

T19/60734



**Health**  
South Eastern Sydney  
Local Health District

TRIM: T18/xxxxxx

**Meeting:** POWH/SEH Community Advisory Committee  
**Date:** Wednesday 27 March 2019

**Chair:** Mr George Constantin  
**Minutes:** KT/JB

**Presentations:** Dr George Reuben – “End of Life”.  
**Discussion occurred with Dr Reuben and the committee members regarding content and future directions.**

### 1. Attendance/Apologies

NAME	AREA	status	NAME	AREA	status
Tobi Wilson	DO POWH	Apology	Tanya Kant	Consumer	Present
Karen Tugiri	DON POWH	Present	Susan Nicholson	consumer	Present
Jennie Barry	DON SEH	Present	Ben Steele	Consumer	Present
Carolyn Smith	SSEH	Apology	Ericka Van Aalst	Consumer	Present
Sheemol Barrett	A/NM POWH	Apology	Jan Titterton	Consumer	Present
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 February 2018 were confirmed as a true and accurate record by Ajay Varshney
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### 3. Conflict of Interest

3.1	Conflict of Interest	N/A
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### 4. Actions/ Plans arising from previous minutes

Issue	Discussion	Action Required	Who	Due
4.1	Nil			

Issue	Discussion	Action Required	Who	Due	
5.1	POWH/SSEH update by hospital Executive	<p><b>Prince of Wales Hospital:</b></p> <ul style="list-style-type: none"> <li>Business Planning underway across the site</li> <li>Redevelopment – Currently clinical teams participating in prototype room testing with summation of feedback to be reviewed in late April</li> <li>Patient Opinion has gone live at POWH</li> <li>Discussed purpose of committee- fulfil obligations of Standard 2 and charter. A diverse group who provide feedback to the hospital and a voice for the community. Contribute to achieving better quality care by telling the hospital what the consumer thinks. KT discussed the changes associated with the revised National Standards and in particular Standard 2 Engaging with Consumers KT also asked the committee what they were proud of and their achievements- resting spots, umbrella cover machines, REACH poster, way finding and, toilet door access. KT and JB suggested that further discussion occurs to capture these achievements at a future meeting for ongoing promotion and celebration</li> </ul> <p><b>Sydney/Sydney Eye Hospital:</b></p> <ul style="list-style-type: none"> <li>Redevelopment of Eye outpatients- architect currently in design brief</li> <li>Patient opinion- update and themes provided</li> </ul>	<p>Presentation to be provided by Quality Manager to update committee on content of standard focusing on Standard 2 and 5</p>	<p>KT &amp; JB to arrange</p>	<p>May 2019</p>
5.2	Committee Action Plan 2019	<ul style="list-style-type: none"> <li>Hospital representatives left meeting and committee continued with action planning</li> </ul>			

**6. General Business**

Issue	Discussion	Action Required	Who	Due
6.1	N/A			

**7. New Business without notice**

Issue	Discussion	Action Required	Who	Due	
7.1	Recording of minutes	E VA raised concerns regarding the recording of the minutes. Other members confirmed they should be taped and this has been communicated at the beginning of the meeting.	KT and JB offered to delete the recording. This was voted against by the committee.	KT/JB	

- Further correspondence received after the meeting resulted in the recording of the meeting being deleted and minutes generated by personal notes taken by KT and JB.

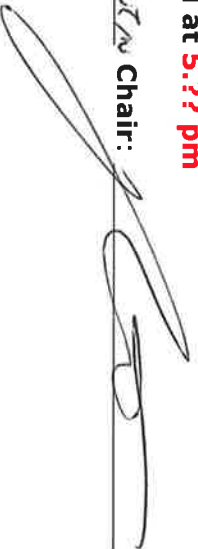
**The next meeting will be held on Wednesday 24 April 2019 at POWH**

**There being no further business the meeting closed at 5.?? pm**

**Accepted as a true record:** *George Constantin* Chair:

**Date:** *22/05/19*

Signature Chair



**CAC Community Advisory Committee Meeting**  
**Wednesday, 27 March 2019**

NAME	Area	Present	Apologies	Not Present
Tobi Wilson	GM POWH		✓	
Karen Tuqiri	DON of Nursing	✓		
Sheemol Barrett	Nurse Manager		✓	
Jennie Barry	Director of Nursing	✓		
Carolyn Smith	DON/Ops Nurse Mgr		X	
George Constantin	Consumer	✓		
Andros Eleftheriou	Consumer	✓		
Keren Hong	Consumer	✓		
* Kathleen Sutherland	Consumer			
Ajay Varshney	Consumer	<del>✓</del>	✓	
Tanya Kant	Consumer	✓		
Susan Nicholson	Consumer	✓		
Ericka Van Aalst	Consumer	✓		
Jan Titterton	Consumer	✓		
Nava Turner	Consumer	✓		
Ben Steele	Consumer	✓		
Harris Mihailidis	Consumer	✓		
Sue Suchy	Consumer	✓		

