

# MINUTES

For the meeting of the TSH Consumer Advisory Group  
SEPTEMBER 5, 2018. 3pm, Level 4

ITEM	DESCRIPTION	CARRIAGE
1	<p>Attendance:</p> <p><b>Staff</b>            Broom Ryan (RB)            Quality Manager TSH            Dent, Colin (CD)            TSH Comm. Engagement and Fundraising Manager            Katerina Volas (KV)        Dir Corporate Services</p> <p><b>Consumer Reps</b>            Hankins, Jim (JH)            Consumer Representative            Lewis, Peter (PL)            Consumer Representative (Chair)            Ricker, Malcolm(MR)        Consumer Representative            Bennett ,Sharon, (SB)      Consumer Representative            Wood, Debbie (DW)        Consumer Representative            Church, Jenny                Deputy Chairperson (Dep Chair)</p> <p><b>Apologies:</b>            Newbury, Joanne            TSH Acting Director of Nursing &amp; Midwifery            Jovanovic, Valerie          General Manager            Wulf, Marion                Consumer Representative            Smith, Shirley                Consumer Representative            Hughes, Virginia (VH)      Consumer Representative            Markoff, Sonia (SM)        Consumer Rep            Kelly, Stephanie            Consumer Representative            Ciccarello, Valmai         Consumer Feedback &amp; Medico-Legal Manager</p> <p><b>Guests:</b>            Alison Sneddon              SESLHD Head of Planning            Katherine                    SESLHD Planning</p>	
	Welcome guests:	Peter Lewis
2	Presentations – My Food Choices	Brielle Gosch
	Presentations - Integrated Health Services Plan for Sutherland Consultation	Alison Sneddon
3	Approval of AUGUST minutes - Aug meeting did not have a quorum	Peter Lewis
4	Items Arising – See Action list-redistribute information on training	Peter Lewis
5	Declaration of conflict of interest- None	All
6	General Business	

**TSH Consumer Advisory Group**

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	<p>6.2 Report from the Chair</p> <ul style="list-style-type: none"> <li>Meeting moved to Oct 10 and several members agreed to attend early at 2:30pm</li> <li>Colin outlined some more detail on the CAG payment system</li> <li>RADIUS will be presenting at OCT 10</li> </ul>	Peter Lewis
7	Standing Items	
	7.1 GM report : Apology	GM Valerie J
	7.2 Nursing and Midwifery - Apology	Acting Joanne Newbury
	<p>7.3 Corporate Services</p> <p>Advertising for Corporate Services Manager position open.</p> <p>Switching to Cisco phones on hold so has been stalled until issues resolved.</p> <p>Walking track launched and September launched.</p> <p>Credit card readers and car park servers are being upgraded.</p>	Katarina Volas
	<p>7.4. Standards / Accreditation - Accreditation almost ready.</p> <p>Afternoon tea preceded by 1.5 hour discussion.</p> <p>Ryan presented on the structure of the survey for accreditation.</p>	Ryan Broom
	<p>Reports: TSH Food and Nutrition-,PeePs - Persons Centre Care, Patient Feedback, Falls Prevention Committee, TSH Emergency Response Working Group, 12Volunteer Report, Diversity Report, DCCC reps update, 11Pressure injury prevention committee, infection control, patient flow and demand management</p>	<p>Reports deferred due to Integrated Health Services Plan for Sutherland consultation.</p>
8	Reports for Noting	
	8.1 Diversity reports pending	Yu Dai
9	Governance items – None	
10	New Business	None
11	Business without notice	Chair
12	Confidential items	None
13	Meeting Closed 5pm	
	<p>Date of next meeting</p> <p>Date: October 10</p> <p>Time: 3pm</p> <p>Venue: Exec. Meeting Room</p>	

ITEM	DESCRIPTION	CARRIAGE
	13.2 Review of new patient information material	Consumers
	13.3 Payment voucher collection	To Sign
	13.3 Review final copies of patient information material	Consumers

	<p>CERTIFIED AS A CORRECT RECORD</p> <p>_____</p> <p>Name</p> <p>_____</p> <p>Signature <span style="float: right;">_____</span></p> <p style="text-align: right;">Date</p> <p>Tour to take place in Nov or December</p>	
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## TSH Consumer Advisory Group

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
March 18	2.	Johanna Waide for discussion on Communications	CD	CD to confirm for Nov or Dec
May 18	2.	CAG input for speakers	CAG reps	Ongoing