



Meeting: POWH/SSEH Community Advisory Committee
Date: Monday 14th July 2014

Mr G Constantin (chair)
Ms B Rabet (NM to DON)

Chair:
Minutes:

1. Attendance/Apologies

NAME	AREA	status	NAME	AREA	status
Jon Roberts	DO	present	Tanya Kant	consumer	present
Heather Walker	DON POWH	present	Sharnelle Magee	consumer	apology
Carolyn Smith	A/DON SSEH	present	Susan Nicholson	consumer	present
Belinda Rabet	NIM POWH	present	Patricia South	consumer	present
Deidre Kennedy	Community Partnerships	apology	Jan Titterton	consumer	apology
George Constantin	Consumer/chair	present	Nava Turner	Consumer/deputy chair	apology
Andros Eleftheriou	consumer	present	Margaret Wartmann	consumer	
Michelle Carvalho Mora	consumer	apology	Jodie West	consumer	present

Presentations

Masterplan for Randwick Campus Jon Roberts gave a presentation on the masterplan for the Randwick campus – a copy of the presentation will be sent with the minutes.

2. Minutes

2.1 Confirmation of minutes The minutes for the June meeting were confirmed

3. Actions/ Plans arising from previous minutes

Issue Discussion

Action
Required

Who

Due

3.1	Action plan - update	Nil discussion	Nil		
3.2	Clarification appointment bookings ED to outpatients	Clarification was sought from the Emergency Department with regards to patient bookings made on ADOs for the outpatient department. The Nurse Manager clarified that it is impossible for the ED clerk to book a patient into an outpatient appointment on an ADO. If the system is followed correctly the ED doctor gets the patient to stop in with the ED clerk to make the booking – however if the doctor does not follow this process then it is possible that the patient may turn up at the clinic on the wrong day. The Manager will discuss with the doctors to ensure they follow the correct process.	Noting only		

4. Standing Items

Issue		Discussion	Action Required	Who	Due
4.1	POWH/SSEH update by Hospital Executive	<p>H Walker provided a brief update from POWH in the absence of J Roberts:</p> <ul style="list-style-type: none"> The Emergency Department works are progressing and on schedule The Director of Nursing position at Sydney/Sydney Eye hospital has been recruited to – Ms Jennie Barry will be commencing on 21 July 2014. Recognition and thanks to Ms Carolyn Smith who has acted in this position and been an active contributor to the CAC. Gerry Marr – CEO LHD presented a progress roadshow for staff which was well attended. Jon Roberts will be holding a staff forum on 31st July – CAC members are welcome to attend 	Noting only		
4.2	Clinical Council Feedback	H Walker was on annual leave and unable to provide an update.			
4.3	Community Partnerships Update	<p>D Kennedy was an apology and provided an update for B Rabet:</p> <ul style="list-style-type: none"> With regards to recruitment of more consumer members Deidre is liaising with Esther Chau to draft an A3 recruitment poster – this will be based on RHW version which ADON Cathy OBrien has approved – Deidre will follow up. An advertisement will also go out externally as planned. If anyone else would like to be registered for the Health Expo at Rosehill Gardens this year please let Belinda know ASAP so they can register. The Expo is on the 15th August. With regards to the POW CAC Brochure, Limited copies are left in the organisation – a review of the brochure is required for 	Noting only	Mail copy of	B Next

		<p>recommended changes - update photos, clearer text of name on front cover, content details, ready for another print run of 250 in glossy colour.</p> <ul style="list-style-type: none"> The MoH Community Engagement Framework has been delayed and more information will be circulated when it is available. Mr Joel Penson recently joined the SESLHD Media and Communications team 3-days a week and is looking forward to doing positive media stories from Sydney-Sydney Eye Hospital. 	brochure to consumers – comments to go to Deidre Kennedy before the end of July	Rabet/D Kennedy	meeting
4.4	Community Advisory Members questions	<p>S Nicholson asked a question about the front entrance following a car accident which had changed access to the High Street entrance to POWH.</p> <p>S Nicholson asked if the access would be fixed back to how it was before – H Walker stated that yes it would.</p>	Noting only		
4.5	Complaints and Compliments – monthly review	<p>CPIU are scheduled to present at the next CAC meeting – the monthly report will be circulated to members when finalised.</p>	Noting only		
4.6	Minutes from Committees	<p>Consumer representatives provided updates on the following meetings attended:</p> <p>S Nicholson: SSEH / POWH Clinical Quality and Risk Management committee:</p> <ul style="list-style-type: none"> Gap analyses are being completed on National standards 11-15 Discussion held around eye patient ID bands The Macular degeneration policy – for patients to be seen <7 days has received \$37M funding to progress SMS reminders for eye patients will 'go live' on the 4 July 2014 <p>QOCC</p> <ul style="list-style-type: none"> Discussion held around 'topcat' handheld devices to be used for auditing Patient stories discussed with regards to the UTI project RCA and SAC2 forms are under review ACI are reviewing delirium screening processes particularly with regards to surgical patients. <p>POWH Clinical Quality and Patient Safety Committee</p> <ul style="list-style-type: none"> Health Round Table report tabled looking at staff turnover and absenteeism Recommendation for committee to be reorganised into two distinct committees is under discussion An update on the procedure for open disclosure was tabled 	Noting only		

5. General Business

Issue	Discussion	Action Required	Who	Due
5.1	Consumer representative recruitment B Rabet informed members that more consumers would be recruited. Advertising will be via the Wentworth and Southern Courier. Any suggestions on the recruitment process are welcome	Noting only		

6. New Business without notice.

Issue	Discussion	Action Required	Who	Due
6.1	Out of date patient information material S Nicholson raised concern with regards to a discharge brochure found on the aged care rehabilitation ward – developed in 2010. J West raised concern with regards to information on car parking rates which was out of date found in the Outpatients Department	To remove from areas and update where possible - CLOSE ITEM	B Rabet	Prior to next meeting

NIL

The next meeting will be held on Monday 11th August 2014 – POWH EDU A

There being no further business the meeting closed at 5.15pm

Accepted as a true record:



Chair:

George Constantin

Date:

11/08/14

Signature Chair