

MINUTES

For the meeting of the TSH Consumer Advisory Group
February 6, 2019. 3pm, Level 4

ITEM	DESCRIPTION	CARRIAGE
1	Attendance:	
	Staff	
	Jovanovic, Valerie (VJ)	
	Newbury, Joanne (JN)	TSH Acting Director of Nursing & Midwifery
	Consumer Reps	
	Lewis, Peter (PL)	Consumer Representative (Chair)
	Ricker, Malcolm(MR)	Consumer Representative
	Church, Jenny (JC)	Deputy Chairperson (Dep Chair)
	Hughes, Virginia (VH)	Consumer Representative
	Bennett ,Sharon, (SB)	Consumer Representative
	Markoff, Sonia (SM)	Consumer Representative
	Marion Wulf	Consumer Representative
	Apologies:	
	Dent, Colin (CD)	TSH Comm. Engagement and Fundraising
	Wood, Debbie (DW)	Consumer Representative
	Broom Ryan (RB)	Quality Manager TSH
	Hankins, Jim (JH)	Consumer Representative
	Ciccarello, Valmai	Consumer Feedback & Medico-Legal Manager
	Guests	
	Swiers, Ryan	Environmental Sustainability
	Uptin, Wendy	Strategy and Planning Unit
	Alison	Strategy and Planning Unit
	Acknowledgement of country	Peter Lewis
	Welcome to guests	Peter Lewis
2	Presentations	
	Environmental Sustainability	Ryan Swiers
	Sutherland Integrated Health Services Plan - Strategy and Planning Unit	Wendy Uptin and Alison
3	Approval of DEC minutes deferred until March meeting	Peter Lewis

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4	<p>Items Arising remain from previous minutes (Nov 2018)– See Action list-redistribute</p> <p>Patrice to explain how hospital deals with incidents. Booked for March.</p> <p>Speakers suggested: Indigenous presentation</p> <p>Noted for subject matter.</p> <p>Subcommittee placements discussed</p> <p>Discussion to obtain member from ATSI background. Virginia may be able to assist in 2019</p>	Peter Lewis
5	Declaration of conflict of interest- None	All
6	General Business	
	<p>6.2 Report from the Chair</p> <p>Consumer training available – contact Colin for more information and to book</p>	Peter Lewis
7	Standing Items	
	<p>GM report :</p> <p>Welcome back for a new year</p> <p>Discussion about the draft Sutherland Integrated Health Services Plan which is going to the Governance Committee this month Feb, then will proceed the board in March 2019. If endorsed by the board it will be progressed to the Health Ministry board March 2019. The Strategy and Planning unit have been presenting the feedback from the draft plan to all stakeholders.</p>	GM Valerie J
	<p>7.2 Nursing and Midwifery</p> <p>59 new first year nurses successfully recruited</p> <p>There is some struggle to employ midwifery staff which is an issue across the state</p> <p>Emergency numbers are being integrated to all will use 2222 (Sutherland was 777)</p>	Joanne Newbury
	7.3 Overview of patient feedback	Apology: Valmai C
	7.4 Standards / Accreditation - Apology	Ryan Broom

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	<p>7.5 Corporate Services</p> <p>Telephony anticipated to roll out end March 2019. New contractors Patient Entertainment System (PES) is currently being rolled out with successful feedback thus far</p> <p>Lack of WiFi is still an issue but will be coming – no timeframe at this time</p> <p>Katarina was included in the car park tender which included 8 sites across NSW. She is feeling positive about the outcome. The successful contractor details is yet to be released.</p> <p>Katarina is working with the feedback received in the Government’s People Matters Employee survey to empower her staff and ensure they have access to training and opportunities for career advancement.</p> <p>The TSH Consumer Advisory Group congratulated Katrina on successfully winning the role of Director for the Corporate Services Unit.</p>	Katarina Volas
	7.6 TSH Food and Nutrition –	Jenny Church
	7.7 Clinical Council Meetings haven’t commenced as yet	Jenny Church
	7.8 Emergency Department – no meeting commenced as yet	Peter Lewis
	7.9 Falls Prevention– no meeting commenced as yet	Virginia / Sonia
	7.10 Person Centered Care	Debbie Wood – apology
	7.11 Pressure Injury Prevention and Management	TBA – Sonia will remain as back up
	7.12 Patient flow and demand management	Action: Colin Dent
	7.13 TSH Emergency response Working Group	Sharon Bennett
	7.14 Children’s acute review.	Teleconference
	7.15 Patient flow every 3mths	Action: Colin Dent
	7.16 Patient Safety and clinical quality Top 3 issues the committee will be reviewing: UTIs, Central & Peripheral lines (blood infections) & Hospital acquired pneumonia (10 per month). Walkabout – redistribute the document for member’s feedback.	Mal Ricker
	7.17 Volunteer report.	Colin – apology
8	Reports for Noting	
	8.1 Diversity reports	Jim H – apology

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	8.2 Diversity	Yu Dai- apology
	8.3 DCCC reps update.	Peter Lewis
	8.4 Infection control; Report not currently available	Lisa - apology
9	Governance items Discussion about the need for a co-chair to support the Chair and for succession planning. Election for Chair and Co-Chair positions deferred to next meeting. Members to submit nominations to Colin prior to meeting.	Peter Lewis
10	New Business.	None
11	Business without notice.	Peter Lewis
12	Confidential items - None	Peter Lewis
13	Meeting Closed	
	Date of next meeting Date: March 6, 2019 Time: 3pm Venue: Exec. Meeting Room	
	<p style="color: red; text-align: center;">CERTIFIED AS A CORRECT RECORD</p> <p style="color: red;">Name _____</p> <p style="color: red;">Signature _____ Date _____</p>	

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Minutes Ref /Date	Agenda Item	Action	Responsibility	Progress
1.11.17	3.3	PL to look into sourcing a Training Manual for CAG Committee	PL CD	Ongoing Colin has been seeking support from the original manual produced by Directorate Planning Population Health & Equity
May 18	2.	CAG input for speakers	CAG reps	Ongoing
Jan 19	7.9	Falls Prevention - Colin to send to Virginia and Sonia the time and location so they can work out an attendance roster between them	Colin	3rd Tuesday every month 11.30 TSH Executive room, level 4
Nov 7	7.14	Children's acute review (CARS)		Operational Committee 3 months not requiring CAG
Jan 19	7.12	Patient flow and demand management. Colin to request attendance to Consumer Advisory Group meeting and provide updates	Colin	Colin written to Frances
Jan 19	7.13	Sharon to email group notes taken	Colin	Completed
Jan 19	7.14	Colin to request Children's Acute Review attend Consumer Advisory Group meeting and provide updates	Colin	Colin written to Rebecca Moore
Jan 19	7.15	Colin to request Patient flow Committee attend Consumer Advisory Group meeting and provide updates	Colin	Colin written to Frances