

SUTHERLAND HOSPITAL CONSUMER ADVISORY GROUP
3 PM Wednesday AUG 2, 2017
TSH Executive Meeting Room, Level 4

MINUTES

A	Description	
1	<p>Present:</p> <p>Crawley, Karen (KC) Consumer Representative Dent, Colin (CD) TSH Community Engagement and Fundraising Manager (Secretariat) Hankins, Jim (JH) Consumer Representative Lewis, Peter (PL) Consumer Representative (Chair) McHugh, Danielle SESLHD Community Partnerships Officer Ricker, Malcolm(MR) Consumer Representative Woods. Bernadette (BW) TSH Quality, Risk and Patient Safety Manager</p> <p>Apologies:</p> <p>Becker, Karen (KB) TSH General Manager Church, Jenny (JC) Consumer Representative Dai, Yui (YD) Diversity Health Co-ordinator (NA Weds - send reports) Flannery, Joanne TSH Consumer Feedback and Medico-Legal Manager Heiler, Jan (JH) Director of Nursing Hughes, Virginia (VH) Consumer Representative Mayne, Anton (AM) Guest – Community Rep Candidate Smith, Shirley (SS) Consumer Representative Wood, Debbie (DW) Guest - Community Rep Candidate</p>	
2	<p>Approval of Minutes</p> <ul style="list-style-type: none"> Minutes dated 5 JULY 2017 confirmed as a true and accurate record 	
3	<p>Guest Speaker- Danielle McHugh: Co-design of the DCCC</p>	
4	<p>Consumer Feedback update – Joanne Flannery - NA</p> <ul style="list-style-type: none"> CD will remind Joanne to attend with report 	
5	<p>Items arising from Action list: See Action list</p>	
6	<p>Report from the Chairman</p>	<ul style="list-style-type: none"> Participated in the Standards 2 review meeting New website participation by teleconference Tabled document from Karen with comments as Karen was able view site
7	<p>Corporate Services Update</p>	<p>Max Tuffano not available NA</p>
8	<p>Standing Items</p>	
	<p>8.1 TSH Food & Nutrition- Jenny Church - For information NA</p>	
	<p>8.2 Emergency Department</p> <ul style="list-style-type: none"> Emergency Dep Reporting to be reallocated. MR has agreed to attend 	
	<p>8.3 Diversity Health-Jim Hankins</p>	

	<ul style="list-style-type: none"> Quarterly – Previously given
	<p>8.4 Falls Prevention Committee Shirley Smith</p> <ul style="list-style-type: none"> Shirley has been unwell is not available recently
	<p>8.5 Clinical Council Jenny Church</p> <ul style="list-style-type: none"> Jenny will give report when available
	<p>8.6 Persons Centre Care</p> <ul style="list-style-type: none"> Reporting to be reallocated
9	General Manager Report – Karen Becker - Apology
10	Nursing and Midwifery Update - Jan Heiler
	<ul style="list-style-type: none"> Report formats explained Update on New ED CPIU Report (including Patient & Safety Quality Dashboard) explained
11 A	Accreditation Report -Bernadette Woods
	<ul style="list-style-type: none"> Explained – Principle Incident Type Report (P.I.T.) Explained the accreditation under 10 national stds – 2nd year Discussed work on GAP analysis Overviews will be supplied to Committee Aust Council for Health Care Standards will receive the reports
14	NEW BUSINESS Nil
15	BUSINESS WITHOUT NOTICE - Nil
16	CORRESPONDENCE – nil
	MEETING CLOSE
	Next Meeting
	Wednesday Sept 6 2017 – Executive meeting Room Level 4 at 3.00 pm
	<p>CERTIFIED AS A CORRECT RECORD</p> <p><u>Peter Lewis</u> Name</p> <p><u>[Signature]</u> Signature</p> <p><u>6-9-17</u> Date</p>

Minutes Ref /Date	Agenda Item	Action	Responsibility	Progress
2.8.17	11A	Email clarification – notify external users of Outlook invitation to ACCEPT or REJECT invitation	CD	Completed and ongoing
		Karleen Dumbrell to invite for impact/roll-out update re NDIS	CD	Ask to next meeting - Invited to Sept 6 meeting
		Obtain copy of doc from Patient Symposium from VH	CD to distribute	Report accepted as sufficient
		CAG to get involved with Innovation Awards	VH	to provide more information
		Investigate ¼ year Falls-Sub Committee presence at CAG	CD	Committees will summary and CAG will feed back-falls
		Find out what time and days for all sub committees	CD	Investigating
		Call missing people non-apologies	CD	Contacted
		CAG reps read and respond	BW / HD	Happy with doc no further response
		Investigate ¼ yr Sub Comm pres at CAG	CD	Committees will summary and CAG will feed back-falls
		Overview on patient feedback monthly	JF	Next meeting
		Innovative FB and social media programs for patient feedback	CD	to get info when available
		Exec staff to induct new CAG members	Atter, Debbie, CD, PL Hospital induction	Get GM to sign off
		Flow chart of DCCC	VH to send	
		Receive report monthly from YD	CD	Requested
		Inquire KB to reactivate sign committee	CD	Wait till Nov
		Send GM new members signoff	CD	Documents prepared
		Jan to be asked to find further report on Primary Diagnosis to provide to CAG	BW	
		Toys needed in new ED	ALL	\$1000 provided by contacts of Malcolm Ricker

