

# SUTHERLAND HOSPITAL AND COMMUNITY HEALTH SERVICES

## LOCAL COMMUNITY ADVISORY COMMITTEE

**Date:** Wednesday 1 April 2008

**Venue:** Seminar Room, Level 2, Sutherland Hospital

**ATTENDEES:** Lyndall Howes, Colleen Loder, Sandy Hudson, Jan Heillier (ADON), Robert Brice, Nick Skleparis, Deborah Alison, Wendy Fyfe (Minute Secretary)

Item	Comments	Action
1. <b>Apologies</b>	<p>Brenda Hagan, Chris Bentley and Louise Saville (Area representative in place of Ross Johnston)</p> <p>Introduction of Paul Russell, Manager, Consumer PIUnit</p>	
2. <b>Acceptance of Minutes</b> – 3 December 2008	December minutes Accepted – last full meeting	WF
<p>3. <b>Matters Arising from Previous minutes:</b></p> <p>Items (a) and (b)</p> <p>c) Discussion on what members wish to achieve through Committee</p>	<p>These items – New Consumer Representatives on hospital committee and Update of Area Issues will be dealt with at May meeting as no representative from area was present.</p> <p>Bronwyn Carruthers suggested (through Wendy Fyfe) that members look at observing things around the hospital which they feel should be attended to – for example damage to walls, paint work, gardens, signage – items which staff sometimes do not notice as we are so use to seeing them – these items should be reported at the meetings and progress will be made on the repair of these items.</p> <p>Paul Russell introduced himself to the members and would announced that he would attend meetings regularly. He is developing a Quality and Safety matrix and talked to group about the function of the CPIU unit which is to measure whether the service you receive is adequate to your needs. It is about the delivery process. Clinicians are involved in this process. He mentioned that 95% of feedback to his department re: patient services are positive.</p>	

<p>d) Traffic Management Survey</p> <p><b>4. New Business</b></p> <p>a) Frequency of Meetings</p>	<p>Paul Russell to present plan at next meeting for members. He is in support that consumers should become involved in the various committees around the hospital. Meetings have been held between Cath Whitehurst, General Manager and Paul to look at improvements which are needed at the hospital on the ward level – eg answering of telephone calls, assisting visitors with information, need to monitor staff to see how improvements can be achieved – members from the committee could assist in this project – a matrix would be set up for observation purposes.</p> <p>Lyndall Howes and Sandra Hudson showed interest in this project.</p> <p>The improvements will assist in the accreditation process and will be measurable – we would be honing in on staff responsibilities; create healthy competition between wards, monitor staff with regard to hospital policies eg hand washing etc</p> <p>Paul also indicated that the need to education senior management about using links into the community – Committee need to inform management about things which are occurring in the community</p> <p>Nick Skleparis, Corporate Services Manager reported to the committee that approval of funding from Department of Health regarding Traffic Management were still being waited on. The figure of \$150,000 will take in the whole campus parking (public and staff) as well as the pedestrian crossings.</p> <p>No response from the Sutherland Council has been received regarding replacement of the signs surrounding the site which are Council owned. Mr Skleparis advised that he was attending a council meeting in the near future and would raise the issue at this meeting.</p> <p>Discussion about how often the meetings should be held. It was decided that for the next two meetings they would be held monthly then following the June meeting they will commence bi-monthly - first one being the first Wednesday in August 2009.</p>	<p>NS</p>
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<p><b>5. Standing Agenda Items</b></p> <p>a) Hospital Update</p>	<p>Jan Heiler, Acting Director of Nursing and Patient Services reported on the Numerical Profile which recently took place – the original feedback was promising but we are awaiting the full report to the Executive advising of the results. Will report on at next meeting.</p> <p>Sandra Frese, has been appointed the Clinical Nurse consultant – Sandra is a senior nurse who will be managing a 30 bed ward and will be supporting and educating staff.</p> <p>The Garling Report suggests that money should be given over a 5 year period to Central Health Network for three CNH's – two for StG and one for TSH.</p> <p>Clerical support at ward level and after hour ward clerks will be given more resources and challenges – provide job satisfaction therefore leading to quality care.</p>	
<p><b>6. Next Meeting</b></p>	<p>Wednesday 3 JUNE 2009 – 5.00 pm Group Room 1 – MEETINGS WILL BE BI-MONTHLY FROM THIS DATE</p>	