

## **IFM Healthcare (IFMH)**

# **18<sup>th</sup> Annual General Meeting Supplement**

**25<sup>th</sup> January 2010  
12 noon, Leopold Hotel, Sheffield**

*Deferred from 26<sup>th</sup> October 2009*

## **Annual General Meeting 2009**

The 18<sup>th</sup> IFM Healthcare Annual General Meeting will be held in the Leopold Hotel, Sheffield on Monday 25<sup>th</sup> January 2010 at 12 noon - The AGM will be followed by the quarterly IFM Healthcare committee meeting. For details about the venue, visit <http://www.leopoldhotel.co.uk/bar.php>.

### **Agenda**

1. Apologies for absence
2. Minutes of 17<sup>th</sup> Annual General Meeting 2008
3. Matters arising from the minutes not covered elsewhere
4. Report of the Committee for year ended 31 December 2008
5. Financial report for the year ended 31 December 2008
6. Approval of auditors for 2009 accounts
7. Any other business

## Committee Report

January 2008 – December 2008

IFMH Web Site - <http://www.ifmh.org.uk/>

The average number of visits to the site in 2008 was 109 per month.

### **Homepage**

Some improvements were made to the IFMH homepage during 2008, to regularly highlight new additions and changes made to the site. This includes latest IFMH news and links to features from the current issue of Inform.

### **Study Day Page**

<http://www.ifmh.org.uk/studydays.html>

In 2008, presentations from the January study day on project management and the presentation from the IFMH session at the 2008 HLG Conference were published on the IFMH website.

### **IFMH-MEMBERS Jiscmail List**

<https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=IFMH-MEMBERS>

In 2008, the IFMH members' discussion list, previously a Yahoo Group, was transferred to a Jiscmail mailing list. This allows for easier registration for subscribers. Details were put on the IFMH website:

<http://www.ifmh.org.uk/discussion.html> and a redirect from the previous discussion list was set up: <http://health.groups.yahoo.com/group/ifmhmembers/>

### **Study Days**

In January 2008, IFMH hosted a joint session with Health Libraries Group on *Success in Project Management*, at the University of Salford. The study day comprised presentations and workshops.

Presenters included Paul Walters from the University of Salford. His *Managing Projects Overview* introduced projects and project management and demonstrated why they are important, whereas *Prince2 - A Theoretical Introduction* explained the methodology of this project management tool and its key elements in small projects. Jacky Berry from the BMA Library presented *People and Project Management* in which she concentrated on the people aspects of project management. Andrew Booth's *A TQM Approach to Managing Projects in Health Care* drew on examples of projects in healthcare to illustrate why successful project management involves a careful balancing act between the competing demands of Time, Quality and Money.

Copies of presentations are available from the IFMH web site (<http://www.ifmh.org.uk/studyday0108.html>) and have been published in IFMH Inform ([http://www.ifmh.org.uk/inform/infm18\\_3.htm](http://www.ifmh.org.uk/inform/infm18_3.htm))

In June 2008, IFMH was at the HLG Conference in Cardiff. Ray Phillips of the King's Fund in his presentation at the IFMH slot *Changing Rooms: Designing an Information and Library Service fit for the future* told us that the way people access information is changing, which have meant a redesign of its library. His presentation has been published in IFMH INFORM ([http://www.ifmh.org.uk/inform/infm19\\_1.htm](http://www.ifmh.org.uk/inform/infm19_1.htm)).

### **IFMH Inform**

*IFMH Inform* continues to provide an important communication channel for IFMH business, keeping up-to-date with developments in health and social care information management nationally, and original research and descriptive papers on a range of topics. 2008 editions were produced by an editorial team of Alan Lovell, Kathleen Irvine and Richard Bridgen, with support from the IFMH Committee. In 2008, featured articles included:

[18\(3\) – Winter 2008](#) covered the presentations at the January study day on project management. Contributors included Paul Walters from the University of Salford, Andrew Booth from SchARR and Jack Berry from the BMA Library.

[19\(1\) – Spring 2008](#) included Ray Philips' presentation to the IFMH slot at the HLG conference plus collaborative working at the Doncaster Child Health Information Centre and using RSS for current awareness at Sheffield Hallam University.

Both editions included the usual regulars: IFMH News and Committee Meeting Digest; Surf's Up; Sidelines; NLH Update; NLH Health Management Specialist Library News and Hot Topic; e-Library Scotland Update.

### **Subscriptions and Finance**

Subscriber levels were stable in 2008, with the end of year seeing IFMH maintaining its healthy bank balance.

### **Committee Structure**

IFMH welcomed Elisabeth Barry (Kingston Hospital) as Publicity Co-ordinator, Samantha UNAMBOOWE-SENEVIRATNE (Harefield Hospital) as Secretary and Adrienne Speake (NHS Evidence) as Joint Study Day Co-ordinator.

For further details of all IFMH activities, please visit the IFMH web site at <http://ifmh.org.uk/> or by contacting Kath Wright, Subscription Secretary on tel: +44 (0) 1904 321460 or email [kew5@york.ac.uk](mailto:kew5@york.ac.uk)

*Richard Bridgen, Chair - IFM Healthcare*



**Present Committee (September 2009)**

<b>Name</b>	<b>Committee Post</b>	<b>Affiliation</b>
BARRY, Elisabeth	Publicity Co-ordinator	Kingston Hospital
BRIDGEN, Richard	Chair	United Lincolnshire Hospitals NHS Trust
HOWLEY, Paul	Study Day Co-ordinator	Joseph Priestley College, Leeds
IRVINE, Kathleen	INFORM Editor	Centre for Health Science, Inverness
LOVELL, Dr Alan	INFORM Editor	Bazian Ltd.
MOTTRAM, Susan	Committee Member	University of Leeds
SPEAKE, Adrienne	Study Day Co-ordinator	NHS Evidence
SUTTON, Anthea	Web Editor	SCHARR University of Sheffield
UNAMBOOWE-SENEVIRATNE, Samantha	Secretary	Harefield Hospital
WILSON, Suzanne	Committee Member	NHS Quality Improvement Scotland
WRIGHT, Kath	Treasurer and Membership Secretary	NHS Centre for Reviews and Dissemination, York