**Practice Meeting Agenda**

**Meeting Date: December 15, 2020**

**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)\_\_ December 1 and December 8** | AllAll | DD | 11:30-11:35 |
| 2 | **Previous Weeks Birth Review****Client Clinical Highlights** | All | II | 11:35-1145 |
| 3 | **Administrative Team Items** * Prenatal classes for 2021
* 1st booking appointments
 | Jaclyn/HilaryJaclyn/Hilary | II/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
 | LaurieLaurieLaurieLaurieTamaLaurie | IIDDI/D | 12:10-12:2012:20-12:40 |
| 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
 | LaurieAmandaZoeMelanie | DDDD | 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
 | TamaTama/AlexMojgan/TamaAlexAlex | I/DIIII/D | 13:40-13:55 |
| 10 | **ANY OTHER BUSINESS (A.O.B)** | Laurie | IID |  |
| 11 | **REMINDERS*** BORN due December 18th 10am
 | Laurie | I | 13:55-14:00 |
| 12 | **MEETING CONCLUSION****Next Chair:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Next Minute Taker:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | All | D |  |