another meeting scheduled. I have no recollection of any subsequent meeting of this group.
48. There were no sub-committees or persons that reported to the meeting and/or that the committee or meeting had oversight of.
49. My recollection is that Dr Geppert was to coordinate the production of key messages and/or a Staff Communiqué addressing the issues that had been discussed.
50. I do not recall a Terms of Reference being produced for the Barrett Adolescent Centre Organisational Change Meeting. The business of the meeting is documented in Exhibit G.

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51. The business of the meeting, as reflected in the documentation provided, did not encompass:
- (a) the exploration of alternative options to the Barrett Adolescent Centre or oversight of this issue;
 - (b) the decision to close the Barrett Adolescent Centre, the selection of the January 2014 closure date or oversight of those issues; or
 - (c) the transition planning and/or implementation of transition plans for Barrett Adolescent Centre patients or oversight of this issue.
52. My recollection is that the purpose of the meeting was to discuss, with HR, staff issues including voluntary redundancies, communicating with staff and communicating with unions.
53. As outlined above, the dissemination of information and/or support for Barrett Adolescent Centre staff in relation to closure of the Barrett Adolescent Centre was managed by Dr Geppert in her capacity as Director of Strategy with input from the Workplace Relations and Human Resources teams and the operational line managers for staff including Ms Dowell who reported to me.

Other

54. From June 2006 – March 2009, I was the Team Leader, Evolve Therapeutic Services, Logan Bayside Mental Health Service, Metro South Division of Mental Health. I have a very vague recollection of attending a meeting at the Queensland Health Building in Charlotte Street, Brisbane during that time and being part of a discussion about possible sites for the relocation of the Barrett Adolescent Centre. My recollection is that the advantages and disadvantages of two alternative sites (the Griffith University Campus, Logan or Redlands) were discussed but I do not recall the outcome of that meeting.
55. From April 2009 – December 2009, I was the Acting Mental Health Service Manager, Bayside Mental Health Service, Redlands Hospital. In that capacity, I attended a number of meetings regarding the development of an alternative to the Barrett Adolescent Centre on a site at Redlands. My recollection is that the Redlands alternative was well-progressed by December 2009. I had no involvement with the Redlands alternative after that time. I subsequently learned that it could not proceed

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due to environmental concerns including the presence of koalas on the site. I do not now recall how I came by that information.

56. I no longer have copies of agendas or other documents relating to those meetings or issues.

All the facts affirmed in this affidavit are true to my knowledge and belief except as stated otherwise.

Affirmed by Michelle Giles on 19 January)
2016 at Ipswich in the presence of:)
)



J.P. QUAL 70290

A Justice of the Peace, C.Dec., Solicitor

GEORGINA RATAJCZYK.



19/1/2016

In the matter of the *Commissions of Inquiry Act 1950*
Commissions of Inquiry Order (No.4) 2015
Barrett Adolescent Centre Commission of Inquiry
CERTIFICATE OF EXHIBIT

Exhibits A – G to the Affidavit of Michelle Giles affirmed on 19 January 2016.

[Redacted]

Deponent

19/1/2016.

[Redacted]

A J.P., C.Déc., Solicitor

J.P. QUAR 70290 .

In the matter of the *Commissions of Inquiry Act 1950*
Commissions of Inquiry Order (No.4) 2015
Barrett Adolescent Centre Commission of Inquiry
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A

BARRETT ADOLESCENT CENTRE COMMISSION OF INQUIRY

Commissions of Inquiry Act 1950
Section 5(1)(d)

REQUIREMENT TO GIVE INFORMATION IN A WRITTEN STATEMENT

To: Ms Michelle Giles

Of: c/- Mr Paul Lack, Crown Solicitor, by email to:

I, the Honourable MARGARET WILSON QC, Commissioner, appointed pursuant to *Commissions of Inquiry Order (No. 4) 2015* to inquire into certain matters pertaining to the Barrett Adolescent Centre ("the Commission") require you to give a written statement to the Commission pursuant to section 5(1)(d) of the *Commissions of Inquiry Act 1950* in regard to your knowledge of the matters set out in the Schedule annexed hereto.

YOU MUST COMPLY WITH THIS REQUIREMENT BY:

Giving a written statement prepared either in affidavit form or verified as a statutory declaration under the *Oaths Act 1867* to the Commission on or before **4:00pm, Monday 11 January 2016**, by delivering it to the Commission at Level 10, 179 North Quay, Brisbane.

A copy of the written statement must also be provided electronically either by: email at [redacted] (in the subject line please include "Requirement for Written Statement"); or via the Commission's website at www.barrettinquiry.qld.gov.au (confidential information should be provided via the Commission's secure website).

If you believe that you have a reasonable excuse for not complying with this notice, for the purposes of section 5(2)(b) of the *Commissions of Inquiry Act 1950* you will need to provide evidence to the Commission in that regard by the due date specified above.

DATED this 18th day of December 2015

[redacted]
The Hon Margaret Wilson QC
Commissioner
Barrett Adolescent Centre Commission of Inquiry

SCHEDULE

Professional Experience

1. What are your current professional role/s and experience, qualifications and memberships? Please provide a copy of your most recent curriculum vitae.
2. The Commission understands that you held the position of Director of Allied Health and Mental Health Community Programs (or a title to similar effect). If so, please set out:
 - a. the period for which you held this position;
 - b. who employed you; and
 - c. the duties and responsibilities you held in this position.

Please provide copies of documents relating to this position, such as your job description and employment contract.

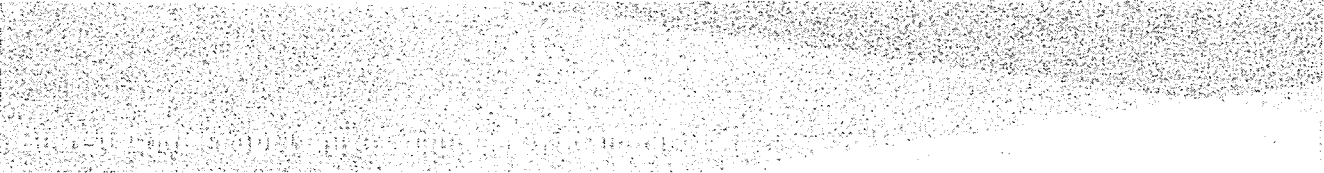
Committees & Meetings

3. The Commission understands that, in your role as Director of Allied Health and Mental Health Community Programs, you were involved in a number of committees and attended various meetings relating to the Barrett Adolescent Centre ('BAC'). The Commission also understands that these committees and meetings included:
 - BAC Update Meeting;
 - BAC Transition Care Planning Meeting;
 - BAC Clinical Oversight Meeting;
 - BAC Strategy Oversight Meeting for Transition and Closure;
 - Statewide Adolescent Extended Treatment and Rehabilitation Implementation Strategy Steering Committee; and

- BAC Organisational Change Meeting.

