



Meeting: POWH/SSEH Community Advisory Committee
Date: Monday 13th August 2012

Chair: N. Turner
Minutes: B. Rabet

1. **Present:** E. Moore (SSEH DON), N. Turner (Consumer), P. South (Consumer), R. Casamento (Consumer), A. Eleftheriou (Consumer), S. Magee (Consumer), H. Walker (DON, POWH), A. Bernard (DO), S. Nicholson (Consumer), J. Titterton (Consumer), B. Rabet (A/NM to DON), T. Kant (Consumer), G. Constantin (Consumer)

Apologies: D. Kennedy (Community Partnerships Officer), S. Prassas (Consumer)

2. **Minutes and Guest Speakers**

2.1 Confirmation of previous minutes: changes made to minutes and signed off by chair. Information on the Electronic Health Record will be sent out with August minutes.

2.2 Guest speaker: *Louise Barclay and Divna Kuzmich – presentation on PACs and HITH.*

3. **Matters arising from previous minutes**

Issue	Discussion	Action Required	Who	Due
3.1 Charter and Terms of Reference Review	Discussed in new business	For noting.		

4. **Agenda**

Issue	Discussion	Action Required	Who	Due
4.1 POWH/ SSEH update by executive	Annual budget for POWH released – reduced by \$25.8 million. Activity based funding model (ABF) calculates that our hospital should reach targets with \$25 million less. Reasons for reduction in budget – caused by ABF new national model of funding. Prince of Wales hospital – cost exceeds price by 10-12 million annually. Significant changes are expected to occur. 1 st July 2012 ABF model introduced nationally. Budget allocated according to new ABF funding. Noted that POWH has excellent	For noting only	noting	

		budgetary challenges.			
4.2	Clinical Council Feedback	<ul style="list-style-type: none"> • 4 hour rule discussed at Clinical Council. KPIs in Emergency Department are continuing to show positive upward trend despite a significant increase in activity of 7% • Elective surgery –continuing to work towards meeting 000 targets. It is noted however that there are 200 more patients on waiting list than last financial year which will impact on achieving these targets. • Decline in patients using their private health insurance. 	For noting only	noting	
4.3	Community Partnerships Update	Nil to report – not present	For noting only	noting	
4.4	Complaints – monthly review	<p>Feedback from Incidents and Complaints Committee (N. Turner): Outline provided on types of issues raised at committee</p> <p>Noted that cumulative monthly report not available from CPIU will be sent with minutes when available.</p>	For noting only	noting	
			A/NM to DON to circulate with minutes		
4.5	Reports from committees	<p>POWH ACCESS COMMITTEE (J.Titterton) Recent Nora-virus outbreaks – staff handled well – proposal for cleaning staff to trial additional targeted cleaning areas. DON noted that discussions have been held with the Manger Cleaning Services to discuss opportunities for additional cleaning to be undertaken. Trial commencing in four clinical ward areas</p> <p>Length of stay discussed – POWH ½ day higher than average. Strategies discussed. Looking at after hours re-structure as data shows that patients admitted on Sunday have a longer length of stay. Ambulances – looking at improving utilisation</p> <p>SSEH QUALITY RISK MANAGEMENT (S. Nicholson & R.</p>			

		<p>Casamento) Work commencing on the 10 national standards. Antimicrobial stewardship rolled out. Hand hygiene audit results circulated – issues raised with Doctors not managing to follow steps with eye patients. SAC2 incident with patient falling from staff chair – castors now changed on all chairs.</p> <p>QUALITY OF CARE COUNCIL (S.Nicholson) Missed/delayed/omitted medications audit to be circulated to Co-directors for comment. Nursing care plan commenced 1 month trial 1st August 2012. Clinical handover audited externally – Nursing progressing well. Nutrition Committee reported that unable to utilise EMR to identify patients for assistance – work progressing.</p> <p>CLINICAL QUALITY AND PATIENT SAFETY (S. Nicholson) Readmission rate – P. Bolton (DOCS) reviewing. Health round table discussed end of life care. EMR issue now paperless – wards concerned there are not enough terminals to review electronic notes. Limited flags on EMR causing issues entering allergies. Concern raised by S. Nicholson regarding EMR prescribing not being implemented as planned. A. Bernard explained that the Ministry of Health is still deciding what is to be included in phase 2 of the EMR rollout. Work commencing in 2013 on First-net which is priority. Pharmacy package is complicated and not fully built – a package is currently being trialled at Concorde hospital. District Executive are attempting to accelerate 'pharmacy' and locally with the Director Pharmacy and she has formed a working party to identify issues. Local system is working well at present.</p>				
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5. New Business

Issue	Discussion	Action Required	Who	Due
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5.1	National standard discussion – standard 2 – partnering with consumers.	Organisational leads for standard 2 identified as N. Turner and B. Rabet. Updates for consumers available at each meeting.	Add as agenda item	Chair/A/N M to DON	September Meeting
5.2	Charter review	Charter tabled. Lead Governance document. Comments required from all consumers – send to D. Kennedy by 17 th August 2012.	Comments to D Kennedy		
5.3	Terms of Reference Review	POWH/SSEH Terms of reference to be reviewed after charter document has been ratified.	For review when charter finalised at district level.		
5.4	Consumers forum	N. Turner attended and discussion around strategic plan for consumers. Action plan for 2011 to be circulated for discussion at next meeting.	Add as agenda item	All members	September meeting
5.5	Nomination of alternative co-chair	Discussion around need for an alternative chair for when chair is unavailable. Unable to elect as not all consumers present today. It was noted that consumers have already submitted their EOI previously	A/NM to circulate request to all members for nominations – for discussion at next meeting	All members	September meeting
5.6	Hand hygiene at front door	Consumers raised concerns that hand hygiene equipment had been removed from High Street entrance.	A/NM to discuss with infection control to identify reasons and reinstate if able		
5.7	Diet aides – opening packages and foam cups	Concerns raised by a consumer who witnessed diet aides not opening all packages on trays for patients Concerns regarding appropriateness of foam cups for patients. Consumers assured that the Nutrition working party carried out an extensive review of the foam cups and POWH now orders the most appropriate and safe for the patients.	A/NM will bring up at POWH/SSEH Food and Nutrition Committee and ensure feedback to appropriate persons.		
5.8	LHD Food and Nutrition Committee	Expressions of interest sought for a consumer member of the LHD (District) Food and Nutrition Committee. Meetings scheduled for the second Thursday of every 2 months effective 11/10/2012. Contact B. Rabet if interested.	A/NM will send out email to remind consumers to contact B. Rabet		
5.9	SSEH Infection Control meeting	Expressions of interest sought for a consumer member of the SSEH Infection control meeting – meets 2 nd monthly – next meeting scheduled for 8 th October. Contact E. Moore if interested.	A/NM will send out email to remind consumers to contact E. Moore		
5.10	Consumer line	Discussion around usefulness of consumer line. Discussion around adding to action plan.	Add to agenda for action plan	All members	September meeting.

Meeting closed at 1800 hours

Accepted as a true record:



Signature Chair

Chair:

NAVA TURNER

Date:

10/9/2012