

## Minutes

<b>Minutes</b>		
<b>Part A</b>	<b>Item 1</b>	<b>MEETING OPENING</b>
	1.1	<p><b>Present:</b></p> <ul style="list-style-type: none"> <li>• Elena McQuillen, NESM (On behalf of Vicki Manning)</li> <li>• Elizabeth Martin, Consumer Representative</li> <li>• Jan Denniss, Consumer Representative</li> <li>• Kim Wrightson, A/SGH Community Partnerships Officer (A/Secretariat)</li> <li>• Linda Vari, SGSHHS Volunteer Manager</li> <li>• Maria Pifarre, SESML</li> <li>• Paul Holdsworth, Consumer Representative</li> <li>• Peter Brown, Consumer Representative</li> <li>• Rodney Lynch, Consumer Representative (Chair)</li> <li>• Susan Hanrahan, Consumer Representative</li> <li>• Trish Wills, SGSHHS Sector Manager, CPIU</li> </ul>
	1.2	<p><b>Apologies:</b></p> <ul style="list-style-type: none"> <li>• Adrian O'Malley, Consumer Representative</li> <li>• Cath Whitehurst, SGSHHS Director of Operations</li> <li>• Nick Skleparis, SGSHHS Corporate Services Manager</li> <li>• Paul Sullivan, Consumer Representative</li> <li>• Tony Ralph, Consumer Representative</li> <li>• Vicki Manning, SGH Director of Nursing</li> <li>• Vicky Mylonas, Consumer Representative</li> <li>• Vivianne Chaillita-Ajaka, SGSHHS Diversity Health Manager</li> </ul>
	<b>Item 2</b>	<p><b>Approval of Minutes</b>          Minutes of the meetings dated 15 April 2014 were confirmed as true and accurate record</p>
	<b>Item 3</b>	<p><b>Items Arising</b></p> <ul style="list-style-type: none"> <li>• Welcome Maria Pifarre to our Committee as the Medicare Local representative</li> <li>• The Committee confirmed that they did not have a Strategic Plan developed last year. Trish Wills will investigate and identify if it is required for the remainder of the year.</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 that he met with Gerry Marr. He advised that he would like to attend our June meeting. There will be no agenda for this meeting as it will be a meet and greet with general discussions. Please note that the June meeting will commence at 10am and will be held in the Boardroom. As our time is limited in the Boardroom, we will not discuss brochures following the meeting</li> <li>• Priority Assessment of Committee Engagement. Rod advised that we have received several EOI's but have not yet accepted any invitations. Our Committee Engagement list is to be updated to include date/time/regularity of meetings</li> </ul>

		<p><i>Action: Kim and Trish to review</i></p> <ul style="list-style-type: none"> <li>• Advertisement has been finalised for additional consumer participation on this Committees at St George and Sutherland. SGH currently has 10 Consumer representatives</li> <li>• Correspondence Out:             <ul style="list-style-type: none"> <li>- Thank you letter to Jose Sargo</li> <li>- Tenure letters</li> </ul> </li> </ul>
<b>Part C</b>	<b>Standing Items</b>	
	<b>Item 6</b>	<p><b>SGSHHS Access Meeting</b></p> <ul style="list-style-type: none"> <li>• Determine the future of the Committee</li> </ul> <p><i>Action: Trish Wills to follow up</i></p>
	<b>Item 7</b>	<p><b>Patient Safety and Quality Meeting – Jan Denniss</b></p> <ul style="list-style-type: none"> <li>• Meeting held yesterday</li> <li>• Short presentation at each meeting. Pharmacy and Surgery presented</li> <li>• Jan Denniss raised the idea of a consumer doing a presentation at the Patient Safety meeting?</li> </ul>
	<b>Item 8</b>	<p><b>Hospital Signage Committee – Jan Denniss</b></p> <ul style="list-style-type: none"> <li>• Belgrave Street signage has been updated</li> <li>• Ongoing issue of updating map with Department changes</li> <li>• Suggestion made by Jan Denniss that the wards contact Linda Vari of their new location. Linda Vari can then update the information booth with the changes</li> </ul>
	<b>Item 9</b>	<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>• Clinical pathways have been worked out</li> <li>• Information given to patients both pre and post-surgery. Elizabeth Martin awaiting information</li> <li>• Aim is to reduce length of stay (LOS); speedy post op recovery and reduce complications</li> </ul>
	<b>Item 10</b>	<p><b>SESLHAD Falls Prevention Committee – Jan Denniss</b></p> <ul style="list-style-type: none"> <li>• Meeting to be held next week</li> <li>• Jan Denniss will be sending her apologies to this meeting</li> <li>• The Hospital is constantly reviewing and improving in this area</li> </ul>
	<b>Item 11</b>	<p><b>SGH Falls Prevention Committee – Paul Holdsworth</b></p> <ul style="list-style-type: none"> <li>• The blue arm band has been replaced with an orange laminated sheet that is placed with the patient's notes at the end of the bed</li> <li>• 67 falls across the Hospital for the month of April 2014</li> <li>• Discussing issue of supplying patients with non-slip soles</li> <li>• Falls have been identified when patients ask for privacy when showering; toileting etc.</li> <li>• The Committee asked if they could review the Policy on falls</li> </ul> <p><i>Acton: Trish Wills to investigate the Policy and circulate to Committee</i></p>

