

CREATE Leadership Group – Ongoing List of Completed Action Items

This table contains all of the Completed Action Items from every CREATE Leadership Group meeting.

Action Item No.	Raised at Meeting	Topic	Action	By Who	By when	comments
1	11/12/15	Leadership Portal	Send log on information and password to John Gregg	Karen Laverty	Jan 2016	completed
2	11/12/15	Environmental scan	Discuss ways forward with Barbara Henry – possibly set up sub group and adapt existing template	Karen Glover	Ongoing	Completed
3	11/12/15	Holman Review	Feedback discussion to Barbara and John to prepare for a meeting	Karen Glover	Ongoing	Completed
4	11/12/15	Holman Review	Meeting to discuss review and develop ways forward	Barbara Henry and John Singer	Ongoing	Completed
5	11/12/15	Income management	Discussion and update to Barbara Henry	Brita	May 2016	Completed
8	11/12/15	Childhood trauma and chronic disease	Work with Ngiare Brown to further investigate – identify trauma and chronic disease early intervention and prevention, 0 – 3yrs, where and what is emerging evidence? Refer systematic review Leonie Segal NT/SA data link	Karen Glover	On hold till October	Closed
12	11/12/15	Communications	To also ‘stream on apps’	Summer Finlay	Apr 2016	Completed

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		strategy				
14	11/12/15	Fellowships	Send information out about the Fellowships in mid-January	Karen Glover	Jan 2016	completed
14a	11/12/15	Annual Brief	To be prepared	Karen Laverty	30 Nov 2016	No longer required.
15	8/4/16	Leadership/ NACCHO	Document “Rapid Response” process for John Gregg.	Karen Glover	May 2016	Completed. Process refined in August 2016 at request of Leadership Group.
17	8/4/16	Case Studies	Present to CIs re: Case study on SDOH also discuss with Judith Dwyer and investigate if other countries have similar SDOH.	Carol Davy	Aug 2016	Presented at 15 July CI Meeting and on LG Agenda 4 August
18	8/4/16	Leadership Group	Investigate including someone from Tasmania on the Leadership Group to make it truly national. John Gregg can assist with contacts (TACINC, plus 4 others)	Elaine Kite	April 2016	June Sculthorpe attended March meeting.
19	8/4/16	Aged Care	Discuss residential aged care with Louise Lyons and Vicki Wade	Carol Davy	June 2016	Completed. Noeleen Tunny now included in aged care project.
20	8/4/16	Aged Care	Identify some good examples in SA of	Carol Davy	June 2016	Completed

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			Aged care			
21	8/4/16	Case Studies	Conduct a quick environmental scan / investigation around what other CREs are doing around Social Determinates of Health to determine if there is any overlap.	Carol Davy	Nov 2016	Presented at 4 th August Meeting
22	8/4/16	Case Studies	Ngiare Brown requested information on homelessness and if we could do a brief scan of policy documents.	Carol Davy		Refer LG Agenda 8 Aug - Future work items
23	8/4/16	Case Studies	Discuss case study checklist with Louise Lyons and Yvette Roe prior to distribution to Leadership Group.	Carol Davy	May 2016	Completed
24	8/4/16	Case Studies	Create a case study pack which includes the case study template, case study tool, semi structured interview questions, etc. Distributed to Leadership Group.	Carol Davy	April 2016	Completed
26	8/4/16	Case Studies	Suggest and provide guidance on sites and timing for case studies.	Leadership Group	Aug 2016	Completed
27	8/4/16	Case Studies	Discuss case study plans with John Singer	Carol Davy	May 2016	Was included in the distribution. Completed.

