**Practice Meeting Agenda**

**Meeting Date: December 15, 2020**

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

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|  | Agenda Item | Responsible | Information (I) Decision Required (D) | Time |
| 1 | **Approval of New Agenda**  **Approval of Previous Meeting Minutes**  **Date(s)\_\_ December 1 and December 8** | All  All | D  D | 11:30-11:35 |
| 2 | **Previous Weeks Birth Review**  **Client Clinical Highlights** | All | I  I | 11:35-1145 |
| 3 | **Administrative Team Items**   * Prenatal classes for 2021 * 1st booking appointments | Jaclyn/Hilary  Jaclyn/Hilary | I  I/D | 11:45-12:00 |
| 4 | **Deferred Items from Last Meeting**   * Team D, Rh negative client update | Team D | I | 12:00-12:10 |
| 5 | **New Items**   * Hospital Christmas basket * Hospital Locker “lock” * Snow clearing * Improvement Project Update- EPDS/social support plan * Centenary as choice of birth place | Laurie  Laurie  Laurie  Laurie  Tama  Laurie | I  I  D  D  I/D | 12:10-12:20  12:20-12:40 |
| 6 | **Covid-19 Updates/Issues**   * None |  |  |  |
| 7 | **Protocol Review**   * 5th On Call- for review * Hep B Management for final review * GDM- for final review * HDP | Laurie  Amanda  Zoe  Melanie | D  D  D  D | 12:40-13:20 |
| 9 | **Case Review(s)**   * Team C client | Team C | I | 13:20-13:30 |
|  | **10 MINUTE BREAK (optional/group decision)** |  |  | **(TBD)** |
| 9 | **STANDING ITEMS:**   * SHN (breastfeeding, hypoglycemia, uninsured during pandemic, sleep room, dancing midwives) * TBC * MoreOB * AOM/CMO * MEP/IMPP | Tama  Tama/Alex  Mojgan/Tama  Alex  Alex | I/D  I  I  I  I/D | 13:40-13:55 |
| 10 | **ANY OTHER BUSINESS (A.O.B)** | Laurie | I  I  D |  |
| 11 | **REMINDERS**   * BORN due December 18th 10am | Laurie | I | 13:55-14:00 |
| 12 | **MEETING CONCLUSION**  **Next Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Next Minute Taker:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | All | D |  |