

MINUTES The Sutherland Hospital CONSUMER ADVISORY COMMITTEE MEETING

Item 1: Attendance/Apologies

ATTENDEES	
Director or Nursing & Midwifery Services	Jan Heiler
Director of Corporate Services	Nick Skleparis
Community Relations/ Minutes Secretary	Wendy Fyfe
CPIU Representative	Kate Malone
Consumer Representative	Colleen Loder
Consumer Representative	Brenda Hagan
Consumer Representative	Peter Lewis (Chair)
Consumer Representative	William Veitch
PRESENTATIONS BY:	
Nurse Unit Manager – Emergency Department	Shirley Leong
Acting Director of Mental Health	Evelyn Chandler
Co-ordinator, Mental Health Rehabilitation Services	Leonie Dunn

APOLOGIES	
Director of Operations	Jan Heiler
Acting Director of Operations	Dr Martin Mackertich

The following persons tendered their resignation from the Committee:

Mr Robert Brice
Mr Chris Bentley

Action: WF to send thank you letter on behalf of the Committee

Meeting Commenced at 3.15 pm

Item 2: Amendment of Previous Minutes
Confirmation of previous Minutes – Peter Lewis

Date: Wednesday 7 March 2012
Time: 3.00 pm
Venue: TSH Board Room Level 4

Item 3: Standing Agenda Items

- 3.1 Appointment of new Chairperson to be held over until new committee members are selected
- 3.2 Peter Lewis and Nick Skleparis to look at Terms of Agreement, duration of Appointment, Confidentiality and Terms of Reference in the process of selecting new committee members. Need to co-ordinate with Media Co-ordinator, Maxine Brennan to advertise.

Nick Skleparis and Peter Lewis to look at members expectations on joining the committee and their commitment to the Hospital and the community.

Current members will need to re-apply to hold a position on the committee.

Action: Advertise for new members – Expression of Interest Nick Skleparis and Peter Lewis. WF to provide previous paperwork for this process

Item 4 Business Arising from Previous Minutes

No business arising from previous minutes – will discuss at meeting with new committee members.

- 4.4 Hospital Dashboard presented by staff from Emergency Department, Mental Health Unit and Clinical Practice Improvement Unit (CPIU)

Reports by:

Evelyn Chandler, Acting Area Director of Mental Health

Evelyn advised that the Mental Health Unit at TSH is made up of Inpatient Unit – Acute (28 beds) and Rehabilitation (20 beds) and Community Mental Health which provides Consultation and Liaison services by psychiatrist, registrars, Clinical Nurse Consultants and Acute Carers.

The Mental Health Unit works very closely with Emergency Unit, Intensive Care and High Dependency Units, Killara Ward (aged care) and Maternity Unit. They provide community service teams for adults, youths, older persons, Peri-natal, working with families, Continuing and Extended Care Team, Acute Treatment Team and Specific Treatment and Rehabilitation team

Leonie Dunn, Co-ordinator, Mental Health Rehabilitation Services spoke about the Mental Health Consumer Committee which has three consumers who are paid to attend the meetings and who have a degree of mental health issues so that they can relate to the problems arising and can work well with the clients in this area.

These members are selected following submitting to become members from Leader Advertising and using Clinicians advise to the unit – had to meet selection criteria and a must have a commitment to attend. Following selection by informal interviews their first meeting was a brain storming and action plan strategy session. This committee has proved to be very successful and more information re the committee will be sent to the TSH Local Community Advisory Committee in the near future.

Date: Wednesday 7 March 2012
Time: 3.00 pm
Venue: TSH Board Room Level 4

Shirley Leong, Nurse Unit Manager, Emergency Unit gave an update regarding this Unit. They have 24 beds, and have just recently reached a yearly intake of 45,000 patients which equals 130 patients per day and can have 35 ambulances on a daily basis and 32 unplanned admissions per day.

20-22% of these patients are children and they are located in a separate area away from adult patients in a four bed area.

Emergency unit have a fast track area with treatment within two hours. Staffed by senior doctors and two full-time nurses.

In 2010 the Government gave the Emergency Department funds to increase their bed capacity to ten extra beds including some treatment chairs.

Shirley Leong has been asked to give a further report later in the year. Shirley suggested that she should provide a Emergency Department Database summary to the Committee.

Action: WF to ensure that invitation is extended to Shirley Leong
WF to arrange for speaker for next meeting – Sandra Frese, Aged Care Assessment Unit

Kate Malone was introduced as a new member to the Committee in her role within the Clinical Practice Improvement Unit (CPIU) – this unit deals with Quality Improvement and patient, staff and visitors safety.

Incidents within the hospital are reported on an Incident Monitoring System (IMS) form and is reviewed by the staff members of the CPIU staff. They deal with incidents within the hospital such as patient falls, deaths, medication error and staff and volunteer incidents. The role of the Unit is to investigate, look at systems and if necessary improve and update procedures, put procedures into place to ensure that incidents will not re-occur.

Colleen Loder raised the issue of “NIL BY MOUTH” signage above patient’s beds – she feels that this is lacking and can cause problems with patients. Cate Malone will report back about this issue.

Discussion was held with members regarding the timing of the meetings – it was decided that the meetings will commence at 3.00 pm instead of 5.00 pm

Meeting closed at 4.55 pm

Next Meeting: **Date:** Wednesday 4 April 2012
Time: 3.00 pm
Venue: Group Room, Ante Natal Clinic, Level 2 (off main entrance)