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28	8/4/16	Master Classes	Look at strategy for increasing availability of master classes	Carol Davy	May 2016	Completed
29	8/4/16	Master Classes	Need a contact person on website and reflective points	Carol Davy	June 2016	Completed.
30	8/4/16	Master Classes	Develop and distribute capacity strengthening program to peak bodies	Carol Davy	Aug 2016	On LG Agenda 4 August under Capacity Strengthening
31	8/4/16	Fellowships	Contact Carol if you have anyone interested in a PhD or Masters.	Leadership Group	Aug 2016	On LG Agenda 4 August under Capacity Strengthening
32	8/4/16	Leadership Portal	Send logon information and password to new Leadership Group members	Karen Laverty	April 2016	Completed
33	8/4/16	Master Classes	Need to record on all study guides etc. that this project has been funded by NHMRC.	Carol Davy	April 2016	Completed
33a	8/4/16	Leadership Portal	Information on the Leadership Group Portal to be appropriately watermarked as either a) For your information only or b) Share widely within the sector.	Carol Davy	June 2016	Completed

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34	8/4/16	Health Promotion / Master Classes	Investigate the IP legalities and then design a process that allows CREATE specific documents to be utilised by local groups, who can then put their artwork etc. on these documents.	Carol Davy	Aug 2016	Completed
35	4/8/16	Leadership Group	Draft summaries of papers and findings (warts and all) would be provided to the Leadership Group for initial feedback. These papers would be uploaded to the Leadership Group Portal and notifications sent to all members via email.	Karen Laverty	August 2016	Completed. Leadership Portal has a “CREATE draft documents for your review” section.
37	4/8/16	Social Determinants of Health	Attempt to Skype Josee Lavoie (Canadian colleague) who focuses on the social determinants of health for First Nation peoples into the next Leadership Group Meeting.	Karen Laverty	18 November 2016	Josee is currently on sabbatical and will not be available in the near future. It was decided to remove this as an action item.
36	4/8/16	Social Determinants of Health	Distribute a one-page briefing paper on social determinants of health (includes housing).	Anna Dawson		Refer LG item 83.
38	4/8/16	Health Promotion	Turn the Health Promotion question / papers around to make them more “prevention and wellness” focused	Karla Canuto	31 October 2016	Considered when reworked.

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			rather than sickness.			
39	4/8/16	Health Promotion	Send information to the Leadership Group members for their input early in the process.	Karla Canuto	15 September 2016	Noted and actioned.
40	4/8/16	Best Practice	Prepare a 1 page briefing paper that discusses why we are doing this question on effectiveness of identified characteristics of Indigenous primary health care service delivery models, how we think it will work, what the specific question(s) will look like, and what we plan to do based on today's discussion.	Stephen Harfield	31 August 2016	Paper loaded onto the CREATE Leadership Group Portal.
41	4/8/16	Case Study	Follow up Louise re: possible case study with Winda-Mara (the Hayworth and Hamilton area) where Michael Bell is working on housing opportunities and ageing.	Carol Davy	31 August 2017	Close. Sites nominated. Winda-Mara and Dhauwurd-Wurrung Elderly and Community Health Service
42	4/8/16	Funding	John requested a change to the statement "But Aboriginal people are the most likely to receive their primary health care from sources that are insecure..." this should be	Judith Dwyer	September 2016	Complete – refer slides in Appendix K

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			reworded to "... funding sources that are insecure..."			
43	4/8/16	Funding	Send out Judith Dwyer's email to Leadership Group	Karen Laverty	September 2016	Complete, sent out with minutes.
44	4/8/16	Funding	Distribute the draft funding papers within two weeks, if unable to achieve this advice accordingly.	Carol Davy	19 August 2016	Completed. Email sent 22 August 2016.
45	4/8/16	Capacity Strengthening	Follow up John Gregg re Deeble potential scholarship for an Indigenous person, Carol to obtain information and send out details.	Carol Davy	September 2016	Completed 19 August 2016.
47	4/8/16	Leadership Portal	Resend passwords for the both Leadership and Capacity portals	Karen Laverty	September 2016	Completed.
48	4/8/16	Case Studies	Distribute a one page briefing paper on where the case studies are heading. Continue to talk with Noeleen Tunny, Matt (IUIH) etc.	Carol Davy	September 2016	Completed.
49	4/8/16	Leadership Group	Refine the system for responding to requests and redistribute within two weeks	Carol Davy	September 2016	Complete - Refer Leadership Group Portal
50	4/8/16	Case Studies	Distribute the Miwatj case study to	Carol Davy	May 2017	Complete.

