

## Minutes

<b>Part A</b>	<b>Item 1</b>	<b>MEETING OPENING</b>
	<b>1.1</b>	<p><b>Present:</b></p> <ul style="list-style-type: none"> <li>• Peter Brown, Consumer Representative</li> <li>• Jan Denniss, Consumer Representative</li> <li>• Susan Hanrahan, Consumer Representative</li> <li>• Khalil Haragli, SGSHHS Diversity Health (representing Vivianne Challita-Ajaka)</li> <li>• Paul Holdsworth, Consumer Representative</li> <li>• Rod Lynch, Consumer Representative (Chair)</li> <li>• Vicki Manning, SGH Director of Nursing</li> <li>• Elizabeth Martin, Consumer Representative</li> <li>• Vicky Mylonas, Consumer Representative</li> <li>• Maria Pifarre, South Eastern Sydney Medicare Local</li> <li>• Nick Skleparis, SGSHHS Corporate Services Manager</li> <li>• Paul Sullivan, Consumer Representative</li> </ul>
	<b>1.2</b>	<ul style="list-style-type: none"> <li>• Carolyn Pieri, Future NUM Programme</li> <li>• Cath Whitehurst, SGSHHS Director of Operations</li> <li>• Trish Wills, SGSHHS Sector Manager, CPIU</li> <li>• Kim Wrightson, A/SGH Community Partnerships Officer (A/Secretariat)</li> </ul> <p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• Adrian O'Malley, Consumer Representative</li> <li>• Tony Ralph, Consumer Representative</li> </ul>
	<b>Item 2</b>	<p><b>Approval of Minutes</b>          Minutes of the meetings dated 27<sup>th</sup> May 2014 were not approved. Changes to be made to item 12 – Medicare Local Update</p>
	<b>Item 3</b>	<p><b>Items Arising</b></p> <ul style="list-style-type: none"> <li>• Unfortunately Gerry Marr was unable to attend this meeting as planned</li> </ul>
	<b>Item 4</b>	<p><b>Declaration of Conflict of Interest</b>          Nothing to report</p>
<b>Part B</b>	<b>General Items</b>	
	<b>Item 5</b>	<p><b>Report from the Chair – Rod Lynch</b></p> <ul style="list-style-type: none"> <li>• Rod Lynch advised the Committee that Brendan Docherty has accepted a position of General Manager, Gold Coast Hospital. He will leave at the end of the month.              Action: Send a letter of appreciation</li> <li>• New CAG brochures have arrived. 35 letters and brochures have been circulated to services within the community</li> <li>• Speakers for the CAG meeting each month – If you have any suggestions, please advise Kim Wrightson</li> <li>• Tenure letters – have been forwarded to relevant consumer committee members. Waiting on all responses</li> <li>• Letter has been forwarded to Jose Sargo thanking him for his interest/participation in this Committee</li> <li>• Patient Safety minutes – will be circulated with future agendas</li> </ul>



Part C	Standing Items
Item 6	<p><b>SGSHHS Patient Flow &amp; Demand Management Strategic Committee – Paul Sullivan</b></p> <ul style="list-style-type: none"> <li>• Previously known as SGSHHS Access Meeting</li> <li>• Meeting not held in June 2014</li> <li>• Cath Whitehurst advised that there is a state-wide programme looking at initiatives throughout the Hospitals. The SGSHHS Patient Flow &amp; Demand Management Strategic Committee will be the major reporting system. Paul Sullivan can provide the updates raised at that Committee. There will be a standard report each month</li> </ul>
Item 7	<p><b>SGH Patient Safety and Quality Meeting – Jan Denniss</b></p> <ul style="list-style-type: none"> <li>• Meeting held yesterday</li> <li>• Presentation from Women and Children’s Health</li> <li>• Reports/presentation details from the Patient Safety meeting can be circulated to this Committee Action: Trish Wills to forward to Kim Wrightson for circulation</li> <li>• Women and Children’s have set up a consumer on-line system. They require 10 to 20 consumers to report</li> <li>• It would be beneficial if all departments if they had their own on-line system to capture consumer responses</li> </ul>
Item 8	<p><b>Hospital Signage Committee – Jan Denniss</b></p> <ul style="list-style-type: none"> <li>• Signage to Belgrave Street has improved</li> </ul>
Item 9	<p><b>Enhanced Recovering After Surgery Committee (ERAS) – Elizabeth Martin</b></p> <ul style="list-style-type: none"> <li>• ERAS has not met formally since February 2014</li> <li>• Nothing to report Action: Write to Deb Cansdell to investigate future of meeting</li> </ul>
Item 10	<p><b>District Steering Committee for Falls Injury Prevention in Health Facilities – Jan Denniss</b></p> <ul style="list-style-type: none"> <li>• Previously known as SESLHD Falls Prevention Committee</li> <li>• Jan Denniss advised that she missed the last meeting</li> <li>• Ongoing progress</li> </ul>
Item 11	<p><b>SGH Falls Prevention Committee – Paul Holdsworth</b></p> <ul style="list-style-type: none"> <li>• Paul Holdsworth asked if a patient identified as a high risk of a fall and has asked for privacy, can nursing staff override the request?</li> <li>• Confidentiality is always maintained between a patient and the nursing staff. Nursing staff will intervene if appropriate</li> <li>• A falls assessment is completed on every single patient, however the status can change throughout the Hospital visit</li> <li>• Nursing staff cannot always constantly supervise a high risk of falls patient. Family members could assist</li> <li>• Nursing staff cannot put themselves at risk by catching a patient if they fall. The job is to minimise the risk</li> <li>• We need to invest falls prevention in the community</li> </ul>



