

Form Summary

Date	05/17/2022
Meeting Chair	Laurie Hintzen
Minute Taker	Martha de Boer
Meeting Attendees	Senaz Kama, Laurie Hintzen, Martha de Boer, Maryam Rahimi-Chatrri, Sara Chambers, Amanda Samaroo, Freya Lilius, Krista Nix, Vanessa Zeng, Jamila Liburd, Monica Liu Mojgan Ramezanpour
Minutes of Previous Meeting Approved	Approved
Minutes approved and seconded by	Senaz Kama,
Meeting Topic	Diversity Folder and paperwork
Speaker(s) and Narrative	Laurie: Give client the diversity folder the first appointment for lose paperwork. At 30 weeks give client a copy of OPR 1-3, then at 36 weeks give clients a new copy of OPR 3 only every week.

Form Summary

Decision Status

Final Decision

Meeting Topic

Baby charts

Speaker(s) and Narrative

Jamila: Some baby and mom charts are being kept together and some are separate.

Freya and Laurie: the college requires us to keep baby and mom chart separate, yet both need to be scanned into the other's chart.

General discussion: setting up a facebook page for administration staff to use to navigate questions regarding charts and accuro through communication with other admin who have been using accuro for a while already.

Decision Status

Final Decision

Meeting Topic

Reporting births to admin

Speaker(s) and Narrative

Admin sometimes not getting information that baby has been born therefore aren't entering baby charts into accuro.

Laurie: Everyone should be putting birth information into slack so admin can put info into system and create baby chart.

Decision Status

Form Summary

Meeting Topic

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Speaker(s) and Narrative

Sanaz: Sara and I will be creating a schedule and presenting it to the team soon.

Sara: we also need to go over details such as how many midwives should be on call, do we want clients to meet all midwives who might be at their birth ect.

Laurie: We also need to look at people's holidays. It would be good to get the schedule sooner rather than later so that admin can book clinic in advance.

Decision Status

Meeting Topic

BORN

Speaker(s) and Narrative

Laurie: born is due at 0900 tomorrow morning. Get BORN submission forms in to admin before then.

Senaz: reminder that all forms are in trello, you can click the link rather than logging in.

Decision Status

Meeting Topic

Preferred pharmacy

Form Summary

Speaker(s) and Narrative

Senaz: Can we put preferred pharmacy on intake forms so that we have that information when we book in clients.

Laurie: We may need to get it another way as there is not a lot of room on the intake form. We could also ask clients when they do the first booking with admin.

Jamila: Will check if there is still space on the intake form. Maybe be better to get it from clients after intake is confirmed.

Decision Status

Meeting Topic

consent forms not signed

Speaker(s) and Narrative

Senaz: some clients haven't been signing their consent forms and finding them at the discharge visit not signed.

Laurie: Admin could give clients the forms when they have their first in person visit and get them to sign the required forms.