

Meeting: POWH/SSEH Community Advisory Committee
Date: Monday 10th March 2014

Chair: Ms N Turner (chair)
Minutes: Ms B Rabet (NM to DON)

1. Attendance/Apologies

Attendance	H. Walker (POWH DON), N.Turner (Chair & Consumer), S.Nicholson (Consumer), A.Eleftheriou (Consumer), S Magee (Consumer), C .Smith (SSEH), G.Constantin(Consumer), J.Roberts (DO), B.Rabet (NM to DON), T Kant (Consumer), J.Titterton (Consumer), P.South (Consumer), M Carvalho-Mora (Consumer)
Apologies	J West (consumer), D Kennedy (Community Partnerships Officer)

2. Minutes

2.1 Confirmation of minutes	The minutes from the February meeting required changes. To be confirmed at April meeting.
-----------------------------	---

3. Actions/ Plans arising from previous minutes

Issue	Discussion	Action Required	Who	Due
3.1 E-Mail Options	<ul style="list-style-type: none"> Email accounts and logons distributed to consumer members at meeting. Awaiting DOB for 2 consumers required to set up email accounts. Security applications handed out to consumers – B Rabet offered to escort consumers to security to collect their ID within business hours if required. 	<ul style="list-style-type: none"> B Rabet to send link to logon for POWH email. Ensure consumers have collected ID 	NM to DON	April meeting

4. Standing Items

Issue	Discussion	Action Required	Who	Due
<p>4.1 POWH/SSEH Update by Hospital Executive</p>	<p>J Roberts provided the POWH Update:</p> <ul style="list-style-type: none"> The Volunteers morning tea was held today to thank volunteers and show our appreciation for their support. Mr G Marr commenced as LHD CE. Mr Marr arrived from Scotland late 2013 – originally having been approached for a consultation position. Mr Marr has experience as CE in Scotland and was approached by the Director General. Mr Marr commenced in the role on 3/3/14 and has a strong focus on service delivery, patient safety and improving quality of care and efficiency of services. The expectations over the next few months will involve a focus on quality access to services. Mr Marr visited POWH/SSEH the week of 3/3/14 and has visited other hospitals in the LHD. POWH completed the CEC Quality Self Assessment in February 2014. The team were highly complementary of staff and there was strong positive feedback regarding the clinical innovations introduced on the units. Minor recommendations include; - communicating audit results to floor staff - VTE management work – already underway – encouraged to continue NEST elective surgery targets – the NN continue to ensure patients receive surgery within targets. Only 16 patients across the NN did not receive their surgery on time which is well above national targets. Category 3 99% POWH, 95.5% SSEH received surgery on target Category 1 + 2 100% POWH/SSEH received surgery on target NEAT – work continues on improving results. For February POWH reached 67% (target 71%). A range of initiatives focusing on discharging patients from ED and accessing MH. There has been increased activity in ED over the past weekend partially due to Future music festival – surge beds were opened. The ED refurbishment project is progressing although is meeting with challenges due to issues with engineering. Mr J Marr has been briefed due to the increase in costs for the project – there is hope that additional funding to commence the work will be provided by the end of April 2014. The primary focus of the work is to improve access to ED. 	<p>Noting only</p>	<p>NM to DON</p>	<p>Prior to April meeting</p>