With a particular focus on the period January 2012 to January 2014, in relation to any such committee or meeting (not limited to the ones identified by the Commission), please outline and explain (and provide copies of any relevant documents):

- a. your role in each of these committees or meetings;
- b. the names of the other participants in the particular committee or meeting;
- c. how often and when committees met or meetings were held;
- d. any sub-committees and/or persons that reported to the committee or meeting and/or that the committee or meeting had oversight of;
- e. any output of the committee or meeting (such as public notices or staff communiques);
- f. the business of or terms of reference for each of these committees or meetings including whether the business or terms of reference encompassed:
 - i. the exploration of alternative options to the BAC, or oversight of this issue; if so, what these options were, why particular options were not selected, and key dates in any decision making process;
 - ii. the decision to close the BAC and/or the selection of the January 2014 closure date, or oversight of this issue; if so, the reasons for those decision(s), key dates in those decision making processes, including who was involved in and making them;
 - iii. the transition planning and/or implementation of transition plans for BAC patients, or oversight of this issue; if so, how that planning and implementation was approached, what period of time it occurred over, key dates, and who was involved; and

- 
- iv. the dissemination of information to and/or support for the BAC staff in relation to the closure of the BAC, or oversight of this issue; if so, what information the BAC staff were provided about the closure and/or about their employment, what support was provided to the BAC staff, how this information/support was provided, the period of time over which this occurred, and who was involved in its provision;

Other

4. Please outline and explain any other involvement you may have had with respect to the Barrett Adolescent Centre, including, but not limited to, your position as Director of Allied Health and Mental Health Community Programs, relating to the Commission's Terms of Reference.
5. Identify and exhibit all documents in your custody or control that are referred to in your witness statement.

B

Address:

Contact Details:

Michelle Giles

Career Statement

Since graduating as an Occupational Therapist from the University of Ulster in 1985, I have been employed in a wide range of clinical services within Queensland Health and Disability Services and an integrated H&SS structure in the United Kingdom,

Following a solid foundation in clinical experience my involvement in quality, evidence based practice service development prompted my interest and knowledge in service management. In parallel with the development of clinical skill and competencies I have had an opportunity to enhance managerial and transformational leadership skills to an executive level.

I have experienced the machinery of government changes through a modernisation and reform agenda within the UKNHS and now within Queensland Health and have supported services successfully through many change management processes.

I have adopted a strength based, holistic, problem solving practical approach to my work and have a strong proven history of collaborative working to achieve evidence based practice and maximum outcomes for consumers.

Since joining Queensland Health, I have assisted in the development of new service delivery and service improvements with a vision of contemporary, recovery focussed evidence proven mental health practice. This has been driven by the needs of consumers, National Standards and strategic plans.

I hold professional registration as an Occupational Therapist with AHPRA.

Employment History

April 2013-Current

Director of Allied Health and Community Mental Health Program

West Moreton Hospital and Health Service

- Operationally manage all community mental health teams and the allied health services within The Park- Centre for Mental Health to ensure delivery of effective, responsive and clinically appropriate services.
- Coordinate and manage the planning and delivery of allied health, community mental health and ATODs services within the MH&SS in accordance with the West Moreton HHS Strategic Plan and the MH&SS Operational Plan.
- Deliver on the agreed financial and activity performance targets and requirements as outlined in the MH&SS Performance Agreement, including the review of staffing profiles consistent with a contemporary model of service delivery.

Michelle Giles

- In collaboration with the Leadership Team, promote a range of operational service delivery matters including workforce planning, recruitment and selection, and monitor a range of service indicators as they apply to service delivery.
- Actively contribute to the strategic and operational planning, organisational and service improvement processes, including the budgetary processes, the devolution of human resource management, cost centre management and service objectives associated with clinical service delivery.
- Lead and direct the development, advocacy, negotiation and implementation of strategic partnerships and approaches to optimally develop resources in the planning and delivery of mental health services including active participation with local non-government agencies.

August 2012 – April 2013

A/Program Manager, Psychoses & Rehabilitation

Metro South Mental Health Service

- As Program Manager I provide strategic direction for the Academic Clinical Unit by implementing strategies and providing expert advice and supervision which ensures service delivery is aligned to business goals, relevant corporate, national and state-wide plans, legislation and contemporary evidence based mental health service delivery.
- I clinically lead and operationally manage a number of large multidisciplinary teams across the programs. This includes all aspects of management, leadership and strategic planning including asset management across multi program areas and sites within the district including teams based at Princess Alexandra, Logan and Bayside.

July 2010 – August 2012

Mental Health Service Manager (substantive position)

Logan-Beaudesert Mental Health Service

- As the Service Manager for Logan-Beaudesert Mental Health Service I have proven executive leadership and management experience, providing strategic direction for the service in line with District and State health policy. I am accountable for the operational management of the service. The service involves multidisciplinary programs and diverse work units across hospital and community mental health services.
- Responsible for HR management of inpatient services located in both Logan and Beaudesert Hospitals and twelve mental health community teams. The service employs approximately 300 staff.
- Accountability for service budget of approximately \$39 million (2001/12 financial year).
- As part of the Metro South Mental Health Service Executive Team, I am required to provide executive leadership and management and evaluate mental health services across the Logan-Beaudesert Mental Health Service area.
- Progress reform agendas through the application of leadership qualities as defined in Queensland Health's Leadership Qualities Framework.
- Demonstrated achievement in leading the development of a work-based culture that promotes and supports education, learning, research, and workforce development to develop and support infrastructure for undergraduate and postgraduate health professional placements in the

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mental health care sector.

- Demonstrated high level skills and knowledge (at both strategic and operational levels) in resource management consistent with the primary duties and responsibilities of the position.

Jan 2010-July 2010

Team Leader Primary Care and Partnerships

Logan Beaudesert Mental Health Service

- Planning and development of a new service within the district.
- Provide strategic leadership and operational management across the Division of Mental Health, in alignment with National, State, Area and District mental health policies and plans in relation to primary mental health care and partnerships, ensuring optimal clinical outcomes for consumers.

April 2009-December 2009

Mental Health Service Manager

Bayside Mental Health Service, Redlands Hospital

- Operational Management of the Mental Health Service in the Bayside Health Service District. This included three inpatient units and seven community teams.
- Responsible for the strategic planning and effective and efficient management of mental health service and residential / slow stream rehabilitation acquired brain injury services in line with District and State health policy and strategic direction.
- Lead service to optimise outcomes across dimensions of performance reporting framework.
- Service comprised of approximately 190 staff across a number of community teams, inpatient unit, and slow stream rehabilitation residential.

June 2006-March 2009

Team Leader

Evolve Therapeutic Services

Logan Bayside Mental Health Service, Metro South Division of Mental Health

- Development of a new service including organising of accommodation, recruitment of teams, establishment of interagency panel and processes, introduction of service manual and procedures.
- Involvement in development of state-wide model of service delivery.