<p><b>Item 12</b></p>	<p><b>Medicare Local Update – Maria Pifarre</b></p> <ul style="list-style-type: none"> <li>• Maria Pifarre advised that she has been in the Organisation for 3 weeks</li> <li>• New projects being developed such as diabetes; falls; antenatal</li> <li>• Rod Lynch raised the issue of duplication of Medicare Local Services and approaches. Maria advised that this might be a consumer engagement process</li> <li>• Medicare Local role is to improve services; community engagement. Emphasis on nutrition and exercise to keep the community healthy</li> </ul>
<p><b>Item 13</b></p>	<p><b>Clinical Council Report – Rod Lynch</b></p> <ul style="list-style-type: none"> <li>• Nothing to report</li> </ul>
<p><b>Item 14</b></p>	<p><b>Director of Operations Report</b></p> <ul style="list-style-type: none"> <li>• Cath Whitehurst was an apology however she provided an update for the Committee</li> <li>• The redevelopment of the new Emergency Department is on track</li> <li>• Community open day is August/September 2014</li> <li>• The Emergency Department will open in late October/November 2014</li> <li>• Gerry Marr has held roadshows across the sites</li> <li>• Brendan Docherty will be on secondment as Acting Director of Operations, Royal North Shore for three months</li> <li>• SGH Staff Forum to be held today at 1pm. Committee welcome to attend. Items to be discussed are redevelopment and cleaning</li> </ul>
<p><b>Item 15</b></p>	<p><b>Nursing Update – Elena McQuillan</b></p> <ul style="list-style-type: none"> <li>• International Nurses Day and International Midwives Day have been held in May 2014</li> <li>• 19 awards distributed</li> <li>• Nurse of the Year – Allan Ajami</li> <li>• Midwife of the Year – Nicole Greg</li> <li>• Launch for Vision</li> </ul> <p><i>Action: Circulate document to the Committee</i></p>
<p><b>Item 16</b></p>	<p><b>CPIU Update – Trish Wills</b></p> <ul style="list-style-type: none"> <li>• Patient Safety Committee met yesterday</li> <li>• Quality Systems coming in July 2014 (mini accreditation)</li> <li>• 120 questions surveyed. Will be completed by Clinical teams</li> <li>• The order of completion is District/Facility/Team</li> <li>• 12 months to make changes</li> <li>• TSH have been successful in the past and received good feedback</li> <li>• NSW progressing</li> <li>• Dashboard Report – compares us against District</li> </ul> <p><i>Action: Trish Wills to forward Dashboard Report for circulation with minutes</i></p>
<p><b>Item 17</b></p>	<p><b>Corporate Services Update – Nick Skleparis</b></p> <ul style="list-style-type: none"> <li>• Nick Skleparis and Zoran Markovski were an apology to the meeting</li> </ul>

	<b>Item 18</b>	<b>Volunteer Report – Linda Vari</b> <ul style="list-style-type: none"> <li>Linda advised that she has been contacted by Brendan Docherty to discuss the process of setting up the Assisted Feeding Programme at Royal North Shore Hospital</li> <li>Working with Children checks – 60 Chaplains and Ward Grannies to be updated</li> <li>Recent retirement of some long term volunteers. They will receive a thank you letter from Cath Whitehurst for their work and continual support of The St George Hospital</li> <li>Recruitment process to occur due to current vacancies <i>Action: Finance to present at July 2014 meeting</i></li> </ul>
	<b>Item 19</b>	<b>Diversity Health Report – Vivianne Challita-Ajaka</b> <ul style="list-style-type: none"> <li>Vivianne Challita-Ajaka was an apology</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>Item 21</b>	<b>SESLHD Roadmap to Excellence 2014-2017</b> <ul style="list-style-type: none"> <li>Document circulated with agenda</li> <li>Will be addressed by Gerry Marr at the June meeting</li> </ul>
<b>Part F</b>	<b>Business Without Notice</b>	
	<b>Item 22</b>	<b>Circulation of information for meetings</b> <ul style="list-style-type: none"> <li>Consumers requested that a hard copy of all documents be circulated instead of emailing</li> </ul> <b>Consumer presentation</b> <ul style="list-style-type: none"> <li>Jan Denniss asked if the Consumers should do a small presentation at Committees. Review and discuss at the next meeting</li> </ul> <b>Updated directory</b> <ul style="list-style-type: none"> <li>Coordination of change of location</li> <li>Jan Denniss expressed her concerns that the Information Booth is not being updated with department/ward changes</li> <li>Current phone directory is 15 years old</li> <li>New phone directory was circulated for comment last year <i>Action: Trish Wills to follow up on updated directory with the Communications Manager</i></li> </ul> <b>Walkway beside the new Services Centre</b> <ul style="list-style-type: none"> <li>It was advised that works need to be completed on this pathway and that signage at the end is absent <i>Action: Nick Skleparis to review and update Committee</i></li> </ul> <b>Recent Hospital stay</b> <ul style="list-style-type: none"> <li>Peter Holdsworth updated the Committee on a recent Hospital admission at another Hospital</li> <li>He advised that he did not receive the “Caring for your Cannula” pamphlet</li> <li>There is a new supplier in regards to the package food. He advised that the packets were easier to open</li> <li>Committee discussed the public v’s private patient issue</li> </ul>

St George/Sutherland Hospitals and Health Services  
27 May 2014 at 9 – 10.30am  
SGH Boardroom, Level 4, James Laws House  
St George Hospital Consumer Advisory Group



Health  
South Eastern Sydney  
Local Health District

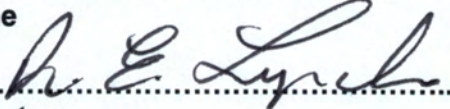
		<ul style="list-style-type: none"><li>Trish Wills advised that the revenue goes down when a patient does not use their private health insurance</li></ul>
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<b>Part G</b>	<b>Meeting Close</b>	
	<b>Item 13</b>	<b>Next Meeting Date</b> Tuesday 24 June 2014 at 10am, Boardroom, The St George Hospital

**CERTIFIED A CORRECT RECORD**

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

Name

.....  .....

Signature

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

Date