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			Leadership Group when Eddie and Paula have approved it.			
51	4/8/16	Website	Website – Discuss with the CIs about the future of the website once the project is complete. Possibly move it to the Wardliparingga website	Carol Davy	June 2017	Complete. New site launched August 2017 and moved to SAHMRI's domain. (create.sahmri.org)
52	4/8/16	Website	Add a link for the Executive Summaries for the Diabetes Strategy, Heart and Stroke Plan and Cancer Control Plan to the Leadership Portal.	Karen Laverty	September 2016	Added.
53	4/8/16	Leadership Group	Discuss at the next CI meeting if we should formally evaluate the role of the Leadership Group and the impact it has had on the direction of the project.	Carol Davy	September 2017	Discussed at Chief Investigator's meeting on 16th September 2017. Paper with Alex to be discussed Day 2.
54	18/11/16	Website	Add the outline of the DACS grant to the Leadership Group portal.	Karen Laverty	December 2016	Complete
55	18/11/16	Aged Care	Alex Brown requested we prepare a strategy to obtain information from Aboriginal leaders about what needs to be delivered to achieve culturally	Carol Davy	January 2017	CIs confirmed this action no longer required.

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Action Item No.	Raised at Meeting	Topic	Action	By Who	By when	comments
			safe aged care.			
56	18/11/16	Grants	Consider an ARC Linkage Grant application for 2017	Carol Davy		No longer applicable – refer DACS grant.
57	18/11/16	Funding	Write up a proposal for a one day workshop of interested Leadership Group members to discuss how to progress the Funding modalities work. Attempt to hold the workshop before the end of 2016.	Carol Davy	Remove as funding papers delayed.	Waiting on the funding papers to be finalised.
58	18/11/16	Funding	Karen Glover to send documents for the funding modalities work to Karen Laverty for distribution.	Karen Glover		Complete
59	18/11/16	Capacity Strengthening	Louise Lyons to ask Dr Gee to email Alex details of the Aboriginal Resilience and Recovery Assessment tool.	Louise Lyons		Alex and Dr Gee meet in February 2017
60	18/11/16	Capacity Strengthening	Arrange an appointment for Alex to meet with Minister Simon Birmingham. Organise a meeting with representatives from each University and the Aboriginal Health Council of SA to discuss the Capacity Strengthening business case.	Karen Laverty	March 2017	The Cis decided against progressing this item.

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61	18/11/16	Capacity Strengthening	Supply Alex Brown with resources to take to the NACCHO forum.	Carol Davy	2 December 2016	Complete
63	18/11/16	Capacity Strengthening	Jasmine to provide update of her work at next leadership group meeting.	Jasmine Gregory	August 2017	Refer Agenda.
62	18/11/16	Capacity Strengthening	Distribute You tube video to CROAKY, and check with the World Health Conference organising committee if it could be included on the program.	Karen Laverty	December 2017	Complete. Video finalised and loaded onto the CREATE Website, and announced via the Aboriginal Health Newsletter.
64	31/3/17	Case Studies	Karen to send Eddie Mulholland an email to obtain details of the board meeting dates, possibly 23-24th May.	Karen Laverty	April 2017	Complete. Stephen booked to present
66	31/3/17	Case Studies	Invite Nikki from Nunkuwarrin Yunti to Leadership Group meeting to discuss their draft report and share her experiences around the Case Study.	Karen Laverty	November 2017	Complete. Invited to the November / December meeting.
67	31/3/17	Case Studies	Carol Davy to advise June Sculthorpe what Case Management system is used at PLAHS.	Carol Davy	May 2017	Email sent August 2017.

