



TRIM: T13/34308

Meeting: POWH/SSEH Community Advisory Committee
Date: Monday 9th September 2013

Chair: Ms N Turner (chair)
Minutes: Ms M Gregor (Admin to DON)

1. Attendance/Apologies

Attendance	S.Nicholson (Consumer), H.Walker (POWH DON), N.Turner (Chair & Consumer), A.Elefteriou (Consumer), J.Titterton (Consumer), J.West (Consumer), C .Smith (SSEH), S.Magee(Consumer), G.Constantin(Consumer), M.Gregor(Admin to POWH DON).
Apologies	T.Kant (Consumer), D.Kennedy (Community Partnerships Officer), P.South (Consumer), J.Roberts (DO), B.Rabet (NM to DON), E Van Aalst (Consumer), M Wartmann (Consumer), M.Carvalho-Mora (Consumer), R.Farnsworth (Director of Surgery POWH),

2. Minutes

2.1	Confirmation of minutes	The minutes from the August meeting had a minor change and were confirmed by Ms Titterton.
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Ms Cindi Petersen – Project Coordinator Presentation on Inner City Youth at Risk Project

3. Actions/ Plans arising from previous minutes

Issue	Discussion	Action Required	Who	Due	
3.1	Draft CAC Action Plan	Ms Turner outlined her views on communications in relation to the CAC action plan. Those present decided to hold an Extraordinary meeting on Monday 30 th September prior to the POWH/SSEH Community Advisory Committee meeting on the 14 th October. Facilitator will be provided by POWH	An Extraordinary meeting for Consumer to be held at POWH EDU B on 30/9/13 at 3pm	Chair and Consumers	30/9/13
			POWH DON to invite Hospital Facilitator to attend the	13/9/13	

				Extraordinary meeting	
3.2	Consumer Stalls	D. Kennedy was not present at the meeting but provided an update to DON. Ms Kennedy had contacted the Director POWH Foundation to discuss if CAC members could have a table at the Foundation Market Day to increase their profile. Advice received was that the majority of people attending are staff not consumers so the gains were likely to be small.	For noting only		
3.3	CAC Evaluation Survey Results	Message from Ms Kennedy was that the results have been collated and forwarded onto members.	For noting only		

4. Standing Items

Issue	Discussion	Action Required	Who	Due
4.1 POWH/SSEH Update by Hospital Executive	<p>Mr Roberts was an apology. POWH update by Ms Walker:</p> <p>Budget for 2013-14 received and currently being reviewed with Director of Finance and Director of Operations prior to its distribution to a ward level. Meetings have been held by the Director of Operations and Departmental Heads around budget principles and accountabilities of same for this financial year.</p> <p>The recovery financial plan is progressing and further discussion will be held at next month's CAC meeting, staff forums are planned over the coming weeks to present to staff.</p> <p>The Whole of Hospital progressing well: 4 key working parties:</p> <ul style="list-style-type: none"> • Admission Overnight processes • Mental Health • Emergency Department processing • Discharge planning <p>Outline provided on key initiatives in each working group.</p>	Noting only		
		Ms Walker to invite Mr Yarlett to present at one of the future CAC meetings		

		<p>Noted that a Clinical Redesign project focusing on discharge planning is progressing. Ms Walker suggested that the CAC may wish to have the current project lead present at a CAC meeting in the next month or so to provide a more detailed update on progress.</p> <p>Plans now finalised for strategy for management of elective surgery over the Christmas modification period. On completion of that the overall plan will progress and is expected to be finalised by latter part October.</p> <p>Increased norovirus noted in community which has impacted on patients and staff within a few of the wards. In particular one surgical ward which was closed to admissions for a brief period and alternative strategies initiated to manage likely admissions to that ward in an alternative ward environment. In the interim ongoing monitoring of outbreaks being closely monitored by the facility and infection control team. Daily meetings being held to discuss and manage.</p> <p>SSEH update by Ms Smith:</p> <ul style="list-style-type: none"> • Piloting E Perform. Training being provided to the managers and staff. • NEAT Targets are currently 88%. Trajectory to increase in December to 90%. 		
4.2	Clinical Council Feedback	<p>The council will be meeting on Monday 16th September. Waiting for finalisation of budget, recovery plan progressing as noted earlier. The new Chair of the Board and Chief Executive will be present at the next meeting.</p>		
4.3	Community Partnerships Update	<p>Ms Kennedy sent apologies.</p>		
4.4	Complaints and Compliments – monthly review	<p>Report tabled. No issues or clarification raised by members. Ms Smith outlined recent compliment provided to SSEH in relation to the support provided to a member of the public who had a seizure at the train station in Blue Mountains and assistance provided to staff at that time.</p>		

4.5	Minutes from Committee	<p>Ms Titterton provided updates on the following: Patient Flow, Access & Redesign Committee</p> <ul style="list-style-type: none"> • Unable to attend due to date change and competing interests with the Chronic Care steering committee <p>Ms Turner provided update on the following: Standard 2 meeting</p> <ul style="list-style-type: none"> • Promotion and improving engagement of consumers • Education of consumers/ staff discussed <p>Ms Nicholson provided updates on the following:</p> <ul style="list-style-type: none"> • SSEH Clinical Quality and Risk management committee • POWH Quality of Care Nursing Council • POWH Clinical Quality and Patient Safety Committee 			
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5. New Business

Issue	Discussion	Action Required	Who	Due
5.1	NSW Health Innovation Symposium	Information tabled re upcoming symposium those interested to advise Ms Rabet		

6. New Business without notice

Issue	Discussion	Action Required	Who	Due
6.1	An Extraordinary meeting of Consumer Representatives to be held on Monday 30 th September	The Consumer representatives set a date for an Extraordinary meeting to be held on Monday 30 th September 2013 between 3pm to 5pm	Admin to DON	Prior to next meeting
6.2	Identification of all consumers	Noted that all consumers need to have both ID badge and identification card which contains consumers ID picture.	Ms Rabet to arrange including preferred times for attendance by consumers	

7. Due to the Labour Day Public Holiday the date of the next meeting:

Monday 14th October 2013 4pm - 6pm POWH EDU A

There being no further business the meeting closed at 5:30pm

Accepted as a true record:  Chair: NAVA TURNER Date: 14/10/2013

Signature Chair