



**Meeting:** POWH/SSEH Community Advisory Committee  
**Date:** Monday 9 July 2012

**Chair:** N Turner

**Minutes:** D. Kennedy

NOT PRESENT

1. **Present:** Ellen Moore (SSEH DON), N. Turner (Consumer), P. South (Consumer), R. Gasamento (Consumer), A. Eleftheriou (Consumer), S. Magee (Consumer), D. Kennedy (Community Partnerships Officer) H. Walker (DON, POWH), G. ~~Rennathagulla~~ (Consumer), A. Bernard (DO) T. ~~Kort~~ (Consumer) RESIGNED \*

**Apologies:** S. Nicholson (Consumer), J. Titterton (Consumer), B. Rabet (ANM to DON), A. Evans (ANM to DON)

2. **Confirmation of previous minutes:** Approved

3. **Guest speaker:** Julieanne Hilbers and Emma Malica – Frontline Communication project presentation

**Matters arising from previous minutes**

| Issue  | Discussion   | Action Required                                | Who | Due            |
|--|--|--|-----|----------------|
| 3.1 Provision of Staff contact details for media matters | CPO tabled contact numbers   | For noting.                                    |     |                |
| 3.2 POWH signs High Street feedback from executive       | Two (2) quotes have been obtained for signage and entrance enhancement. Plan to undertake in Aug/Sept with cost likely to be around \$40,000   | Copy of the plans to be tabled at next meeting | DO  | August meeting |
| 3.3 Railings from bus stop High Street feedback          | Currently awaiting quotes. Seeking companies as not yet had interest expressed in providing quotes. Will progress when able to Identify a company and gain quote   | For noting, feedback as new developments arise |     |                |
| 3.4 Robotic Services                                     | POWH not successful even though we had the business case. Services will likely go to Nepean Hospital.  | For noting.                                    |     |                |
| 3.5 Parking Consultation feedback                        | Consultation completed. Still awaiting copy of report. One known outcome as part of stage 1 concerns; consultation has occurred and Ingliss have supported negotiations to provide 70 spaces. 65 extra spaces will be returned to use once Mental Health ICU has been completed. | For noting                                     |     |                |

|     |                  |  |   |             |   |
|-----|------------------|--|---|-------------|---|
|     |                  | <p>This will enable some increased parking to additional staff.</p> <p>The current car park contractor METRO has the exclusive contract for 40 years. They have indicated that they have additional monies for an extra 500 spaces. Currently reviewing feasibility of where this may be on campus.</p> <p>NEURA will complete in August, MH ICU by December 2012.</p>   |   |             |   |
| 3.6 | SWSLHD brochures | <p>Brochures tabled and distributed. Discussion by CPO of options that could be followed. CAC needs to decide whether they would wish to develop such a brochure.</p> <p>Discussion ensued as to who may monitor email. CPO advised that she could monitor.</p> <p>Discussion then returned to the <u>hotline</u> and whether this should be maintained.</p> <p>Consideration needed to be given to promotion of line and also the rationale for using the line. Clarified that the line was not meant to be a complaints line as the CAC does not deal with queries and promotion of role and responsibilities of the positions</p> | CAC to review and discuss at next meeting   | CAC members | August Meeting                              |
| 3.7 | Charter Review   | <p>Charter presented by CPO. Noted that document seemed to be missing text referred to item 4.1. Discussion then remained on the clarity of TOR and Charter.</p> <p>Chair outlined comments raised at the previous CAC meeting held at SSEH relating to the Chair and subsequent appointment to the position. Discussion then raised around the process. This had been through nominations or self expressions of interest. A nomination form had been sent to all CAC members. An encouraging response had been received. The actual process of appointment was then raised. The DO advised he was happy to discuss with</p>        | <p>CAC to review next meeting and give consideration to progressing further and allowing discussion around some likely strategies and plans for the CAC</p> <p>CAC members to raise any issues of concern with DO</p> | CAC members | <p>August meeting</p> <p>August meeting</p> |

|     |  |   |             |              |
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|     | individual members of the CAC if they had any concerns around the process of appointment<br>To delay presentation until September. |   |             |              |
| 3.8 | ReVive   | A/NM to DON to arrange a presentation for the September meeting | A/NM to DON | Sept meeting |

#### 4. Agenda

| Issue                                 | Discussion   | Action Required | Who         | Due |
|---------------------------------------|--|-----------------|-------------|-----|
| 4.1<br>POWH/ SSEH update by executive | <p>Cancer centre progressing well. Works will commence in the EBB car park area on the development of the bunkers for Radiation Oncology in September 2012. There is likely to be significant drilling. The associated noise disruption will be monitored as to whether staff in the offices around this area may need to be moved including the education and simulation centre until the works are complete. A trial noise testing will be undertaken prior to commencement of works.</p> <p>Health District Budget received. Not clear on the impact on the facilities budget, but have had annual significant reductions in funding over the last four years</p> <p>State government has targeted to decrease the size of Public Health Service which includes Hospital facilities. Discussion presented on what this may mean to the facilities and the impact on the staffing profile. Awaiting final hand down to facilities</p> <p>Winter strategy continues. This was enacted prior to the historical winter period given demands of services from acute presentations. All surge beds have been opened</p> <p>Discussion raised on refurbishment of SSEH ED which commenced today 9<sup>th</sup> July. DO advised this was funded through a bequest of approx \$900,000.</p> <p>As noted in updates.</p> | For noting only | noting      |     |
| 4.2<br>Clinical Council Feedback      |  |                 |             |     |
| 4.3<br>Community Partnerships Update  | Promoting community engagement and considering ideas on how to advertise the   | Ongoing         | CAC members |     |

|     |                             |   |   |                           |                |
|-----|-----------------------------|---|---|---------------------------|----------------|
|     |                             | CAC would be welcomed... Carers week suggested as an option this has been targeted for October<br><br>Taking the stress out of ageing forum has been arranged. CPO outlined the draft program<br><br>District Community Network Meeting on the 22/10/12 in the RHW lecture theatre.<br>Complaints tabled. Total 27. POWH - 10 SSEH - 17   | Add to agenda item - Plan of CAC and strategies       |                           |                |
| 4.4 | Complaints - monthly review |   | CPIU to provide trends of complaints for next meeting | A/NM to discuss with CPIU | August Meeting |
| 4.5 | Reports from committees     | Chair provided outline of Medication Safety Committee - Green bags for patient medication in use in ED. Discussion ensued on the challenges associated with the storing of such medications<br>Different Heparin protocols raised and potential problems given there is more than one depending on reason for use. Business rules around all heparin related policies being brought under the one business rule to minimise any misunderstanding<br>Patient Access - Winter strategy and surgical waitlist discussed. |   |                           |                |

### 5. New Business

| Issue | Discussion   | Action Required | Who                          | Due          |
|-------|--|-----------------|------------------------------|--------------|
| 5.1   | Charter<br>As discussed in item 3.7.   |                 |                              | Next Meeting |
| 5.2   | Personally controlled Electronic Healthcare Record (PCEHCR)<br>Correspondence sent out with minutes tables and discussed | For Noting      | <i>talked at the meeting</i> |              |
| 5.3   | CEC falls DVD<br>A DVD from CEC is available for viewing on falls from the Chair if anyone is interested.                | For Noting      |                              |              |

**Next Meeting: Monday 7 August, 4pm-6pm, EDU A, Prince of Wales Hospital**

**Meeting closed at 1800 hours**

**Accepted as a true record:**  **Chair:** NAVA TURNER **Date:** 13/8/12

**Signature Chair**