



**Meeting:** POWH/SSEH Community Advisory Committee  
**Date:** Thursday 28 May 2020

**Chair:** Mr George Constantin  
**Minutes:** Belinda Rabet (NM Nursing)

THIS MEETING WAS HELD VIA TELECONFERENCE

**Presentations:**  
nil

1. welcome acknowledgement of Country
2. Attendance/Apologies

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

### 3. Minutes

3.1	Confirmation of previous minutes	The minutes from the April 2020 meeting were confirmed by HM and AV
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	GC stated that before progressing with action plan the consumers are awaiting updated committee structure from the GM – JB stated that changes have been made in response to COVID so this remains a work in progress – meetings are being held virtually – there is nothing formal to table at present - suggested that consumers continue with other actions on the action plan Members are currently active on committees – JB stated that we are happy to work on current committees and review memberships A list of reps on committees has been sent previously – this will be updated with a list of those with vacancies	To update list of committees with reps/ requiring reps – discuss at next meeting	BR	June meeting
4.2 Barker Street Chairs	JB stated that big improvements have been made around the Barker street entrance with the information desk and flooring replaced. Temporary chairs are in place awaiting delivery of new chairs – by next meeting these should have arrived	Take photos of chairs and send to members	BR	June meeting

**5. Standing Items**

Issue	Discussion	Action Required	Who	Due
5.1 POWH/SSEH update by hospital Executive – GM	<b>Prince of Wales Hospital:</b> JB gave an update: in response to COVID 19 most efforts have been around ensuring patient and staff safety with a lot of planning. We have maintained screening at our perimeters COVID has been well managed in Australia and we are awaiting lifting of restrictions – ‘watch and see’ POWH slowly returning to full services some surgery and outpatient apts resuming. The majority of the work has been around COVID International nurses day was celebrated 2 weeks ago and POWH have been encouraged by the community with well wishes and donations for staff. GC stated that COVID had had no impact on the Redevelopment moving forward which was positive. SN asked about reconciliation week – JB stated that nothing significant has been arranged due to COVID – POWH are looking at planning for			

		<p>NAIDOC with education sessions for staff. There has been no formal advice from the Ministry on holding public events – celebrations expected to resume in 2021.</p> <p>HM asked about the Hydrotherapy pool – JB stated that we are in no position at present to re-open until advised otherwise by the Ministry.</p> <p>HM asked about communications around COVID – suggested that ILdiko could send out pulse each month – JB stated that there are twice weekly updates sent to all staff with live streams giving updates and advice on how to stay and keep safe.</p> <p><b>SSEH:</b>  AP gave an update:  Fever clinic running well, 2 key initiatives are currently underway  -construction of the eye outpatient department  -patient self check in</p>	Send out PULSE and email updates to consumer members	IG	Monthly – not for agenda
5.2	Questions from CAC members	<p>SN asked about the Patient Experience information that was sent out – BR asked that any feedback was emailed back to her to forward to the author.</p> <p>SS question around Redevelopment committee – projects run at a unit level without consumer input – JB happy to go back and see if they require consumer input at this time. The Executive are seeking advice as required at this point – currently looking at telehealth project due to COVID with a lot of feedback from patients in the community.  JB happy to give an overview of projects at the next face to face meeting</p>	<p>SN to email feedback to BR before next meeting</p> <p>Overview of redevelopment projects</p>	<p>SN</p> <p>JB</p>	<p>Next face to face meeting</p>
5.3	POWH/SSEH update by Committee Members	Please see attached meeting feedback forms.			

6. New Business

Issue	Discussion	Action Required	Who	Due
6.1	Consumer terms ending June 2020 and recruitment strategy	Following a review of the tenure of current consumers 4 of our consumers will be ending in June 2020. Correspondence has been sent out advising them and thanking them for their time on the committee: Tanya Kant Jan Titterton Susan Nicholson Erica Van Aalst An afternoon tea will be held when able to meet face to face and their last meeting will be in June. Members had already received extensions to their terms Recruitment for new members will be via public advertisement in the Daily Telegraph EVA commented on ensuring the day and time of the meeting be on the advertisement – BR confirmed that it was. HM stated that it was a shame we have not recruited earlier – JB stated that in response we have been through a pandemic and we are now focusing on a recruitment strategy.	Afternoon tea to be arranged – discussion at next meeting	June meeting
6.2	Nomination of chair – deputy chair 2020	BR stated that all members are eligible to vote Nominations are as follows: CHAIR: George Constantin Ajay Varshney Harris Mihailidis DEPUTY CHAIR: Ajay Varshney Harris Mihailidis Keren Hong Sue Suchy BR will email these out with a closing date for voting around 2 weeks If a tied vote members will be given an option to stand down from one. The chair and deputy chair will be announced prior to the next meeting to enable them to prepare.	Email with nominations to be sent and announcement via email prior to next meeting Welcome at next meeting	June meeting

