Meeting Minutes

Meeting name: Cardiology Department Monthly Staff Meeting	
Date: August 15, 2024	Time: 14:00-15:30
Venue: Conference Room B, 3rd Floor, Main Hospital Building	
Attendees:	
Dr. Sarah Johnson (chair) Dr. Michael Lee Dr. Emily Chen Nurse Manager Karen Smith Cardiology Technician John Brown Admin Assistant Lisa Garcia	
Apologies:	
Dr. Robert Taylor (on leave)	

Agenda

Item	Presenter
Review of last month's action items	Dr. Sarah Johnson
Update on new equipment installation	John Brown
Discussion on patient wait times	Dr. Emily Chen

Discussion points

Item	Notes
Review of last month's action items	All action items from the previous meeting have been completed, except for the staff survey on work satisfaction. Lisa to send out the survey by end of week.
Update on new equipment installation	John reported that the new ECG machines have been installed in all examination rooms. Staff training on the new equipment will be scheduled for next week.
Discussion on patient wait times	Dr. Chen presented data showing an increase in average wait times for non-urgent consultations. The team brainstormed ideas to improve efficiency, including adjusting appointment scheduling and increasing telemedicine options.

Action items

Task	Assignee	Status	Due/review date
Send out staff satisfaction survey	Lisa Garcia	Pending	August 18, 2024
Schedule staff training for new ECG machines	John Brown	In progress	August 22, 2024
Develop plan to reduce patient wait times	Dr. Emily Chen	Not started	September 1, 2024

Additional notes

The next monthly staff meeting will be held on September 12, 2024, at 14:00 in the same venue.
Dr. Johnson reminded all staff to complete their annual compliance training by the end of the month.
The department's annual performance review process will begin next month. Individual meeting schedules will be sent out soon.