Health
South Eastern Sydney
Local Health District

TRIM: T19/xxxxxx

Chair: Mr George Constantin
Meeting: POWH/SSEH Community Advisory Committee
Date: Thursday 27 February 2020
Minutes: Ildiko Greener (EA to DON)

Presentations

Jackie Stephenson, Manager Diversity Programs, asked the committee for feedback on the Prince of Wales Hospital website. This website went live in August 2018. There was significant consumer involvement in the development of the site map and page templates. Since going live the different services listed in the service directory have had consumers review their pages and updates have been made. The CAC were asked to review the general information for Patients & Visitors. Jackie will send instructions via email and provided the group with hard copy surveys to complete on their allocated pages. They can bring these to the next meeting or drop them in or email feedback back to her before the next meeting.

Kate Roper, Medication Safety & Quality Officer, Clinical Excellence Commission presented on a new automated patient medicine list being tested for use with Hospital patients. The medicine lists would be printed by pharmacists or doctors to use with patients during their stay in Hospital and on discharge. Kate asked for feedback on the lists using a fictional patient scenario and two lists – the new list called eMeds Patient Medication List and the old list called iPharm Patient Medication List. A survey was provided to get their feedback. Kate will send the scenarios and surveys electronically as well. She has asked the CAC to email them back to Kate on kate.roper@health.nsw.gov.au or drop into the Pharmacy Department, Level 2 Prince of Wales Hospital with attention to Carly Wills.

1. Attendance/Apologies

NAME	AREA	status	NAME	AREA	status
Jennie Barry	GM	Apology	Tanya Kant	Consumer	Present
Karen Tuqiri	DON POWH	Apology	Susan Nicholson	consumer	Present
Belinda Rabet	NM POWH	Present	Ben Steele	Consumer	Apology
Carolyn Smith	NM SSEH	Apology	Ericka Van Aalst	Consumer	Apology
George Constantin	Consumer/Chair	Present	Jan Titterton	Consumer	Present
Kathleen Sutherland	Consumer	Apology	Sue Suchy	Consumer	Present
Ajay Varshney	Consumer	Present	Harris Mihailidis	Co-Chair	Present
Keren Hong	Consumer	Present	Louise Dunne	NM SSEH	Not present

2. Attendance/Apologies

2.1	Attendance / Apologies	

3. Confirmation of minutes / Conflict of Interest

3.1	Confirmation of minutes	The minutes from the October 2019 meeting were confirmed by Ajay Varshney and Sue Suchy.
3.2	Conflict of Interest	N/A

4. Actions/ Plans arising from previous minutes

	Issue	Discussion	Action Required	Who	Due
4.1	Action Plan Update	HM raised concerns regarding the action plan currently on hold, request for guidance from GM JB. Should correspond with District action plan for next three years. Consumers request for follow up on consumer representation attendance at other committee meetings as per Standard 2. Request for information to come first hand from KT/BR.	Guidance moving forward in 2020	JB/KET/ BR	March meeting
4.2	Barker Street Chairs	Prince of Wales Hospital Foundation to provide seating at the Barker Street entrance. Keep on agenda.	Keep on agenda	JB	April meeting
4.3	Nightingale Challenge	2020 year of the Nurse and Midwife by the Health World Organisation. POWH taking part of the international Nightingale Challenge, aimed at under thirty five year olds to build on their leadership skills for the future. A range of courses and material available to build on these skills. Emerging NUM program one of the nightingale courses available, a lot of interest by staff. Three week orientation is now complete, staff have been allocated Mentors and shadowing staff.			
		JT enquired about IND 2020 – 12 May involvement by consumers, BR advised only at the early stages of planning for the event.	Provide further information at next meeting	BR	March meeting

5. Standing Items

	Issue	Discussion	Action Required	Who	Due
5.1	POWH/SSEH update by hospital Executive – GM	**Prince of Wales Hospital:** N/A **SSEH:** SSEH planning a full week of celebrations for International Nurses Day. Currently showing a short film at SSEH about the first Director of Nursing at SSEH, Lucy Osbourne, not open to the public but can arrange a viewing for consumers. Nightingale Museum open every Tuesday 9-3pm. Acute Services progressing well, building will be fully erect by end of 2020 SCH planning commenced for new building. SSEH in the process of developing a new program for patients to check in online. Business Planning commenced this week aligned with the Strategic and District planning, very successful with all management attending. In preparation for Corona Virus, nil patients with the virus at the moment. However sending staff to assist with screening at the international airport for incoming patients.			
5.2	POWH/SSEH update by Committee Members	Please see attached meeting feedback forms.			

