



Meeting: POWH/SSEH Community Advisory Committee
Date: Monday 8th October 2012

Chair: G. Constantin
Minutes: M. Gregor

1. **Present:** N. Turner (Consumer), A. Eleftheriou (Consumer), A. Bernard (DO), S. Nicholson (Consumer), J. Titterton (Consumer), J. Wilson (A/DON), B. Rabet (A/NM to DON), T. Kant (Consumer), G. Constantin (Consumer) . D. Kennedy (Community Partnerships Officer),

Apologies: E. Moore (SSEH DON), H. Walker (DON, POWH), S. Magee (Consumer), N. Turner (Consumer), *S. Prossers*
Apology to Andrew Bender

2. **Minutes and Guest Speakers**

2.1 Confirmation of previous minutes: Prior to the minutes being confirmed J. Titterton noted that all correspondence to her needs to be sent by a hard copy in the mail as JT does not have any computer access. This being noted by BR, the minutes were confirmed by G. Constantin

2.2 SESLHD Carers Program – presentation by Janice Oliver and Marie Le Bechennec from the Carers Program.

2.3 National standard 2 – Partnering with Consumers – presentation by Dana Mouwad not required. Handout on Partnering with Consumers Standard 2 was distributed. BR noted that she is Operational lead for this standard and has organised a meeting group to plan ahead – any actions will be discussed with the Committee.

2.4 Action plan – The Community Advisory Committee Draft Priorities for 2012 -2013 were tabled and the draft priorities discussed for 2012-2013 BR sent the draft action plan electronically and will mail out a hard copy to J. Titterton who does not have computer access. A. Bernard suggested to use the POWH Action Plan as a living document to be reviewed quarterly commencing January 2013

3. **Matters arising from previous minutes**

Issue	Discussion	Action Required	Who	Due
3.1 SESLHD Charter	All Committee members happy with updated final document that was circulated.	No further action as final document was forwarded to members of CAC and all happy. CLOSE ITEM	Noting	
3.2 Terms of Reference Discussion	Briefly discussed and to be updated	DK to update for POWH	DK	12 Nov

4. **Agenda**

Issue	Discussion	Action Required	Who	Due
4.1	POWH/ SSEH update by hospital executive	<ul style="list-style-type: none"> Update by AB. Health District Board of Directors Monthly meeting and the Clinical Council Monthly meeting feedback. AB noted that the focus was on the Super Specialities such as Hyperbaric, Spinal, Epilepsy and E.D. Plans in ED – expansion and extension of the ED. AB discussed the issue of Drs managing their patients. For example, Drs are more active in monitoring the discharge of patients. JW noted that the Model of care in ED - Nurse-led Review clinic 7 days a week is very effective as it avoids keeping non urgent patients overnight. 	For noting only	Noting
4.2	Clinical Council Feedback	<ul style="list-style-type: none"> AB noted that the Chairman of the Board Mr Morris Iemma was interested to learn of the issues with ENABLE. ENABLE is a fixed funding and to enrol in ENABLE there is a waiting list. POWH is paying for full time nursing care for long term patients who require home support as ENABLE has a waiting list. This is a challenge for our hospital budget. 	For noting only	noting
4.3	Community Partnerships Update	<ul style="list-style-type: none"> Deidre Kennedy talked about the information evening on Wednesday 14th November. "Taking the Stress out of Ageing – Strategies for Healthy Ageing". This will be held at the South Sydney Junior Leagues Club. Flyer will be sent out to all consumers. Also DK mentioned the Consumer forum 22nd October – consumers to contact Deidre Kennedy if attending at RHW lecture theatre. 	For noting only	noting
4.4	Complaints – monthly review	<p>AB & BR circulated the Complaints issues.</p> <ul style="list-style-type: none"> AB noted that the Sydney Eye Hospital and Hand Clinics still had complaints. Complaints from Relatives of patients. Patient "Delirium" in Surgery and ED 	BR to arrange presentation on Delirium and Dementia for Committee next meeting	BR Nov 13th

		wards. <ul style="list-style-type: none"> Need to look at Delirium information packages and distribute and educate nurses. 		
4.5	Reports from committees	BR sent out minutes from committees by mail and email. AB discussed the quality of minutes to be audited and checked. POWH/SSEH Food and Nutrition Committee - report that system to identify patients requiring assistance to change to a more suitable model.	For noting only	

5. New Business

Issue	Discussion	Action Required	Who	Due
5.1 Policies and Procedures Monthly report	BR circulated and updated the policies and procedures monthly report. Kiriilly Rodgers Nurse Manager will be adding policies and procedures guidelines.	For noting only		
5.2 Nutrition Survey	BR has developed a Patient Survey to discuss mealtime matters assistance. BR will be conducting face to face patient survey interviews asking the patient about the their level of assistance.	Circulated to consumers for feedback -by 19 th October 2012	All members	

6. Date of Next meeting: Monday 12th November 2012 - 4pm - 6pm EDU A, Prince of Wales Hospital

Meeting closed at 1750 hours

Accepted as a true record:



Chair:

Date:

12/11/2012

Signature Chair