	<ul style="list-style-type: none"> • H Walker advised of Research Symposium currently being planned by nursing for May 2014. <p>C Smith provided an update for SSEH:</p> <ul style="list-style-type: none"> • On the 12th February 2014 Channel ten covered the Minister of Health visit to SSEH for the purposes of opening the Bicentennial clinic. • Data received following Quality Assurance looking at ED, emergency surgery and medical records – recommendations have been received. Action plan is progressing • International nurses day events planning are underway • Hand services refurbishment is progressing <p>P South raised discussion around population growth for the Eastern Suburbs. J Roberts stated that the updated population projection reports shows that an increase in services will be required – this has been considered. Noted that the current bed base is determined around capacity and demand and appropriate care for patients. The length of stay for patients at POWH has been higher than peers added to this is the delays e.g. patients waiting for nursing home placement and other delays caused by lack of equipment and transitional packages. POWH does have access to beds at Sir Joseph Banks nursing home for patients awaiting placement or requiring bed-rest. These beds are additional to the facility's nursing home beds and allocated to POWH. There is potential to increase the capacity at times.</p>		
<p>4.2 Clinical Council Feedback</p>	<p>J Roberts provided an update:</p> <ul style="list-style-type: none"> • The council is looking at performance data and the level of activity for 2015. • The increase in demand projections are as follows: <ul style="list-style-type: none"> • - SSEH 1.5% • - POWH 2% • - Emergency Department, POWH 4-5 % • SESLHD has the lowest population group out of all of the Sydney districts. • An initial meeting with the Ministry of Health acknowledges the issues. Mr G Marr is planning to organise a half day session to go over the service plan for 2014-15. • Discussion held around the pandemic plans for outbreaks over the winter period. The flu season plan is in place at POWH for immunisation of staff. • Desktop emergency exercises are held regularly to prepare staff for emergency management. 	Noting only	

4.3	Community Partnerships Update	D Kennedy not present at meeting	N/A		
4.4	Complaints and Compliments – monthly review	<p>The December complaints report and quarterly compliments report were circulated to the consumer members prior to the meeting and tabled.</p> <p>The Complaints Co-ordinator has offered to present at the CAC on a quarterly basis.</p>	<p>Invitation to be extended to Compliments co-ordinator to attend meeting.</p>	B Rabet	Update at next meeting
4.5	Minutes from Committee	<p>Consumer representatives provided updates on the following meetings attended:</p> <p>J Titterton: ‘plan early’ steering committee: <ul style="list-style-type: none"> ED patient survey is planned to review requirements for decision making for end of life care. Advanced care directives information tabled. The committee is aiming to survey 800 patients </p> <p>S Nicholson: SSEH Clinical Quality and Risk Management committee: <ul style="list-style-type: none"> Discussion held around the diversity health report on aboriginal patients. Pamphlet tabled for review and updating Maps of hospitals discussed – responses to be collated The Anti –Microbial Stewardship program is to be piloted The new ID bands ‘go live’ date was 5th March 2014 Discussion held around informed consent and interpreters </p> <p>POWH Clinical Quality and Patient safety committee: <ul style="list-style-type: none"> TOR reviewed – specifically around the committee functions – discussion around forming two separate committees Presentation given by Ms L Perry (Professor of Nursing) on Pressure Injuries and skin assessments. An assessment of foam mattresses has been completed – awaiting report Mr G Rubin (CGU) attended and discussed the MAXC audits Recommendations for labelling of IV medications discussed </p>	<p>Noting only</p>		

5. General Business

Issue	Discussion	Action Required	Who	Due
5.1 Annual mandatory training	Annual mandatory training has been organised for all consumer members to attend prior to the next CAC meeting. Information will be sent out with the minutes and agenda. The training will commence at 1430hrs on Monday 7 th April 2014. Those who prefer to attend at another time have the dates that volunteer training is being held.	Noting only		

6. New Business without notice

Issue	Discussion	Action Required	Who	Due
5.2 Election of chair	The annual election of the chair of the CAC was held by secret ballot at the meeting. Three nominations were received: Mr G Constantin Ms N Turner Ms J Titterton Mr G Constantin was elected chair by CAC members for the next year. Deputy chair will be suggested by Mr Constantin as needed.	Noting only		

7. The next meeting will be held on Monday 7th April 2014 – POWH EDU A

There being no further business the meeting closed at 5.10pm

1700hrs – 1800hrs – ACTION PLAN PROGRESS – CONSUMER MEMBERS

Accepted as a true record:  Chair: George Constantin Date: 20/5/14

Signature Chair

