**Practice Meeting Agenda**

**Meeting Date:**

**OBJECTIVE: To address each agenda item and determine action items for completion.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Agenda Item | Responsible | Information (I) Decision Required (D) | Time  |
| 1 | **Approval of New Agenda****Approval of Previous Meeting Minutes** **Date(s)\_\_Aug 2, 2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Next Meeting Chair: Sanaz Kama****Next Meeting Minute Taker: Mojgan/Alexandra** | AllAll | DD | 09:30-09:40 |
| 2 | **Previous Weeks Birth Review****Client Clinical Highlights** | All | II | 09:40-09:50 |
| 3 | **Administrative Team Items** | Monica/Jamila |  | 09:50-10:10 |
| 4 | **Deferred Items from Last Meeting** |  |  |  |
| 5 | **New Items*** **Baby Charts in Accuro (OHIP)**
* Birth info and postpartum sheets in Accuro
* Third On Call switch over times Mon/Fri between teams
* Privacy Officer
 | SanazSanazLaurieAlex | I/D | 10:10-10:1510:15-10:2010:20-10:2510:25-10:30 |
|  | **10 MINUTE BREAK (optional/group decision)** |  |  | (**(((TBD)** |
| 6 | **Student Items** |  |  |  |
| 7 | **Covid-19 Updates/Issues** |  |  |  |
| 8 | **Protocol Review** |  | D |  |
| 9 | **Case Review(s)** |  | I |  |
| 10 | **STANDING ITEMS:*** SHN
* TBC
* MoreOB
* AOM/CMO
* MEP/IMPP
 | AlexAlexAlex | I/DIIII/D | 10:30-10:3510:35-10:40 10:40-10:45 |
| 11 | **REMINDERS*** **BORN Due \_\_\_\_August 18th 9 AM\_\_\_\_\_\_**
* **Medication/Supplies Pick-up at Hospital**
 | All | I |  |
| 12 | **ANY OTHER BUSINESS (A.O.B)** |  |  |  |
| 13 | **MEETING CONCLUSION** **End Time:** | All | D |  |