June 2005-June 2006

Audit/Project Officer

Disability Services Queensland

- A review of Disability Services Smart Equipment State Project including auditing the usage and effectiveness of equipment, reporting and recommendations on implementation and training for subsequent stages of the project.
- Disability Services Queensland planned and implemented "Smart State Equipment Project" in response to high number of workplace health and safety incidents within residential units. The project involved the provision of various equipment, appliances and environment adaptations with the goal of reducing the risk of workplace incidents.

1995 – 2005

Manager of Community Services

Down Lisburn NHS Trust UK

- Executive leadership and management of community and rehabilitation services across a number of clinical and social care directorates including physical disability, children's services and Older Persons services.
- Accountable for the planning, service delivery and evaluation of aids and equipment provided through the NHS Trust
- Ensuring that aids and equipment supplied in a consistent, equitable manner adhering to criteria.
- Prioritisation of referrals for assessment and equipment under eligibility criteria and the subsequent management of waiting lists.
- Development, implementation and evaluation of new initiatives to ensure effective management of resources e.g. development of wheelchair clinics.
- Management of human, physical and financial resources.

1992 – 1995

Senior Occupational Therapist

Community and Aged Care Disability Services Down Lisburn NHS Trust UK

- Work within a GP led multidisciplinary team. Assessment, treatment, and review of adults (13 – elderly).
- Prescription, recommendation, procurement and review of adaptive and assistant equipment within the home, workplace and community e.g. wheelchairs, specialised seating, hoists, daily living aids, adaptations etc.
- Assessment recommendation, procurement and review of home adaptations e.g. through floor lifts, stair lifts, ceiling hoists, extensions to homes, rails, environmental control systems etc.
- Working in close partnership with other government departments (e.g. housing), non-government, and charitable organisation on shared priorities towards best client outcomes.

1990-1992

Senior Occupational Therapist

Knockevin School for Children with Physical and Intellectual Impairment (age 3-18), Down Lisburn NHS Trust UK

- Responsible for the assessment, treatment and review of occupational therapy for children within the school timetable.
- Work within a multidisciplinary team within a holistic child centred framework.
- Prescription, recommendation, procurement and review of adaptive and assistant equipment for school and the home e.g. wheelchairs, specialised seating, daily living aids etc.
- Assessment recommendation and review on home adaptations e.g. through floor lifts, stair lifts, extensions to homes, rails, environmental control systems etc.

1988-1990

Senior Occupational Therapist

Belfast City Hospital, Belfast, NHS, UK

- * Working within a hospital multidisciplinary team in orthopaedics specialising in hand injuries.
- * Rehabilitation including the use of prosthetics and splinting. Assessment, fitting, and review of pressure garments.

1985-1988

Rotational Basic Grade Occupational Therapist

Musgrave Park Hospital, Belfast

- * Spinal injuries (6 month rotation): assessment, rehabilitation and discharge planning within regional spinal injuries unit.
- * Rheumatology (6 month): assessments and rehabilitation within regional rheumatology unit including splinting, advice on adaptive and assistant equipment, and the organisation of joint protection and energy conservation groups.
- * Independent Living Centre (12 months):
 - Advice to consumers, families and health professionals on range of assistant equipment available.
 - Research and maintain contemporary database and stock of equipment within centre.
- * Limb fitting and prosthetics (6 months):
 - Work within a regional limb fitting and rehabilitation centre for upper and lower limb amputations.

Career Achievements

I have used the priorities of the Queensland Plan for Mental Health 2007-2017 to inform and guide my practices as detailed below:

Priority One: Mental Health Promotion, Prevention and Early Intervention

- * Developed and implemented an Early Psychosis Service for the Logan-Beaudesert area based on the proposed state-wide model of service delivery.
- * Coordinated the development of professional development (mental health education) service within Evolve Therapeutic Services which provides a program of education to staff within Queensland Health, Department of Child Safety, non government organisations, foster carers and other stakeholders to improve mental health literacy and capacity.
- * Established Primary Care and Partnerships Team to develop collaborative processes and interdepartmental partnerships and service level agreements.
- * Developed strategic partnership and panel in Logan area for Evolve Therapeutic Services with the Department of Child Safety, Department of Education, Training and the Arts and Disability Services Queensland.
- * Representative on the working party to develop guidelines for the Logan Beenleigh Young Persons Project.
- * Represent Logan Beaudesert Mental Health on the monthly Interagency Participate in Prosperity Panel.
- * Logan Hospital representative on the Logan City Council Disaster Recovery Committee.

Priority Two: Integrating and Improving the Care System

- * Member of the State-wide Working Group for Carer and Consumer Participation Framework.

Michelle Giles

- * Support inclusion of consumers and carers at all levels of service delivery including planning days, focus groups, recruitment, operational meetings and clinical interventions.
- * Key driver in state-wide model of service delivery for Evolve Therapeutic Services, taking lead role in a number of sections.
- * Proposed and developed collaborative links with primary health sector to ensure effective linkages and efficient use of resources for example, with SPHN and GP Liaison Officer.
- * Successful submission for funding for primary care initiatives involving a mental health nurse and medical staff placements in GP practices.
- * Completion of a number of service improvement initiatives to minimise the risks of duplicated service gaps and disconnections across the continuum of care examples including single point of access, discharge planning, linkages of case managers with GP practices and standardisation of practices.
- * Promotion of own source revenue by bulk billing practice for consultant psychiatrists.
- * Developed, implemented and evaluated action plans for teams through team planning processes and scorecards monitoring KPIs.
- * Executive member of clinical council to consider, inform and drive best practice.

Priority Three: Participation in the Community

- * Developed interagency relationships through collaborative working practices with a range of government and non government organisations.
- * Invited to participate as an advisory member in internal reviews within another government agency.
- * Developed and implemented local interagency operational protocols and guidelines, local partnership agreements within the Evolve program.
- * Developed cross agency education and professional development initiatives.
- * Represented Logan Beaudesert Mental Health Service as a member of the Indigenous Mental Health Network, Mental Health Exec Representation on Metro South Closing the Gap committee.
- * Coordination and chairing of focus groups for stakeholders to inform service evaluation and planning.

Priority Four: Coordinating Care

- * Introduction of Service Integration Coordination model of care to Logan Beaudesert Mental Health.
- * Assisted in definition of role of Service Integration Coordinator within the service.
- * Mentor support and evaluation of this position in the development of the care coordination model.
- * Representation at state-wide meetings regarding the standardisation of care coordination across the state.
- * Chair of steering committee for Logan Beaudesert MH Community Collaborative.
- * Development of community collaborative initiatives such as, shared community e-portal, joint community events.

Priority Five: Workforce, Information, Quality and Safety

- * Preparation of service towards activity based funding model and procurement changes.
- * Customer care management including complaint handling, ministerial briefing papers.
- * Coordination and chairing of the Serious Incident Review Committee and participation in root cause analysis processes to promote safety and minimise risk.
- * Planning and development of three new teams within the service, Evolve Therapeutic Services, Browns Plains Adult Mental Health and Primary Care and Partnership Team. This included the workforce planning, human resource procedures, crew identification and recruitment of staff.

