

Minutes	
Item	Description
1	<p>Present:</p> <ul style="list-style-type: none"> • Peter Brown, Consumer Representative • Jan Denniss, Consumer Representative • Jonathan Devasagayam, SGSHHS Manager, Corporate Services • Penny Glezellis, SGH Community Partnerships Officer(Secretariat) • Susan Hanrahan, Consumer Representative • Advija Huseinspahic, Consumer Representative • Dorcas Lau, SGSHHS Quality Manager • Rod Lynch, Consumer Representative (Chair) • Elizabeth Martin, Consumer Representative • Vicky Mylonas, Consumer Representative • Paul Sullivan, Consumer Representative <p>Apologies:</p> <ul style="list-style-type: none"> • Paul Holdsworth, Consumer Representative • Vicki Manning, SGH Director of Nursing • Adrian O'Malley, Consumer Representative • Maria Pifarre, South Eastern Sydney Medicare Local • Tony Ralph, Consumer Representative • Trish Wills, SGSHHS Sector Manager, CPIU • Cath Whitehurst, SGSHHS Director of Operations
2	<p>Presentation</p> <ul style="list-style-type: none"> • Carla Saunders presented the proposed SESLHD Community Partnerships Strategy which outlined the importance of community engagement in improving the health and wellbeing of our community. • The strategy goes beyond stakeholder collaboration that focuses on one-off or reactive issues, and towards a change in the way of working which incorporates ongoing systemic community collaboration. • The SESLHD Board and CE have approved the strategy and are currently working through funding requirements.

3	<p>Approval of Minutes</p> <ul style="list-style-type: none"> Minutes dated 28th October, 2014 were confirmed as a true and accurate record
4	<p>Items Arising</p> <ul style="list-style-type: none"> Action items raised from the meeting held on 28th October 2014 have been addressed
5	<p>Declaration of Conflict of Interest</p> <ul style="list-style-type: none"> Nothing to report
6	<p>General Business</p>
	<p>6.1 Report from the Chair – Rod Lynch</p> <ul style="list-style-type: none"> This month 42 pages of patient related information were reviewed with feedback given. Advija attended the Consumer Advisor Safety and Quality Training on 5th November and will be presenting a report on the session to the committee next year. Vicky Mylonas tendered her resignation in October due to family commitments and was thanked for her contribution. Medicare Local survey distributed to all members present for their action. Please forward completed surveys to Maria Pifarre.
7	<p>Standing Items</p>
	<p>7.1 SGSHHS Patient Flow & Demand Management Strategic Committee – Paul Sullivan</p> <ul style="list-style-type: none"> No report given as the meeting will be held this Friday.
	<p>7.2 SGH Patient Safety and Quality Meeting – Jan Denniss</p> <ul style="list-style-type: none"> Jan advised that recent falls statistics show a decrease in the number of falls sustained which is likely due to the implementation of a designated room for high risk falls patients on the Aged Care Ward.
	<p>7.3 SGH Hospital Signage Committee – Jan Denniss</p> <ul style="list-style-type: none"> No report given as the next meeting is scheduled for this Thursday.
	<p>7.4 Enhanced Recovery After Surgery Committee (ERAS) – Elizabeth Martin</p> <ul style="list-style-type: none"> No report as Elizabeth has been on leave. <p>Action: Email to be forwarded to Deb Cansdell for update.</p>
	<p>7.5 District Steering Committee for Falls Injury Prevention In Health Facilities – Jan Denniss</p> <ul style="list-style-type: none"> See 7.2 Jan circulated a leaflet about a research project being run by Neuroscience Research Australia and the UNSW titled “Standing Tall”. It is a home-based balance program. The study involves performing balance exercises in your home, in your own time using the Standing Tall program.

	<p>7.6 SGH Falls Prevention Committee – Paul Holdsworth</p> <ul style="list-style-type: none"> No Report.
	<p>7.7 SGH Food & Nutrition Committee – Susan Hanrahan</p> <ul style="list-style-type: none"> Nothing to Report.
	<p>7.8 Medicare Local Update – Maria Pifarre</p> <ul style="list-style-type: none"> No Report
	<p>7.9 Clinical Council Report – Rod Lynch</p> <ul style="list-style-type: none"> Nothing to report. Action: Need to contact Mary Hughes with regard to consumer representative attendance at quarterly meetings in 2015.
	<p>7.10 Director of Operations Report – Cath Whitehurst</p> <ul style="list-style-type: none"> Deferred
	<p>7.11 Nursing Update – Vicki Manning</p> <ul style="list-style-type: none"> Deferred
	<p>7.12 Quality and Safety Update – Dorcas Lau</p> <ul style="list-style-type: none"> Members present were issued with information on how the organisation is performing with regard to Quality and Safety. The data presented illustrated areas that we are performing well in and areas that we need to improve on. As a requirement of National Standard 2: Partnering with Consumers there will be three 30 minute education and training sessions at the conclusion of the CAG meetings. Topics will include Understanding National Standard 2, Review and Interpretation of Data and Quality Initiatives.
	<p>7.13 Corporate Services Update – Nick Skleparis</p> <ul style="list-style-type: none"> Stage 2 early works have begun. Nick Skleparis has been seconded to the capital works project team for 50% of his position. Jonathan has been seconded to oversee the other 50% of the Manager, Corporate Services position which includes the Community Partnerships. Currently in the process of decommissioning the old ED. The vacant area will be used in the interim to create a new entrance to the Hospital, the patient transport pick up and drop off point and a car parking area for approximately 50 spaces.
	<p>7.14 Confidential Items</p> <ul style="list-style-type: none"> Nil
8	Reports for Noting
	8.1 Volunteer Report



	<ul style="list-style-type: none"> • Nil report
	<p>8.2 Diversity Health Report</p> <ul style="list-style-type: none"> • Tabled
9	<p>Governance Items</p> <ul style="list-style-type: none"> • Nothing to report
10	<p>New Business</p> <p>10.1 Consumer Information Feedback Tool</p> <ul style="list-style-type: none"> • A new "Consumer Information Feedback Tool" has been developed to ensure that all patient related information was easy to read and understand and has been formulated in line with the recently endorsed National Statement on Health Literacy – taking action to improve safety and quality and with the National Standard 2 – Partnering with Consumers • The document was distributed, reviewed and endorsed by the CAG members present.
	<p>Business Without Notice</p> <ul style="list-style-type: none"> • Rod thanked the committee members for their attendance and contribution to the group.
12	<p>Meeting Closed</p> <p>Next Meeting: Date: Tuesday 24th February 2015 Time: 9am Venue: Boardroom, SGH</p>

CERTIFIED A CORRECT RECORD

..... RODNEY E. LYNCH

Name

..... *R. E. Lynch*

Signature

..... 20 - 2 - 15

Date