7. New Business without notice

Issue		Discussion	Action Required	Who	Due
7.1	N/A				

There being no further business the meeting closed at 4.45 pm

Accepted as a true record: *K. Nairi* <sup>On behalf of</sup> Chair: *K. Nairi* Date: *25<sup>th</sup> JUNE 2020.*

Signature Chair



Please submit to CAC secretariat for submission with minutes

<b>NAME</b>	Susan Nicholson		
<b>COMMITTEE/MEETING TITLE</b>	S/SEH Patient Safety & Improvement		
<b>FREQUENCY OF MEETING</b>	<b>CHAIR OF MEETING</b>	Alan Perrett	
<b>DATE/TIME OF MEETING</b>	<b>LOCATION</b>	Skype/TeleCon	
<b>KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS</b>	<p><b>Key Takeaway:</b> Slide presentation of S/SEH Patient Experience and Safety of Care Report which Condi Mackinnon presented to Clinical Council May Meeting; Included Care Opinion report ii what was good; what could be improved (in Complaints/Trends); IV Incident Typology Outline of SAC 2 incident; VI Hospital Acquired Complications 2) Cost to Budget of Hospital Acquired Infection, Cardiac; -&gt; Report to Medical Team, so Improvement can Plan can be developed Notes Mandatory training rate of Medical and Allied Health staff Improving</p> <p><b>Key Points:</b> Trends; IV Incident Typology Outline of SAC 2 incident; VI Hospital Acquired Complications 2) Cost to Budget of Hospital Acquired Infection, Cardiac; -&gt; Report to Medical Team, so Improvement can Plan can be developed Notes Mandatory training rate of Medical and Allied Health staff Improving</p>		

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

DATE: 08.05.2020

SIGNATURE: Susan Nicholson





Please submit to CAC secretariat for submission with minutes

<b>NAME</b>	Susan Nicholson		
<b>COMMITTEE/MEETING TITLE</b>	Communicating for Patient Safety		
<b>FREQUENCY OF MEETING</b>	Monthly	<b>CHAIR OF MEETING</b>	Chris Conh
<b>DATE/TIME OF MEETING</b>	05-05-2020 12:00-13:00hrs Skype/Telecon		
<b>KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS</b>	<p><b>Key Takeaway:</b>                      1) JMO Job list item "Other" has been removed. How to reset time frame discussed, implying et jobs for weekend discussed.                      2) Central Hospital over QAS Audit? Audits to start again June.                      3) Covers details now recorded  <b>Key Points:</b>                      1) A EMR. (a) Person is a carer;                      (b) Person has a carer                      4) Alternative Medical Handover (a) suitable designate space yet to be reviewed. Consultant attended but still not complete  <b>Summary:</b>                      5) Draft Business Rule for communication for Patient Safety out for comment</p>		

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

DATE: 05-05-2020

SIGNATURE: *S Nicholson*



**MEETING FEEDBACK FORM  
CONSUMER ADVISORY COMMITTEE**

Please submit to CAC secretariat for submission with minutes

<b>NAME</b>	A JAY VARSHNEY	
<b>COMMITTEE/MEETING TITLE</b>	Pressure injury Prevention committee	
<b>FREQUENCY OF MEETING</b>	One a Month	<b>CHAIR OF MEETING</b> Emire <del>F</del> Tetel
<b>DATE/TIME OF MEETING</b>	11 May 2020	Tele conference

**KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS**

Key Takeaway:

- Effort is still on COVID19.
- Mattress audit completed & report submitted to Management.
- Sydney Eye hospital 79 mattresses completed.
- Memo from Nursing Director to NUM's to make sure audits on patients must be done.
- Discussion on cases reported.

Key Points:

- Operating mattresses to be done on 12/5/20.

Summary:

- Main effort on COVID19.
- Mattress audit completed.
- Patient audit to be done.

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

DATE: 11 May 2020

SIGNATURE:





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

Please submit to CAC secretariat for submission with minutes

NAME	ASAY VARSHNEY	CHAIR OF MEETING	Narlen Mackestoh
COMMITTEE/MEETING TITLE	Infection Prevention & control.	LOCATION	Teleconference
FREQUENCY OF MEETING	Once a month		
DATE/TIME OF MEETING	24 April 2020		
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	Key Takeaway: Main thing was covid 19 as hospital was all closed on COVID 19 infection		

Key Points:

Summary:

All effort is in for COVID 19.

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

DATE: 24/4/20

NATURE:

*ASAY*