Michelle Giles - [REDACTED]

- * Service planning within mental health management in line with community need and Government policy changes.
- * Formation of mental health information management committee and network of clinical champions to ensure best outcomes against a performance framework.
- * Involvement in a number of Root Cause Analysis processes.
- * Partnered with Dept of Capital Works to drive a number of projects to support the growing workforce, for example acquisition of a new Evolve building, development of Logan and Bayside Community Care Units and the relocation of Barrett Adolescent Centre, 25 new bed unit at Logan Hospital, new community mental health building in Logan Central.
- * Developed and progressed strategic documents to support business, for example communication strategies, project plans, business cases and funding submissions.
- * Created and mentored Service Evaluation and Research Coordinator position and supported initial development of this role.

References***Dr Gail Robinson***

Medical Director

Metro South Mental Health

P: [REDACTED]

Mobile: [REDACTED]

E: [REDACTED]

Anthony Milverton

Director

Qld Centre for Mental Health Learning

Mobile: [REDACTED]

P: [REDACTED]

E: [REDACTED]

C



West Moreton Hospital and Health Service



Job ad reference: H13WM02135
Role title: Director of Allied Health and Community Mental Health Programs
Status: Permanent Full Time (*Future vacancies of a temporary, full time or part time nature may be accommodated within this role*)
Unit/Branch: Integrated Mental Health Service
Division/District: Mental Health and Specialised Services
Location: West Moreton Hospital and Health Service
Classification level: Ipswich
HP6
Salary level: \$116 450 - \$120 543 per annum
Closing date: Wednesday, 27 February 2013
 (Applications will remain current for 12 months)
Contact: Sharon Kelly
Telephone: [REDACTED]
Online applications: www.health.qld.gov.au/workforus or www.smartjobs.qld.gov.au
 If you are unable to apply online, please contact Statewide Recruitment Services on (07) 3121 1411 or [REDACTED]
Deliver application: Hand delivered applications will not be accepted

About our organisation

Queensland Health's purpose is to provide safe, sustainable, efficient, quality and responsive health services for all Queenslanders. Our behaviour is guided by Queensland Health's commitment to high levels of ethics and integrity and the following **five core values**:

- **Caring for People:** We will show due regard for the contribution and diversity of all staff and treat all patients and consumers, carers and their families with professionalism and respect.
- **Leadership:** We will exercise leadership in the delivery of health services and in the broader health system by communicating vision, aligning strategy with delivering outcomes, taking responsibility, supporting appropriate governance and demonstrating commitment and consideration for people.
- **Partnership:** Working collaboratively and respectfully with other service providers and partners is fundamental to our success.
- **Accountability, efficiency and effectiveness:** We will measure and communicate our performance to the community and governments. We will use this information to inform ways to improve our services and manage public resources effectively, efficiently and economically.
- **Innovation:** We value creativity. We are open to new ideas and different approaches and seek to continually improve our services through our contributions to, and support of, evidence, innovation and research.

Purpose

- The Director of Allied health and Community Mental Health Programs operationally manages all community mental health teams and the allied health services within The Park- Centre for Mental Health to ensure delivery of effective, responsive and clinically appropriate services.
- This position reports operationally to the Executive Director of Mental Health and Specialised Services (MH&SS) and professionally to the Executive Director Community and Allied Health, West Moreton Hospital and Health Service (HHS).

To find out more about Queensland Health, visit www.health.qld.gov.au

Your key responsibilities

- * Fulfill the responsibilities of this role in accordance with Queensland Health's core values, as outlined above.
- * Staffing and budget responsibilities:
 - o The Director of Allied Health and Community Mental Health is responsible for approximately 97 FTEs across all clinical programs at The Park – Centre for Mental Health and Integrated Mental Health Services.
 - o Reporting to this position are:
 - o All Allied Health Seniors at The Park – Centre for Mental Health and;
 - o Mental Health Team Leaders;
 - o ATODs Team Leader and,
 - o Service Integration Coordinator.
- * Coordinate and manage the planning and delivery of allied health, community mental health and ATODs services within the MH&SS in accordance with the West Moreton HHS Strategic Plan and the MH&SS Operational Plan.
- * Provide leadership to promote the professional delivery, practice and conduct of allied health, mental health and ATODs professionals consistent with a performance culture, a contemporary, innovative and evidence based model of service delivery that is effective and efficient.
- * Provide high level support, advice and information to the Executive Director of MH&SS and the Leadership Team, on key strategic and operational issues impacting on allied health, community mental health and ATODs teams within MH&SS.
- * Deliver on the agreed financial and activity performance targets and requirements as outlined in the MH&SS Performance Agreement, including the review of staffing profiles consistent with a contemporary model of service delivery.
- * In collaboration with the Leadership Team, promote a range of operational service delivery matters including workforce planning, recruitment and selection, and monitor a range of service indicators as they apply to service delivery.
- * Actively contribute to the strategic and operational planning, organisational and service improvement processes, including the budgetary processes, the devolution of human resource management, cost centre management and service objectives associated with clinical service delivery.
- * Maintain knowledge and understanding of contemporary evidence based practice, professional regulatory bodies and scope of practice developments and maintain monitoring and surveillance systems that support excellence in clinical and professional practice.
- * Encourage and foster a workplace culture which values education, research and learning and development within MH&SS
- * Lead and direct the development, advocacy, negotiation and implementation of strategic partnerships and approaches to optimally develop resources in the planning and delivery of mental health services including active participation with local non government agencies.

Qualifications/Professional registration/Other requirements

- * Appointment to this position requires proof of qualification and registration or membership with the appropriate registration authority or association within Australia. Certified copies of the required information must be provided to the appropriate supervisor/manager, prior to the commencement of clinical duties.
- * The successful applicant must hold at least a formal qualification in a Health Practitioner discipline / profession from a recognised tertiary institution or a professional association membership equivalent, which will permit registration with the relevant professional registration board of Australia, or in the case of Social Work and Dietetics, eligibility for membership with the relevant professional association.
- * This position requires the incumbent to operate a class C motor vehicle, and an appropriate licence endorsement to operate this type of vehicle is required. Proof of this endorsement must be provided before commencement of duty.
- * This position will be required to travel and work across all sites within West Moreton MH&SS which includes The Park – Centre for Mental Health, Ipswich Hospital and Community Mental Health and ATODs Sites.
- * A relevant postgraduate clinical, education or management qualification is highly desirable.

To find out more about Queensland Health, visit www.health.qld.gov.au

Are you the right person for the job?