<b>Item 12</b>	<p><b>Medicare Local Update – Maria Pifarre</b></p> <ul style="list-style-type: none"> <li>• Jan Denniss raised questions at the last meeting regarding ED lists and Medicare Local. Maria Pifarre advised:-             <ul style="list-style-type: none"> <li>- Medicare locals are doing a lot with ED</li> <li>- eHealth records</li> <li>- Medicare Directory software</li> <li>- Medicare Directory updated by GP</li> <li>- ED check medications with the GP</li> <li>- Medicare Local working with GP's regarding updating of information</li> </ul> </li> <li>• Cath Whitehurst advised that the ambulance collect all of a patients medication at home and bring it into the Hospital</li> </ul>
<b>Item 13</b>	<p><b>Clinical Council Report – Rod Lynch</b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> <li>• Rod Lynch attends this meeting quarterly. Next attendance is at the August 2014 meeting</li> </ul>
<b>Item 14</b>	<p><b>Director of Operations Report</b></p> <ul style="list-style-type: none"> <li>• Gerry Marr is the interim Chief Executive Officer until September 2014</li> <li>• Gerry Marr has kept a diary entry/review of his first 100 days in this position</li> <li>• Price Waterhouse &amp; Cooper were successful in the tender for the project</li> <li>• Due to our recent achievements, SGH will be pilot campus commencing on 1<sup>st</sup> July 2014</li> <li>• ICU – Increase from 12 to 14 beds. Trialling camp sinks</li> <li>• Consultants hired to review next stage plans for the campus. Works include:             <ul style="list-style-type: none"> <li>- Core drilling</li> <li>- Investigate sewage lines</li> </ul> </li> <li>• Stage 2 – 2018             <ul style="list-style-type: none"> <li>- Go up seven floors on the new ED</li> <li>- 55 Critical Care beds</li> <li>- 8 Operating Suites</li> <li>- Helipad on top of ED</li> </ul> </li> <li>• Stage 3             <ul style="list-style-type: none"> <li>- Kensington Street (wrap around behind the fire station (knock down old ED make a wide block)</li> </ul> </li> <li>• Stage 4             <ul style="list-style-type: none"> <li>- Wrap around behind Belgrave street</li> </ul> </li> <li>• Budget money and forecast for upgrade \$300m</li> <li>• Parking solution – identify 600 bays</li> <li>• TSH             <ul style="list-style-type: none"> <li>- New ED</li> <li>- Theatre configuration</li> </ul> </li> <li>• Consumer representatives will be required on future development Committees</li> <li>• Opening 10 beds in 2 South on 1<sup>st</sup> July 2014. This will then remain open</li> <li>• Filming crew following Trauma team. This will raise the profile of SGH</li> </ul>
<b>Item 15</b>	<p><b>Nursing Update – Vicki Manning</b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>



	<b>Item 16</b>	<b>Quality and Safety Update – Trish Wills</b> <ul style="list-style-type: none"> <li>Food and Nutrition testing today in cafeteria. Consumers welcome to try new menu</li> </ul>
	<b>Item 17</b>	<b>Corporate Services Update – Nick Skleparis</b> <ul style="list-style-type: none"> <li>Coming to an end of the new ED Project</li> <li>Few minor problems to rectify</li> <li>Landscaping commenced around new ED</li> <li>9 Chapel Street – minor works           <ul style="list-style-type: none"> <li>- new pedestrian access</li> <li>- concrete pour</li> </ul> </li> </ul>
	<b>Item 18</b>	<b>Volunteer Report – Linda Vari</b> <ul style="list-style-type: none"> <li>Linda Vari will present a written report for this Committee on a monthly basis</li> <li>Nothing to report at this meeting</li> </ul>
	<b>Item 19</b>	<b>Diversity Health Report – Khalil Haragli</b> <ul style="list-style-type: none"> <li>Survey with Arabic speaking background completed</li> <li>Staff identified common problems           <ul style="list-style-type: none"> <li>- Excessive visitors</li> <li>- Cultural awareness</li> </ul> </li> <li>Patients identified common problems           <ul style="list-style-type: none"> <li>- Lack of rights and responsibilities</li> <li>- Mixed gender rooms</li> </ul> </li> <li>4 East will start trial</li> <li>Information sessions provided to staff</li> <li>Call for an interpreter if required (requests will be documented)</li> <li>Visitors booked created</li> <li>Pack will be provided to patients. These will be followed up and reviewed</li> </ul>
<b>Part D</b>	<b>Governance Items</b>	
	<b>Item 20</b>	<ul style="list-style-type: none"> <li>Nothing to report</li> </ul>
<b>Part E</b>	<b>New Business</b>	
<b>Part F</b>	<b>Business Without Notice</b>	
	<b>Item 22</b>	<b>Strategic Plan</b> <ul style="list-style-type: none"> <li>If you have any ideas for the Strategic plan, please advise Kim Wrightson</li> </ul>
<b>Part G</b>	<b>Meeting Close</b>	
	<b>Item 13</b>	<b>Next Meeting Date</b> Tuesday 15 July 2014 at 9am, Boardroom, The St George Hospital

St George/Sutherland Hospitals and Health Services  
24 June 2014 at 10am  
SGH Boardroom, Level 4, James Laws House  
St George Hospital Consumer Advisory Group



Health  
South Eastern Sydney  
Local Health District

CERTIFIED A CORRECT RECORD

..... RODNEY E. LYNCH .....

Name

*R. E. Lynch*

Signature

..... 15-7-2014 .....

Date