

SGH Consumer Advisory Group

MINUTES
SOUTH EASTERN SYDNEY LOCAL HEALTH DISTRICT
SGH Consumer Advisory Group
Tuesday 25th February 2014
9.00am to 10.30am
4th Floor Boardroom, James Laws House,
St George Hospital

Part A	Item 1	MEETING OPENING
	1.1	<p>Present:</p> <ul style="list-style-type: none"> • Adrian O'Malley, Consumer Representative • Brendan Docherty, SGSHHS Sector Manager, Operations & Revenue • Elizabeth Martin, Consumer Representative • Jan Denniss, Consumer Representative • Kim Wrightson, A/SGH Community Partnerships Officer (A/Secretariat) • Linda Vari, SGSHHS Volunteer Manager • Nick Skleparis, SGSHHS Corporate Services Manager • Paul Holdsworth, Consumer Representative • Paul Sullivan, Consumer Representative • Peter Brown, Consumer Representative • Rodney Lynch, Consumer Representative (Chair) • Susan Hanrahan, Consumer Representative • Trish Wills, SGSHHS Sector Manager, CPIU • Vicki Manning, SGH Director of Nursing • Vicky Mylonas, Consumer Representative • Vivianne Chaillita-Ajaka, SGSHHS Diversity Health Manager
	1.2	<p>Apologies:</p> <ul style="list-style-type: none"> • Cath Whitehurst, SGSHHS Director of Operations • Jose Sargo, Consumer Representative • Penny Glezellis, SGH Community Partnerships Officer • Tony Ralph, Consumer Representative
	Item 2	<p>Approval of Minutes The Minutes of the SGH Consumer Advisory Group held on Tuesday 17th December 2013 were approved as an accurate record of proceedings.</p>
	Item 3	<p>Items Arising <u>Finalised brochures</u> Brochures were emailed to Committee (with agenda). Action: Hard copies to be sent to Committee members</p>
	Item 4	<p>Declaration of Conflict of Interest Nothing to report</p>

SGH Consumer Advisory Group

Part B	General Items	
	Item 5	<u>Presentation – Infection Control Hospital TV Channel</u> <ul style="list-style-type: none"> • Belinda Straube/Christine Cook, Infection Control attended the meeting to present a short presentation for comment. The presentation will be placed on the patient TV Channel throughout the wards. This TV Channel will also give other services the opportunity to upload relevant information to patients • Two short presentations (Paper copy circulated to Committee) Action: Committee can make comments on the paper copy. Comments to be forwarded to Kim Wrightson who will then forward to Infection Control
	Item 6	<u>Report from the Chair</u> <ul style="list-style-type: none"> • Consumer induction held on 28th January 2014 • Well organised • Adrian O'Malley advised that he received his invitation after the induction date. Brendan Docherty advised that this will be held every 6 months • Consumer Orientation Manual circulated at induction • The Manual will be continually updated. Feel free to provide any feedbacks or suggested information to be added • Feedback forms regarding the induction to be forwarded to Kim Wrightson • District CAG cancelled • Rod Lynch attended the Aboriginal Health Forum in December 2013 • Email circulated regarding the Young People Forum in March 2014. No response to date
Part C	Standing Items	
	Item 7	<u>SGSHHS Access Meeting</u> <ul style="list-style-type: none"> • No update available as the Committee hasn't met for the last 4 months • Brendan Docherty advised that Management is meeting on Friday to determine the future of this Committee (Access Meeting) Action: Brendan Docherty to advise Paull Sullivan of the outcome of Friday's meeting
	Item 8	<u>Patient Safety and Quality Meeting</u> <ul style="list-style-type: none"> • Meeting held yesterday • Nothing yet to report
	Item 9	<u>Hospital Signage Committee</u> <ul style="list-style-type: none"> • Tower Ward Block (TWB) – Signs have been updated and replaced • Ground floor to be completed within the next 2 days • Direction signs to be completed
	Item 10	<u>SESLHD Falls Prevention Committee</u> <ul style="list-style-type: none"> • It has been identified that patients currently wear several wrist bands • Blue bands identified patients at risk of falls • All bands except for an ID band have been discontinued • Staff raised their concerns. Eg Nurses do not follow patients to x-ray. How would the orderly know if the patient is at risk • Trish Wills advised that this is a Federal Government endorsement • National Standard No. 5 refers to Patient Identification. Patients should have one arm band only. Other strategies can/will be put in place to identify other issues