You will be assessed on your ability to demonstrate the following key attributes. Within the context of the responsibilities described above, the ideal applicant will be someone who can demonstrate the following:

- Demonstrated expert level of knowledge, expertise and skills in complex contemporary mental health intervention programs and clinical practice standards.
- Demonstrated high level knowledge of contemporary allied health and community mental health team practice and capacity in transformational leadership skills and management practices to engage and motivate stakeholders to achieve quality patient outcomes and productivity targets.
- Demonstrated commitment to and ability to link strategy to operational goals when forward planning and strong organisational and resource management skills to achieve goals within a multi-professional health service environment.
- Demonstrated ability to apply leadership principles which encourage self-awareness, innovative thinking and motivation in others to perform at expected levels within a complex health service environment.
- Demonstrated commitment to outcome-driven performance and organisational achievement.
- Demonstrated proficiency to work effectively within a leadership team to meet the demands of complex healthcare environments.

How to apply

Please provide the following information to the panel to assess your suitability:

- **Your current CV or resume, including referees.** You must seek approval prior to nominating a person as a referee. Referees should have a thorough knowledge of your work performance and conduct, and it is preferable to include your current/immediate past supervisor. By providing the names and contact details of your referee/s you consent for these people to be contacted by the selection panel. If you do not wish for a referee to be contacted, please indicate this on your resume and contact the selection panel chair to discuss.
- **A short response** (maximum 1-2 pages) on how your experience, abilities, knowledge and personal qualities would enable you to achieve the key responsibilities and meet the key attributes
- **Application form** (only required if not applying online).

About West Moreton Hospital and Health Service

West Moreton Hospital and Health Service (WMHHS) comprises of four local government areas Scenic Rim Regional Council, Lockyer Valley Regional Council, Somerset Regional Council and Ipswich City Council.

Ipswich is the major city of the region. Esk, Laidley, Gatton, Boonah and Wacol are townships spread throughout the service area.

The WMHHS services a population of approximately 249,000 people. The region's demographics are diverse and include metropolitan and small rural community settings.

The service has a major teaching role, providing both undergraduate and postgraduate clinical experience for members of the multidisciplinary healthcare team. The service currently employs over 2 600 staff.

WMHHS is home to one medium sized hospital, Ipswich Hospital, four rural facilities, Boonah Rural Health Service (RHS), Esk RHS, Gatton RHS, and Laidley RHS.

Based at Gailes are The Brisbane Youth Detention Centre Health Service and The Park-Centre for Mental Health, Treatment, Research and Education which also hosts the state-wide service of Queensland Centre for Mental Health Learning and Queensland Centre for Mental Health Research.

Wacol Women's Correctional Offender Health Service (including Helana Jones at Albion), Wolston Correctional Offender Health Service, Brisbane Correctional Offender Health Service became a part of West Moreton Hospital and Health Service on 1 July 2012 as part of the state-wide health reform.

To find out more about Queensland Health, visit www.health.qld.gov.au

Community Health Services operate from both the Ipswich Health Plaza and Goodna Community Health Centre and provides an outreach service to the rural area.

Oral Health services are provided in 18 fixed clinics and 12 mobile dental clinics across the region, coordinated to provide comprehensive adult and school based services. The main oral health clinic is the Ipswich Community Dental Clinic based in the Limestone Street Centre.

By 2031 it is projected that the WMHHS population will more than double to approximately 580,000, making the Hospital and Health Service the fastest growing in the state.

Mental Health and Specialised Services

The MH&SS currently consists of:

- * Integrated Mental Health Services (IMHS),
- * The Park- Centre for Mental Health (The Park)
- * Offender Health Services (OHS) and
- * The Drug Court Program (which will cease by 30 June 2013)

Since 1 July 2012, Offender Health Services have been devolved to Hospital and Health Services. Historically, the mental health services within WMHHS have functioned and been managed and resourced as distinct separate services. A revised integrated organisational structure for MH&SS has been implemented. It is planned that into the future, the program areas of Brisbane Youth Detention Centre (BYDC) and Alcohol, Tobacco and other drug services (ATODs) will also be aligned into the division.

Additional information on the District is available on QHEPS site via www.health.qld.gov.au

Pre-employment screening

Pre-employment screening, including criminal history and discipline history checks, may be undertaken on persons recommended for employment. The recommended applicant will be required to disclose any serious disciplinary action taken against them in public sector employment. In addition, any factors which could prevent the recommended applicant complying with the requirements of the role are to be declared.

Roles providing health, counselling and support services mainly to children will require a Blue Card, unless otherwise exempt. Please refer to the Information Package for Applicants for details of employment screening and other employment requirements.

Health professional roles involving delivery of health services to children and youth

All relevant health professional (including registered nurses and medical officers) who in the course of their duties formulate a reasonable suspicion that a child or youth has been abused or neglected in their home/community environment, have a legislative and a duty of care obligation to immediately report such concerns to Child Safety Services, Department of Communities.

All relevant health professional are also responsible for the maintenance of their level of capability in the provision of health care and their reporting obligations in this regard.

Salary Packaging

To find out whether or not your work unit is eligible for the Public Hospital Fringe Benefits Tax (FBT) Exemption Cap please refer to the Salary Packaging Information Booklet for Queensland Health employees available from the Queensland Health Salary Packaging Bureau Service Provider - RemServ at <http://www.remserv.com.au>. For further queries regarding salary packaging RemServ's Customer Care Centre may be contacted via telephone on [REDACTED]

