

Meeting: Northern Network Community Advisory Committee
Date: Monday 14th May 2012

Chair: H. Walker (POWH DON) on behalf of N. Turner
Minute taker: J.Lin (Assistant to DON)

1. Present: P. South (Consumer), H. Walker (DON, POWH), S. Nicholson (Consumer), J. Titterton (Consumer), R. Casamento (Consumer), A. Eleftheriou (Consumer), J. Lin (Assistant to DON), B. Rabet (A/NM to DON), A. Bernard (Director of Operations), D. Kennedy (Community Partnerships Officer), A. Evans (Nurse Consultant), S. Magee (Consumer), T. Kant (Consumer), G. Constantin (Consumer), S. Prassas (Consumer)

Apologies: N. Turner (Consumer), E. Moore (DON, SSEH), G. Ranmuthugala (Consumer)

Guest for part of meeting: Debbie Edwards (Acting Manager, CPIU)

2.1 Guest Speakers

	Issue	Discussion	Action Required	Who	Due
2.1	Debbie Edwards – National Standards and Accreditation	<p>ACSQHC has identified 10 National Standards to be included in Accreditation. They are intended to establish a national approaches to safety and quality improvement'. The 10 standards have been outlined to consumers (handout distributed). These are a new set of measures that will come in place in 2013. Nutrition to become the 11th standard in 2014. Noted that Sydney/Sydney Eye Hospital will undergo full accreditation in April 2013.</p> <p>The purpose of having this presentation is to advise the Consumers' of the Standards, of changes to the accreditation process, propose possible future involvement with the hospitals to progress work related to the Standards and in particular to invite consumers to discuss Standard 2: Partnering with Consumers.</p> <p>More specific details about specific standards can be provided to consumers in future meetings upon consumer request.</p>	Note		

2.2 Confirmation of previous minutes: Minutes from meeting held on 2nd April 2012 confirmed to be a true and accurate record of the proceedings.

3. Matters arising from Previous Minutes

Issue	Discussion	Action Required	Who	Due	
3.1	POWH Sign – High St – feedback from Executive	Progressing – in the process of acquiring quotes. One quote has been received so far, costing \$45,000 for the work. Expecting to have work done in June.	Update at next meeting	DOO	Next meeting
3.2	Railings from bus stop – High St – feedback from Executive	Work is progressing	Update at next meeting	DOO	Next meeting
3.3	Consumer forum Nov 2011 – feedback report	Feedback has been provided.	Close item		
3.4	Robotic Services – POWH shortlisted – outcome feedback	Still awaiting feedback as to whether POWH or Nepean will receive the funding.	Update at next meeting	DOO	Next meeting
3.5	Feedback regarding parking consultation – final report	No information has been received.	Update at next meeting	DOO	Next meeting
3.6	LHD Community Advisory Committee – half day event update	This event is an initiative from the Chief Executive. The forum is scheduled for Monday 22 nd October 2012 from 9am to 12:30pm in the Royal Hospital for Women Lecture Theatre.	Close item		
3.7	Feedback regarding natural yoghurt on menus	Natural yoghurt can be ordered separately.	Close item		

4. Standing items

Issue	Discussion	Action Required	Who	Due	
4.1	POWH/SSEH update by hospital executive	DOO explained Capitals Program (acquiring equipment that cost over \$10,000 for the hospital). The priority list for the next financial year is to be signed off. Recent projects include: <ul style="list-style-type: none"> • Hyperbaric Unit \$8 million • 2 CAT Scanner • PET Scanner • Cancer Centre \$50 million • 2 Mental Health facilities Prince of Wales Foundation also raises funds for Prince of Wales Hospital. The 'Dry July' event last year raised \$1 million and this was spent on an endoscopic ultrasound. The hospital also receives some funds from people in the community leaving wills for hospital projects. With the above funding, there is still a shortfall each year between depreciation and capital budget.	Note		

4.2	Clinical Council feedback	<p>4 hour rule: this is a change from the current 8 hour rule to ensure effectiveness, efficiency and safety in the treatment of patients. Patients who present to ED needs to be assessed and decision needs to be made as to whether patient needs to be admitted to the hospital within 4 hours of the patient presenting. Doctors and Nurses need to change the way they utilise their time through the day to meet the 4 hour target. This will be piloted for 2 months from 8am to 4:30pm. This week is the third week of trialling this rule.</p>	Note		
4.3	Community Partnerships Update	<p>SESLHD Board CAC meeting will be held this Wednesday 16th May 2012. The Chairs of each network's CAC will attend. The key items on the agenda are organ and tissue donation and national standards.</p> <p>Discussions around St George Hospital: falls in relation to medication labelling pilot ED volunteer has been conducted and we are now awaiting evaluation.</p> <p>Discussions around POWH: sedation of elderly patient in relation to patient falls (disturbs orientation of patients). Strategies include utilising Vitamin D supplements and placing clocks in more strategic positions.</p> <p>Mrs Janet McDonald (Board member) has requested to attend the Northern Network CAC meeting on 4th June 2012.</p> <p>Jan Titterton is attending the Cancer Consumer Group.</p>	Note		
4.4	Complaints – monthly review	<p>Complaints data of Prince of Wales and Sydney/Sydney Eye Hospital was presented to all members. (Report attached)</p> <p>Issues and processes of ministerial complaints explained by DON.</p>	Note		
4.5	Reports from Committees	<p>Patient Quality and Safety Committee (S. Nicholson):</p> <ul style="list-style-type: none"> • "Timeout" • New products to be introduced in the hospital need to go through the Products Evaluation Committee • Replacement of slings – incident occurred in POWH recently due to clip 	Note		

		<p>of sling breaking. OHS and manual handling team has completed audit and have removed all over-dated slings. Slings need to be replaced every 5 years.</p> <ul style="list-style-type: none"> • Project for call bells replacement – nurse call bells and hand control to be on the same mechanism • Death review • High risk medications <p>Sydney/Sydney Eye Hospital Quality and Risk Management Committee (S. Nicholson):</p> <ul style="list-style-type: none"> • Terms of reference still to be finalised • Signage project – on hold until next financial year • Calls to call centre for eye clinic – the number of calls have increased significantly in the last 18 months. Currently, patients who fax their referrals in to the clinic do not receive feedback for a month. Dr P Rumma (DCS, Medical, SSEH) will involve a committee to review this issue. 			
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5. New Business

Issue	Discussion	Action Required	Who	Due	
5.1	Discussion regarding meeting at Sydney Hospital	The next meeting (Monday 4 th June 2012) will be held at SSEH. The key items on the agenda are general tour of the hospital, presentation, Mrs Janet McDonald (special guest), and joining Health Consumers NSW Council.	Note		
5.2	Terms of Reference review	To be discussed at next meeting as Chair not present.	Discuss at next meeting	Chair	Next meeting

6. Open Discussion

Issue	Discussion	Action Required	Who	Due	
6.1	Continuous IV Medication brochure	Final version circulated to committee members.	Note		
6.2	SSEH and Save Sight Institute	Final version of information sheet and consent form distributed to committee members	Note		
6.3	Organ and Tissue Donation	Organ and Tissue donation is welcoming eye/cornea donation	Note		
6.4	Cancer Centre	Eager for consumer input	Note		

7. Next Meeting: Monday 4th June 2012, 4pm-6pm, Boardroom, SSEH

8. Meeting closed at 17:35.

Accepted as a true record: _____ **Chair:** _____ **Date:** _____

Signature Chair