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**MEETING FEEDBACK FORM**  
**CONSUMER ADVISORY COMMITTEE**

Please submit to CAC secretariat for submission with minutes

NAME	Susan Nicholson		
COMMITTEE/MEETING TITLE	POWIT Patient Safety and Improvement Committee		CHAIR OF MEETING Marta Mackeitch
DATE/TIME OF MEETING	25.03.19. 1400 - 1545 hrs.	LOCATION EVA	
KEY POINTS and DISCUSSION WITH CAC MEMBERS	<p>1) Presentation: DBy - Code Black Project: Local Solutions to Violence Prevention in Health Care settings. There is a need to protect staff and patients from violence. Violence to state can lead to Post Traumatic Distress. Steps taken: 1) Ensure mental support assigned to staff. 2) Educational program for all clinical staff assigned to ward. 3) Daily Huddle: Interdisciplinary notification of behaviour problems. Patient safety, staff relaxation round table</p> <p>2) POWIT, End of life care committee to commence 1<sup>st</sup> April 2019</p> <p>3) Update Accreditation. Version 2.1 Assessors Frame work implemented to be followed by all assessors. Revised rating scale. Patient - Met. Met with recommendations or not met process for criteria met with recommendations noted. Requirement for determining risk of harm for Abrogation and for assessment of patient safety people</p>		

DATE: 26-03-19

SIGNATURE: 

MEETING FEEDBACK FORM  
CONSUMER ADVISORY COMMITTEE

*Please submit to CAC secretariat for submission with minutes*

NAME	HARRIS MIHALIDIS		
COMMITTEE/MEETING-TITLE	Medication Safety Consumer Representative	CHAIR OF MEETING	Catherine McVeigh
DATE/TIME OF MEETING	14 <sup>TH</sup> March 2019	LOCATION	Parques 7 <sup>W</sup> est Meeting Room
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<ul style="list-style-type: none"> <li>• Prescriber Medication Order still being investigated, eMR setup needs to be reviewed, Martin, Director of Clinical Services to look at taking ownership. JMO's to be trained to setup eMR prescriber Medication order view correctly.</li> <li>• Post Accreditation Safety Plan circulated to group for agreement.</li> <li>• Medication Reconciliation Review, need for pharmacist to be allocated as patients discharged without going thru pharmacy, also patients going home without pharmacists.</li> <li>• Lewis has developed a one page view medication of reconciliation for patient without having to flip thru screens on eMR , waiting for approval and aiming for implementation 1<sup>st</sup> half of 2010!</li> <li>• ICU transition of care (TOC) of patients identified medication errors where transfer of information from eRIC to eMR was conducted. Currently being reviewed and to be tabled. Eg changes to med without documenting. etc</li> <li>• Request DON take carriage of medication storage and medication trolleys in clinical areas.</li> <li>• Several IIMS Incomplete &gt; 8 Weeks , Patient Safety Officer chasing up. Several IIMS have resolution same as problem and incomplete , other have problem with no resolution &amp; still outstanding.</li> </ul>		

DATE:

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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	CHAIR OF MEETING	Chris Conn
DATE/TIME OF MEETING	05.03.19	LOCATION	E014
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<p>1) Transfers In from remote areas: Clinical hand over often have a deficit of relevant information. Obtaining this information can be difficult to obtain</p> <p>2) Business rule: Need for overarching rule regarding communicating for safety</p>		

DATE: 05.03.19

SIGNATURE: 

**MEETING FEEDBACK FORM**  
**CONSUMER ADVISORY COMMITTEE**

Please submit to CAC secretariat for submission with minutes

NAME	SUSAN NICHOLSON		
COMMITTEE/MEETING TITLE	SPEC PATIENT SAFETY and IMPROVEMENT COMMITTEE		
DATE/TIME OF MEETING	07-03-19: 2-3pm.	CHAIR OF MEETING	Pauline Rimmer
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<p>1) Presentation of Proposed Revision of Formal Structure of Review of Patient Safety Reports. 2) Quality Improvement Activities. 1) Proposed discussed and to be forwarded to content clinical quality and risk management committee for adoption</p>		

DATE: 09.02.19

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