



**Health**  
South Eastern Sydney  
Local Health District

TRIM: T18/xxxxxx

**Meeting:** POWH/SEH Community Advisory Committee  
**Date:** Wednesday 25 July 2018

**Chair:** Ms Verity Luckey  
**Minutes:** Ms Sheemol Barrett

**Presentation: Bob Wilson - Chair, Redevelopment Community and Consumer Advisory Committee**

Bob provided the committee an insight into the Re-development consumer involvement, participation of the members to this committee. The Consumer and Community Advisory formed a working party in September 2017 and designed a charter and plan for wide involvement in future participation. Members were trained which provided confidence to understand Standard 2 requirements for Co-design and coproduction which would enable the consumers to transfer seamlessly into the committee. The Committee created Strategic Plan for involvement, objectives need to be achievable and measurable. The Redevelopment Committee members continually focus on objectives and have been influenced a number of other committees.

**1. Attendance/Apologies**

NAME	AREA	status	NAME	AREA	status
Tobi Wilson	DO POWH	Present	Tanya Kant	Consumer	Present
Verity Luckey	DON POWH	Present	Susan Nicholson	consumer	Present
Jennie Barry	DON SEH	Apology	Ben Steele	Consumer	Present
Carolyn Smith	SEH	Present	Ericka Van Aalst	Consumer	Present
Sheemol Barrett	A/NM POWH	Present	Jan Titterton	Consumer	Apology
George Constantin	Consumer/Chair	Present	Andros Eleftheriou	Consumer	Present
Nava Turner	Consumer/Dep Chair	Present	Sue Suchy	Consumer	Present
Kathleen Sutherland	Consumer	Apology	Harris Mihalidis	Consumer	Present
Ajay Varshney	Consumer	Present			
Keren Hong	Consumer	Present			

## 2. Minutes

2.1	Confirmation of minutes	The minutes from 27 June 2018 were confirmed as a true and accurate record.
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## 3. Actions/ Plans arising from previous minutes

Issue		Discussion	Action Required	Who	Due
3.1	Mixed Gender Report (Monthly)	Similar to previous months due to winter – flu season, no bed capacity accommodate where possible.	Keep on agenda	NM Nursing	October meeting
3.2	Concessional Parking – Validation concerns	Parking Policy to be sent to consumers to clarify any concerns. Members were advised other LHD have different validation processes due to different ownerships. HM raised a few personal concerns and was advised to contact GM Tobi Wilson, who will review on an individual basis.	Remove from agenda		
3.3	Disabled toilets - NELUNE	This has been escalated to the Maintenance Manager, report currently being compiled as this is a matter requiring Builder involvement. Awaiting report.	Keep on agenda	NM Nursing	Review October meeting
3.4	CAC Training HCNSW	Training has been confirmed for committee to attend 26 September. Members to register on line for attendance. Six committee members have registered to date.	Keep on agenda	Members	August meeting
3.5	High Street lifts	GM Tobi Wilson advises funding has been granted expecting September. Order has been placed for new lifts	Remove from agenda		
3.6	Patient Real Time Experience Survey	Well received feedback from committee members. KH asked if there is a 'plan' for the year ahead. Report to be analysed in August feedback to be provided in October 2018	Keep on agenda	DON	October meeting
3.7	Leatherette chairs at Barker Street torn	Matter escalated to Maintenance Manager who advised that he is following up if chairs could be re-upholstered or replaced.	Remove from agenda		
3.8	POWH/SSEH draft charter for review and ratification	Charter up for comment, due to limited responses received. Extension for extra time has been granted, any suggestions to be forwarded by email to Sheemol Barrett as soon as possible.	Draft to be reviewed and ratified at next meeting	DON/All members	August meeting

#### 4. Standing Items

Issue	Discussion	Action Required	Who	Due
4.1 POWH/SSEH update by hospital Executive	<p><b>Prince of Wales Hospital:</b></p> <ul style="list-style-type: none"> <li>GM Tobi Wilson advises business plan is near completion. Provides good overview of priorities.</li> <li>In near future new product in out-patients to be introduced to committee. New referral/tracking system communicating relevant information between patient and the hospital.</li> <li>Redevelopment trialling new entertainment systems for patients in the next few months ie: iPad. The usage of iPad would also provide a number of other features for the patient.</li> <li>Re-development looking at the final stages for the detail design final stages of acquisitions for final properties, possession to happen by end of 2018.</li> <li>D-assist going well looking at next stages.</li> <li>Super Intendants Cottage to commence to converted into a Cancer Survivor Centre.</li> <li>District awards with a number of finalists, Nursing Co-Director Barbara Daly nominated for best Collaborative winner.</li> </ul> <p><b>Sydney/Sydney Eye Hospital:</b></p> <ul style="list-style-type: none"> <li>Preparing for accreditation.</li> <li>BS mentioned concerns around the Health Record access.</li> <li>KH would like to hear more about patient care from the wards.</li> <li>SN raised concerns around the cleanliness of the toilets.</li> </ul>			
4.2 Community Advisory Committee members questions				
4.3 Updates from Committee Membership	<p>SN – Communication for Patient Safety meeting.</p> <p>TK – Infection Prevention and Control Committee</p> <p>TK – Clinical Quality &amp; Patient Safety</p> <p>Feedback forms are attached to the minutes.</p>			
4.4 Consumer Engagement for Redevelopment working party				

#### 5. General Business

Issue	Discussion	Action Required	Who	Due
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5.1	LHD Standard 2 Update	Draft document in final stages.	DON	Next meeting
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**6. New Business without notice**

Issue	Discussion	Action Required	Who	Due
6.1	LHD Standard 2 Update	POWH Clinical and Corporate Business Rule update, progressing well	DON	Next meeting

The next meeting will be held on Wednesday 22 August 2018 at POWH

There being no further business the meeting closed at 5.30pm

Accepted as a true record:

Chair: *George Constantin* Date: *20/9/18*

Signature Chair



MEETING FEEDBACK FORM  
CONSUMER ADVISORY COMMITTEE

Please submit to CAC secretariat for submission with minutes

NAME	Susan Nicholson		
COMMITTEE/MEETING TITLE	Communicating for patient safety		
DATE/TIME OF MEETING	24.07.18	LOCATION	EVA
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<p>✓ Action log following Handover Audit</p> <p>✓ Plan to Audit handovers; 1 ED to wards</p> <p>✓ if wards to wards</p> <p>✓ Concerns raised if Hybrid Medical records - paper / emr</p> <p>✓ if electronic records that also not talk to each other</p> <p>✓ Noisac, Renal, Eric</p> <p>✓ Documentation completion of consent forms</p> <p>✓ JMO job lists; still problems with appropriate requests</p>		

DATE: 25-07-18

SIGNATURE: *S. Nicholson*