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68	31/3/17	Case Studies	Add another NSW Case Study site (perhaps Tharawal or Illawarra Aboriginal Medical Service) and ensure all domains covered.	Karen Laverty	May 2017	Complete. Tharawal added.
69	31/3/17	Health Promotion	The Leadership Group members to review Health Promotion document, particularly the area where there are gaps in the information.	Leadership Group	May 2017	Complete. No comments received.
70	31/3/17	Fellowship	Where possible, ensure at least two people go through the fellowship process together and they have contact with a past CREATE Fellow.	Karen Laverty	May 2017	Complete – 4 people attending the next session in June 2017
70a	12/4/18	Case Studies	Anna to discuss with Damian the possibility of a Case Study at Moorundi (around Organisation change or Governance).	Anna Dawson	December 2018	Complete. Met in December 2018, information included in the Governance Chapter.
71	31/3/17	Grants/Tenders	Send a letter to partners and NACCHO about the tender.	Kathy Mott/ Karen Laverty	April 2017	Complete - Letter sent.
72	4/8/17	Leadership Group	Book and prepare an agenda for Alex Brown's visit to Derbal Yerrigan to meet with Jenny Bedford on Friday 1st August.	Karen Laverty	10th August 2017	Complete.

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73	4/8/17	Website	Send an email to the Leadership Group, CIs and people on our newsletter distribution list to remind people to update their shortcuts or links to the new CREATE website https://create.sahmri.org/	Karen Laverty	October 2017	Sent in August 2017 and reminder sent with Agenda.
73a	12/4/18	Case Studies	Ask Louise what support VACCHO provides to services re governance.	Anna Dawson	May 2018	Completed July 2019
79	17/8/18	Case Studies	Ensure Governance final document has definitions for all acronyms (i.e. APONT, ORIC, AICD, AIGI, etc)	Janet Kelly		Completed
81	17/8/18	Case Studies	Expand the HP model further and ensure the recommendation to policy makers and funders clearly explains that we do this work unfunded. Possible Recommendations include the need for succession planning, additional health promotion roles and culture, time, flexibility required for holistic health promotion to occur in clinic setting.	Sarah Agius		Complete, was presented in December 2018 and represented April 2019.
82	17/8/18	SDOH	Incorporate the 3 key points and redistribute the SDOH paper to the	Kate Schwartzkopff		Complete

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			Leadership Group.			
85	17/8/18	Methods Group	Karen Laverty to email out the Quality Appraisal Tool paper to the Leadership Group for their feedback by 31st August 2018.	Karen Laverty		Complete. Emailed 21/8/18.
87	17/8/18	Case Studies	Consider the 1, 3, 20 Model as a way of presenting the case study information.	Anna Dawson		Complete. Discussed in December 2018
88	4/12/18	CS – Health Promotion Chapter	Add more emphasis in the Developing Personal skills level on the importance of Health Literacy	Sarah Agius		Complete. Refer updated version.
90	4/12/18	CS – Health Promotion Chapter	Add a recommendation to the HP Chapter requesting more dedicated HP positions.	Sarah Agius		Complete. Refer updated version.
91	4/12/18	CS – Funding Chapter	Consider adding some of the MBS discussions and the possible transport options to Funding model and recommendation.	Anna Dawson		Complete. Refer updated version.
92	4/12/18	CS – Funding Chapter	Create a recommendation for PHNs around how funding, meetings and reporting should be better	Anna Dawson		Complete. Refer updated version.

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Action Item No.	Raised at Meeting	Topic	Action	By Who	By when	comments
			synchronised.			
93	4/12/18	CS – Funding Chapter	Funding recommendations should include the need to reduce the burden of reporting and that the funding model should be outcome focused.	Anna Dawson		Complete. Refer updated version.
94	4/12/18	CS – SDOH Chapter	Add more to the recommendations about how ACCOs do so much more, could create policy brief that lists or illustrates the examples of all the unfunded work that ACCOs do.	Sarah Agius		Complete. Refer updated version.
97	4/12/18	Scoping Review	Provide feedback on the Health Promotion Scoping review paper by the 17th December.	LG members		Completed
99	12/4/19	Accreditation Chapter	Update the Accreditation chapter with the suggested changes.	CREATE Team		Completed
100	12/4/19	CQI Chapter	Update the CQI chapter with the suggested changes.	CREATE Team		Completed