Disclosure of Previous Employment as a Lobbyist

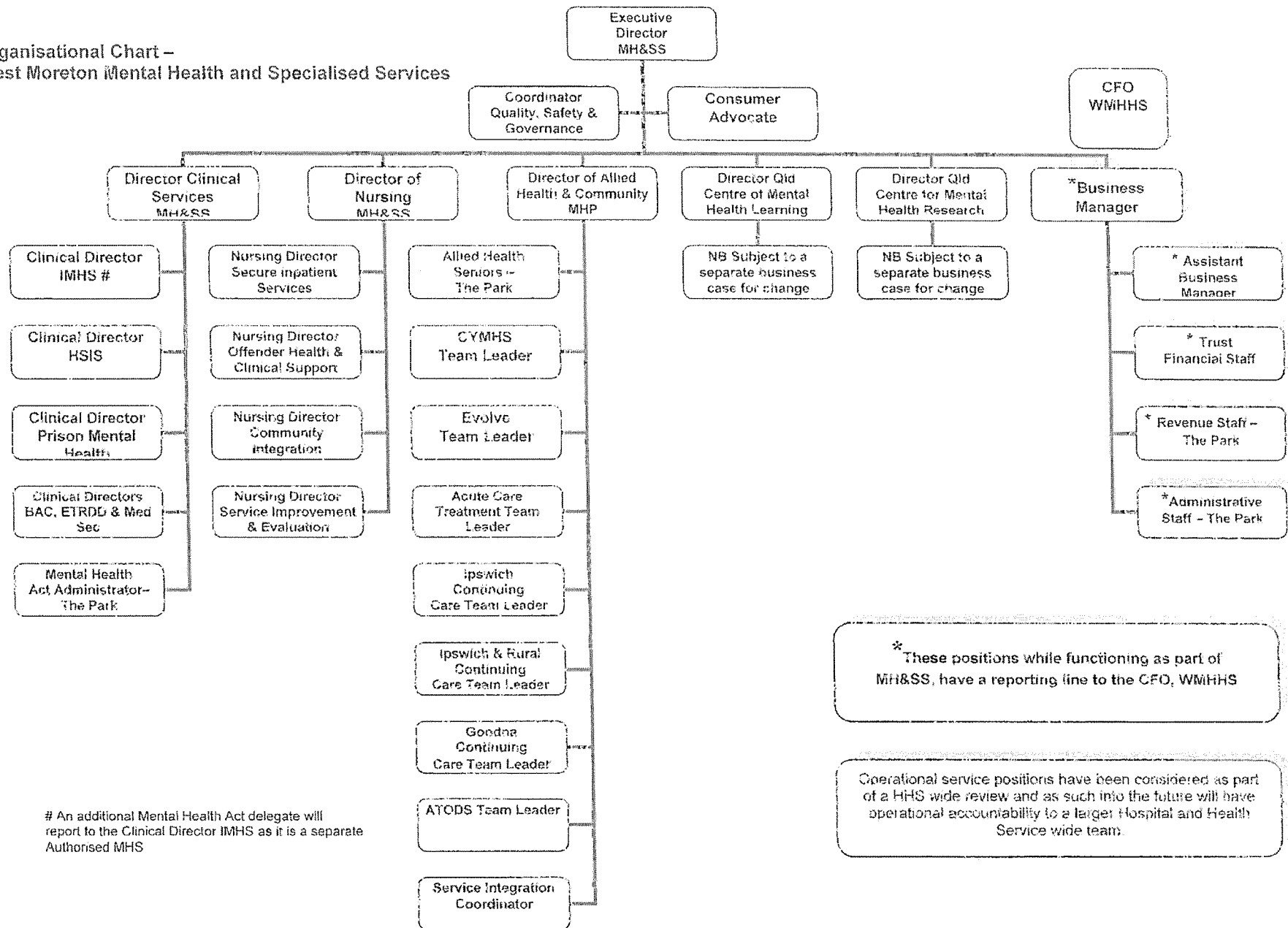
Applicants will be required to give a statement of their employment as a lobbyist within one (1) month of taking up the appointment. Details are available at <http://www.psc.qld.gov.au/library/document/policy/lobbyist-disclosure-policy.pdf>.

Probation

Employees who are permanently appointed to Queensland Health may be required to undertake a period of probation appropriate to the appointment. For further information, refer to Probation HR Policy B2 <http://www.health.qld.gov.au/qhpolicy/docs/pol/qh-pol-197.pdf>.

To find out more about Queensland Health, visit www.health.qld.gov.au

Organisational Chart –
West Moreton Mental Health and Specialised Services



West Moreton Hospital and Health Service

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BARRETT ADOLESCENT CENTRE UPDATE MEETING**Meeting Details****Day and Date** Wednesday 27 November 2013**1. Attendees**

Name	Position
Leanne Geppert (LG)	A/Executive Director, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Naomi Ford (NF)	Communication and Community Engagement
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

2. Apologies

Will Brennan (WB)	Director of Nursing, Mental Health and Specialised Services
Sharon Kelly (SK)	Executive Director, A/Executive Director, Mental Health and Specialised Services
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services

3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Allied Health Staff	Contracts not to be extended for temporary allied health staff as current staffing determined as clinically adequate. Expectation of VRs being available for staff, need to follow up with HR. Feedback received from staff about day program in the latest fact sheet. Plan in place for packing up of resources including providing resources to CYMHS.	MG LJ/LG	4/12/13
	Nursing Staff	Major risk identified – inadequate nursing staff has been an issue on some shifts. Follow up with WB.	LG	4/12/13
	Medical Staff	Registrar last day Wednesday 28 November 2013. Work load will increase with the departure of the Registrar including discharge summaries. AB to ask Angela Clarke to assist in the review of the discharge summaries. AB on leave from 27 January 2014. At the next meeting medical coverage for leave will be discussed.		
2	Consumers			
3	Communication	Held over until next meeting.		

West Moreton Hospital and Health Service

4	Transition Services	LG provided an update on the proposed Transition Services currently being planned in conjunction with Aftercare including the Holiday Program, Support Accommodation and Day Program. Currently waiting on DG approval to proceed formally. BAC staff need to be informed about what is happening. Fact sheet to be developed. Concerns noted from group about the role of the NGO as this is a new approach for mental health services to undertake. MG to be part of the transition planning process. Invite MG to future meetings.	LJ LJ	
5	Statewide Project Update	Children's Health Queensland has developed a plan for future models of care. Currently conducting consultations with various stakeholders. Model of care to be presented to parents and carers at information session being held on 11 December 2013.		
6	Risk/Issue Register	See updated register attached.		

Next meeting: Wednesday 11 December at 11:30am

West Moreton Hospital and Health Service

BARRETT ADOLESCENT CENTRE (BAC) UPDATE MEETING**Meeting Details**

Day and Date Wednesday 4 December 2013

1. Attendees

Name	Position
Sharon Kelly (SK)	Chair - Executive Director, A/Executive Director, Mental Health and Specialised Services
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Naomi Ford (NF)	Communication and Community Engagement
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

2. Apologies

Will Brennan (WB) Director of Nursing, Mental Health and Specialised Services

3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Allied Health	One staff member on leave now until January. Two staff member will finish at the end of December. If additional allied health support is required staff from within West Moreton can provide assistance.		
	Nursing Staff	Nursing roster not to factor favouritism. A number of new casual nurses due lack of permanent staff. Nurses are concerned about security of employment/futures. Some nurses already have found other jobs. SK to follow up with WB.		
	Medical Staff	AB taking leave from 27 December until 3 January. Registrar to come back and provide coverage. To ring consultant on call morning and afternoon. Children's Health Queensland will also continue to provide consultant roster EH will be away from 20 December for two weeks.	AB	18/12/2013
2	Consumers			
			LJ	11/12/2013

West Moreton Hospital and Health Service

3	Communication	Staff communiqué to go out today. MG raised that it was important to have a communication strategy to inform key stakeholders about the transition services.		
4	Transition Services	Covered in item 5.	LJ	
5	Statewide Project Update	LG provided an update on the Transition Services, currently still awaiting DG approval. Once formal approval has been received announcements can be made. Currently looking at two potential sites (Greenslopes and Woolloongabba) for Residential and Day Program. A joint meeting has been held between Aftercare and the BAC Clinical Team to progress the Holiday Program. Initial concerns around governance, safety and risk and delivery of program (eg. BAC staff role) were tabled. Work is progressing to develop a governance framework to alleviate these concerns. Attendance to the program will be via invitation only and parents will need to provide consent.	LJ	
6	Risk/Issue Register	See register attached.		