6. New Business

	Issue	Discussion	Action Required	Who	Due
6.1	Electronic Paid participation	To be resent to consumers	Discuss at next meeting	BR	April meeting

7. New Business without notice

	Issue	Discussion	Action Required	Who	Due
7.1	Recruiting new CAC membership	FYI, Currently in the process of recruiting new members, Aboriginal representation being arranged.	No further action required		

There being no further business the meeting closed at 5.00 pm

Accepted as a true record:_____ **Chair**: _____ **Date**: _____

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		
FREQUENCY OF MEETING	Monthly	**CHAIR OF MEETING**	Louise Short
DATE/TIME OF MEETING	04.02.2020	**LOCATION**	FUA

KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS

Key Takeaway:

1) Communicating Throughout Patient Journey document reviewed
2) Clinical Procedure checklist not being used for most Level 1 + 2 procedures
3) Action Log; After hours business role ready for signing.
4) Noted Increase in incidents arising from Inadequate Handover

Key Points:

i) Transfer from Emergency to other units needs documentation as well as face to face handover
5) Review of Beside Nursing Handover audit document

Summary:

PLEASE ATTACH AGENDA AND FORWARD TO CAC SECRETARIAT PRIOR TO CAC MEETING.

DATE: 05.02.2020

SIGNATURE: S Nicholson

MEETING FEEDBACK FORM
CONSUMER ADVISORY COMMITTEE

Please submit to CAC secretariat for submission with minutes

NAME	Susan Nicholson		
COMMITTEE/MEETING TITLE	POWH Patient Safety & Improvement		
FREQUENCY OF MEETING	Monthly	**CHAIR OF MEETING**	M Mackertich
DATE/TIME OF MEETING	13.02.2020; 2-3.30pm	**LOCATION**	EUA
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	**Key Takeaway:** 1) BHI - POWH Patient Experience 2018 survey results; POWH results compared with SESLHD and NSW results. Tabled where POWH strong; ii) where improvement needed. iii) Where compared with 2017 POWH declined more than 5 points. 2) Real Time Patient Experience. **Key Points:** Timetable for POWH monthly surveys, 5 teams 3) Patient Falls; Increase in Falls. Falls Committee reformed. Units with high falls rate will be required to be involved with this committee 4) Brief regarding Morbidity & Mortality meetings (M&M); they need to comply with SESLHD guidelines, CEC best practice guidelines + National standards. Improvement guidelines implemented **Summary:**		

PLEASE ATTACH AGENDA AND FORWARD TO CAC SECRETARIAT PRIOR TO CAC MEETING.

DATE: 15.02.2020

SIGNATURE: S Nicholson

MEETING FEEDBACK FORM
CONSUMER ADVISORY COMMITTEE

Please submit to CAC secretariat for submission with minutes

NAME	Susan Nicholson		
COMMITTEE/MEETING TITLE	S/SWH Patient Safety & Improvement		
FREQUENCY OF MEETING	Monthly	**CHAIR OF MEETING**	Carolyn Smith
DATE/TIME OF MEETING	06-02-20; 2-3 pm.	**LOCATION**	Wirral Theatre
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	**Key Takeaway:** 1) Review of Action Log; Noted Medical Ward has implemented strategies for Falls Prevention. 2) National Standards; Progress Reports by Standard Leads. Noted need to recruit Consumers to these committee and for consumers to be members of Audit Team. **Key Points:** Hand Unit Morbidity and Mortality report tabled. Patient Opinion – Emergency presented one positive and one negative experience **Summary:**		

PLEASE ATTACH AGENDA AND FORWARD TO CAC SECRETARIAT PRIOR TO CAC MEETING.

DATE: 08.02.2020

SIGNATURE: S Nicholson

INTEGRATED CARE STEERING Committee 20, 2, 20

JAN TITTERTON

CHAIR TONY JACKSON 11-12-30

MAJOR PRESENTATION BY LUMOS
DATA LINKAGE TO UNITY DATA
FROM GPS HEALTH SERVICES & HOSPITALS

SMALL SCALE PILOT LINKED RECORDS OF
1mil PATIENT JOURNEYS. FROM 100 GPS
VERY INTERESTED IN VALUE BASED
COST EFFECTIVE. COMMONWEALTH
FUNDING.

FIRST SCALE UP LINKAGE
APRIL 2020 - OCTOBER 2020
UP TO 2MILLION
STILL MUCH WORK TO BE DONE
ENCODING BY GP / HOSPITAL TO
ENSURE PATIENT PRIVACY.
ETHICS CLEARANCES

TWO DATA EXTRACTIONS PER YEAR
REPORTS MAINLY POLICY + PLANNING
(PRICE)
DATA GOVERNANCE Committee TO
APPROVE DATA ACCESS

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