SGH Consumer Advisory Group

		<ul style="list-style-type: none"> • Patient details eg falls risk etc should be written in their notes/charts • The Committee would be interested to see if there was a rise in falls incidents once this has been put in place
	Item 11	<u>Medicare Local Update</u> <ul style="list-style-type: none"> • Linden Harper has resigned from her position • Recruitment still in progress
	Item 12	<u>Clinical Council Report</u> <ul style="list-style-type: none"> • Rod Lynch received formal invitation Action: Contact Mary Hughes to clarify Rod's attendance dates
	Item 13	<u>Director of Operations Report</u> <ul style="list-style-type: none"> • Brendan Docherty advised that Terry Clout, Chief Executive Officer has retired as of 24th February 2014 • Jerry Marr (from Scotland) has come out of retirement to take up the interim position for 6 months • There is an Allied Health Quality Forum being held on 26th March 2014 • If you are interested, please feel free to attend Action: Circulate information (flyer) to Committee – Kim W
	Item 14	<u>Nursing Update</u> <ul style="list-style-type: none"> • A letter was circulated to the Committee (from Vicki Manning) regarding "Nurses and Midwives Vision" • A series of focus groups were held earlier this year with nursing and midwifery staff to ascertain their views of what behaviours nurse and midwives should display that are consistent with the vision • The aim is to circulate the "vision" with the New Graduates commencing in February 2014 Action: Committee to review and provide feedback
	Item 15	<u>CPIU Update</u> <ul style="list-style-type: none"> • Clinical Practice Improvement Unit (CPIU) • The key elements of CPIU is incident management; complaints and compliments management; death reviews; clinical audit; facilitation of clinical business rules and Policy approval and implementation; and accreditation • CPIU is currently in planning mode. Recently went through the periodic review with the new standards • Excellent outcome • Next stage of accreditation is to organise an area wide survey to be implemented in 2015 • Ongoing task is to align sectors of Hospital to be accredited at the same time
	Item 16	<u>Corporate Services Update</u> <ul style="list-style-type: none"> • New ED <ul style="list-style-type: none"> - Executive staff toured the new ED last week - Roof has been poured - Enormous space - Handover in July 2014 - Anticipated "Go Live" in October 2014 • Master Planning funding <ul style="list-style-type: none"> - Tender awarded - Work commenced - Timeframe June 2014 - Additional funding required

SGH Consumer Advisory Group

		<p>Corporate Services Update (continued)</p> <ul style="list-style-type: none"> • 9 Chapel Street <ul style="list-style-type: none"> - Building has been condemned - Demolished within the next 2 weeks - Renal Hypertension Unit (from 9 Chapel) relocating to 2 South Street - Walk through of 2 South Street completed. Area looks good • Planned power shutdowns <ul style="list-style-type: none"> - CSB – 9th April 2014 - TWB – Early may (date to be confirmed) - The old Dock area was used for the generators during power shutdowns - New area to be identified
	Item 17	<p><u>Volunteer Report</u></p> <ul style="list-style-type: none"> • NSW Health Volunteer Appreciation Ceremony was held last week • Terry Clout and Vicki Manning awarded the certificates to our volunteers • Recent story in the Leader regarding two volunteers • Older Adult Mental Health Unit (new) – 4 volunteers will be working in this area. They have attended training
	Item 18	<p><u>Diversity Health Report</u></p> <ul style="list-style-type: none"> • Team Planning day held last week • It was identified that the Russian population is growing in this area • A 100 patient file audit has been completed • 60 face to face interviews will be held with the local Cantonese patients/population • Harmony Week Interfaith Forum will be held on 28th March 2014 <ul style="list-style-type: none"> - Draft programme created - Cath Whitehurst to open the Forum - 4 Religious Leaders will be attending - Collaboration with the Local Police - Registration forms circulated to the Committee • Harmony Day is 21st March 2014 • Hospital will be holding a BBQ for Harmony Day celebrations • Multicultural functions will be held on the wards
	Item 19	<p><u>Confidential Items</u> Nothing to report</p>
	Item 20	<p><u>Review of new Patient Information Material</u> Item to be discussed after the meeting has been closed</p>
	Item 21	<p><u>Receive final copies of patient Information Material</u> Item to be discussed after the meeting has been closed</p>
Part D	Governance Items	
	Item 22	Nothing to report
Part E	Business Without Notice	
	<p><u>CAG Meeting Schedule</u></p> <ul style="list-style-type: none"> • Rod Lynch advised that the December meeting has been scheduled for 23rd. Committee agreed to bring the meeting forward a week <p>Action: Reschedule the December meeting – Kim Wrightson</p> <p><u>Agenda items for this meeting</u></p> <ul style="list-style-type: none"> • The Committee was advised that Kim Wrightson will email members for any agenda items 2 weeks before the meeting 	

SGH Consumer Advisory Group

	<p><u>Medicare Information</u></p> <ul style="list-style-type: none"> • Vicky Mylonas advised that she received a flyer regarding future Medicare charges at the Greek Festival on the weekend • Members of the Committee advised that this is still in discussion mode • Medicare Local representative can provide an update (once recruitment is finalised) <p><u>Enhanced Recovery After Surgery Committee (ERAS)</u></p> <ul style="list-style-type: none"> • To be placed on agenda as a standing item • Elizabeth Martin has attended this Committee since November 2013 • Multidisciplinary collaborative • Trial – tentatively set for March 2014 • Colorectal Surgery is the speciality area identified for the trial • Aim of trial is to decrease length of stay; enhance recovery • Staff are enthusiastic 	
Part F	Meeting Close	
	Item 13	Next Meeting Date Tuesday 25 th March 2014 at 9am, Boardroom, SGH
<p>CERTIFIED A CORRECT RECORD</p> <p>.....</p> <p>Name</p> <p>.....</p> <p>Signature</p> <p>.....</p> <p>Date</p>		