Next meeting: Wednesday 11 December at 11:30am

West Moreton Hospital and Health Service

BARRETT ADOLESCENT CENTRE (BAC) UPDATE MEETING**Meeting Details****Day and Date** Wednesday 18 December 2013**1. Attendees**

Name	Position
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

2. Apologies

Will Brennan (WB)	Director of Nursing, Mental Health and Specialised Services
Sharon Kelly (SK)	Executive Director, A/Executive Director, Mental Health and Specialised Services
Naomi Ford (NF)	Communication and Community Engagement

3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Staff	All staff will have now received their letters, this included a closure date of 2 February 2014 (to align with pay periods). Plan is to day to day monitoring of consumers (three inpatients). Need to rapidly progress transition plans. It may come down to there being no consumers left. All transitions are based what is clinically appropriate for the consumer.		
	Nursing Staff	offered to draw a nursing roster for February as a contingency. This may be seen as unclear or raising angst amongst staff. Nursing staff will be available from the pool and so may not be the need to do up roster. Revisit with in the first week of January 2014.		
2	Consumers			

West Moreton Hospital and Health Service

3	Communication	Staff communiqué to go out today. MG raised that it was important to have a communication strategy to inform key stakeholders about the transition services.		
4	Transition Services	Covered in item 5.	LJ	
5	Statewide Project Update	LG provided an update on the Transition Services, currently still awaiting DG approval. Once formal approval has been received announcements can be made. Currently looking at two potential sites (Greenslopes and Woolloongabba) for Residential and Day Program. A joint meeting has been held between Aftercare and the BAC Clinical Team to progress the Holiday Program. Initial concerns around governance, safety and risk and delivery of program (eg. BAC staff role) were tabled. Work is progressing to develop a governance framework to alleviate these concerns. Attendance to the program will be via invitation only and parents will need to provide consent.	LJ	
6	Risk/Issue Register	See register attached.		

Next meeting: Wednesday 8 January at 11:30am

West Moreton Hospital and Health Service

BARRETT ADOLESCENT CENTRE (BAC) UPDATE MEETING**Meeting Details**

Day and Date Wednesday 15 January 2014

1. Attendees

Name	Position
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

2. Apologies

Will Biennan (WB)	Director of Nursing, Mental Health and Specialised Services
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3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Staff	HR process is underway for all staff including matching against vacancies within division. Currently working towards closure date of 24 January 2014, but is dependent of needs of consumers. The holiday program finishes on 23 January 2013.		
2	Consumers		LJ	15/01/2014

West Moreton Hospital and Health Service

3	Communication	LG and SK to discuss announcements out of meeting. No closure date to be communicated.		
4	Statewide Project Update Transition Services	LG and LJ going on site visit to Greenslopes this Thursday. Service Agreement is being finalised by CHQ with Aftercare.		
5	Risk/Issue Register	See register attached. To be tabled at the next meeting to finalise all outstanding issues.		

West Moreton Hospital and Health Service

		Send register to EH	LJ	22/01/2014
6	General Business	School is opening in Yeronga on 28 January 2014. BAC staff member will be School Nurse. SK to follow up with EQ Need to arrange a suitable timing for debrief including the write up of the process.		

Next meeting: Wednesday 22 January at 11:30am

West Moreton Hospital and Health Service

BARRETT ADOLESCENT CENTRE (BAC) UPDATE MEETING

Meeting Details

Day and Date Wednesday 22 January 2014

1. Attendees

Name	Position
Sharon Kelly (SK)	Chair - Executive Director, Mental Health and Specialised Services (Chair)
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

2. Apologies

Will Brennan (WB)	Director of Nursing, Mental Health and Specialised Services
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Leanne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services

3. Discussion Action Registry

	Item	Discussion and Follow Up	By Whom	By When
1	Staff	Not discussed.		
2	Consumers			

West Moreton Hospital and Health Service

3	Communication	Joint communication about the closure new models of care to be developed by WM and CHQ		
4	Statewide Project Update Transition Services	Not discussed.		
5	Risk/Issue Register	Issue register has been sent to group for review and finalisation.		
6	General Business	Nil		

Next meeting: Wednesday 29 January at 11:30am

West Moreton Hospital and Health Service

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MGI.900.0001.0040

BARRETT ADOLESCENT CENTRE TRANSITION CARE PLANNING MEETING**Meeting Details**

Day and Date Wednesday 11 December 2013

1. Attendees

Name	Position
Learne Geppert (LG)	A/Director of Strategy, Mental Health and Specialised Services
Anne Brennan (AB)	A/Clinical Director, Barrett Adolescent Centre
Elisabeth Hoehn (EH)	Psychiatrist, Child and Youth Mental Health Services, Children's Health Queensland Hospital and Health Service
Michelle Giles (MG)	Director Of Allied Health And Mental Health Community Programs
Will Brennan (WB)	Director of Nursing, Mental Health and Specialised Services
Padraig McGrath	Nursing Director, Secure Services
Sharon Kelly (SK)	Executive Director, Mental Health and Specialised Services
Terry Stedman (TS)	Clinical Director, Mental Health and Specialised Services
Laura Johnson (LJ)	Project Officer, Mental Health and Specialised Services

2. Apologies

Nil

3. Discussion

Consumer	Discussion and Actions	By Whom	By When

West Moreton Hospital and Health Service

		LG BAC Team	
		BAC Team and Metro South	
		LG AB to contact JP	
Other Actions for Follow Up	<p>Final costs for Aftercare Transition Services</p> <p>Adequate nursing staff is a major risk, to be added to risk register</p> <p>Engagement of patients in the Holiday Program will be done via a contract. If day patient does not commit to the Holiday Program they will be discharged to services as per transition plan.</p>	<p>LG follow up</p> <p>IF</p> <p>LJ</p> <p>LJ to draft contract</p>	

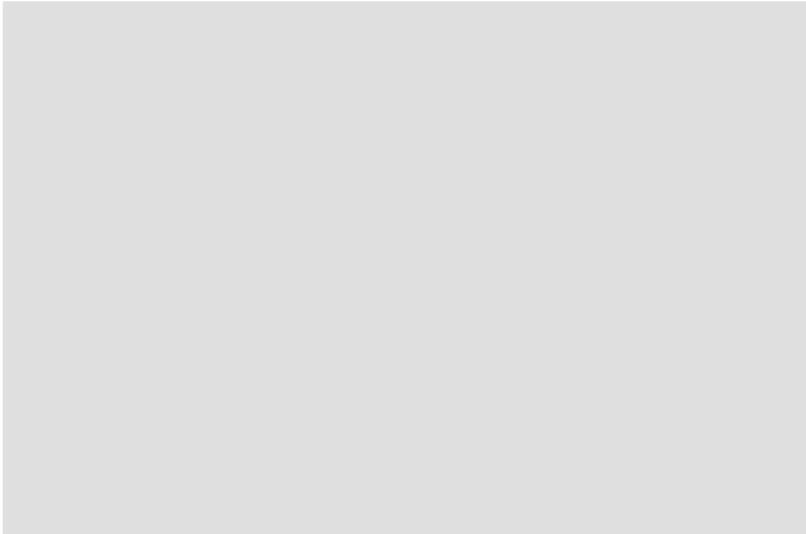

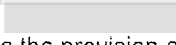
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Westmoreton Hospital and Health Service

Bancal Adolescent Centre Clinical Oversight Meeting

Bancal Meeting Notes	
Date/Location:	4pm, 12 December 2013. Meeting with teleconference option.
Attendees:	<p>CHQ*: Assoc Prof Stephen Stathis (Clinical Director), Judi Krause (Executive Director, CYMHS), Dr Elisabeth Hoehn (Clinical Director)</p> <p>West Moreton: Sharon Kelly (ED, MHSS), Dr Anne Brennan (A/Clinical Director BAC), Dr Terry Stedman (Clinical Director, MHSS), Michelle Giles (Director Community MH and Allied Health), Dr Leanne Geppert (A/Director of Strategy)</p> <p>MHAODB: Dr Bill Kingswell (ED MHAODB)</p> <p>* Dr Peter Steer (CE, CHQ) joined first 15 mins of meeting</p>

Discussion:	
Action Taken / Decisions.	<ol style="list-style-type: none"> 5. BAC operational funding to transfer to CHQ upon closure of BAC. All decisions re use of BAC operational funding will be jointly considered from this point forward between WM and CHQ. 6. Identification of potential risk to providing ongoing safe care by familiar staff at BAC over next 6 weeks: <ol style="list-style-type: none"> a. Investigation completed and next HR steps commenced, resulting in increased staff stress and likely increase in leave/resignations b. Some staff indicating alternative job offers and indicating resignations. 7. BAC school finished today. 8.  9. Agreement that receiving HHSs of  will receive (as relevant and if required) \$ to enable the provision of NGO intensive care and support during residential accommodation option (post acute care/admission). SLA will support the transfer and utilisation of

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New South Wales Health Service

Bariatric Assessment Centre Clinical Oversight Meeting

	<p>these funds. Funding source = unspent \$ from \$2M transferred by MHAODB to Funding & Contract Management Unit.</p> <p>10. BAC Holiday Program to continue, even if no inpatients able to attend.</p> <p>11. BAC remains open until 26/1/13. If all inpatients are discharged from BAC in alignment with their individual transition plans before 26/1/13, the Centre will continue to function as a day centre to support the delivery of the Holiday Program until the closure date.</p>
Outcome:	<p>Anne Brennan</p> <p>12. Prepare and send details of [REDACTED] to Terry Stedman and Bill Kingswell to support acute unit admissions early next week.</p> <p>Leanne Geppert</p> <p>13. File note of this meeting.</p> <p>14. Draft joint WM and CHQ brief to respective CE's for approval to transfer \$ to respective HHSs to provide NGO care for [REDACTED]. Copy to MHAODB.</p> <p>15. Draft DG to DG brief re [REDACTED] accommodation dependent on outcome of meeting with AS&RS.</p>

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From: Bernice Holland
Sent: 28 Nov 2013 13:53:50 +1000
To: Laura Johnson;Michelle Giles;Alan Millward;Kerrie Parkin;Leanne Geppert;Terry Stedman;William Brennan
Subject: BAC Org Change meeting - 4pm today
Attachments: BAC Org Change mtg Agenda 131128.dot

Good afternoon all

My apologies for the delay in getting this to you. Please find attached agenda for meeting being held today at The Park, Admin Building, Conference Room, 4pm - 5pm.

Kind regards

Bernice Holland
Administration Support Officer
Mental Health & Specialised Services

West Moreton Hospital and Health Service

The Park - Centre for Mental Health
Administration Building, Cnr Ellerton Drive and Wolston Park Rd, Wacol, QLD 4076
Locked Bag 500, Sumner Park BC, QLD 4074

www.health.qld.gov.au

West Moreton Hospital and Health Service
Working Group Minutes

WM 07.0122.00

Barrett Adolescent Centre Organisation Change meeting

Record of Meeting

1. Meeting Details

Day and Date	Thursday 28 November		4pm – 5pm
Chairperson	Leanne Geppert	Scribe	Bernice Holland

2. Attendees

Leanne Geppert (LG)	A/Executive Director, MH&SS
Laura Johnson (LJ)	Project Officer Redevelopment
Alan Millward (AM)	A/Executive Director, Workforce
Kenie Parkin (KP)	A/Director, Human Relations
Terry Stedman (TS)	Director of Clinical Services
William Brennan (WB)	A/Director of Nursing
Michelle Giles (MG)	Director, Allied Health and Mental Health Community Programs
Bernice Holland (BH)	Admin Support Officer, MH&SS

3. Discussion Points

AREA	TOPIC	By Whom	By When
1	<p>Voluntary Redundancies</p> <ul style="list-style-type: none"> AM provided flowchart of organisation change incorporating VR process (refer attachment) \\Qldhealth\ .Data7.IGH.WM.SWC Funding for VR ceased 1 July 2013. VR's do not need to be offered as part of change process. Concern over staff expecting / assuming that VR's are going to be offered. Town no longer case manage employees requiring placement (ERP's). Resolve VR funding – confirm with Lesley Dwyer. Who funds? How many – 12 staff have indicated that they want a VR. AM suggested that LG contact Ian Wright to enquire about possibility of funds for VR's. Info to Lesley Dwyer should cover cost comparison, VR vs placement for 4 months Staff can transfer under different awards eg. Ipswich, Offender Health & The Park Timeframes (from town) for letters & costing for VR's is currently 6-8 weeks 		

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2	Communication with Staff	<ul style="list-style-type: none"> ▪ LJ, LG & KP to work out key messages / key statement for inclusion in letters etc ▪ Dates have been announced for closure of facility not staffing positions. Staff can continue to be utilised in other areas. ▪ All possible arrangements for staff are being looked at ▪ Change process is the same as always ▪ Advertising of positions – ERP Temp v perm Suitability assessment 		
3	Communication with Unions	<ul style="list-style-type: none"> ▪ Plan to be developed to liaise with unions once staff have been informed 		
4	Interface with other HR changes and timing	<ul style="list-style-type: none"> ▪ Transitional Service Options (YPETI) Suitability assessment for positions (if applicable) Resumes and ref reports to be provided 		
5	Other Business	<ul style="list-style-type: none"> ▪ VR's to possibly be funded from BAC funding service level agreements ▪ LJ to link with KP in weekly meetings ▪ Staffing profile ▪ Permanent night shift (nursing) not consulted ▪ Sandra Radovini visit. Sandra to talk about Take 2 project ▪ Communique for assessing staff impact, processes, investigating availability of VR's post 1 July to be sent to Alan for review. 		

Next meeting: Monday, 2 December 2013, 4pm – 5pm, Conference Room, Admin Building, The Park