

# SUTHERLAND HOSPITAL AND COMMUNITY HEALTH SERVICES

## LOCAL COMMUNITY ADVISORY COMMITTEE

**Date:** Wednesday 7 October 2009  
**Venue:** Group Room 1, Level 2, Sutherland Hospital  
**ATTENDEES:** Cath Whitehurst, (GM) Lyndall Howes, Deborah Alison, Colleen Loder, Chris Bentley, Sandra Hudson, Penny Glezellis, Community Partnership Officer, Wendy Fyfe (Minute Secretary)

Item	Comments	Action
1. <b>Apologies</b>	Bronwyn Carruthers, Brenda Hagan, Melinda Pascoe (ADON) and Robert Brice	
2. <b>Acceptance of Minutes</b> – 5 August 2009	August 2009 Minutes Accepted	WF
	<p>Introduction of Cath Whitehurst, GM Central Health Network</p> <p>Introduction of guest speaker, Julie Bracks, Manager TSH Dietetics</p> <p>Julie handed out to committee members a report prepared by members of Wollongong University carried out a survey on TSH's Feed Program throughout the Aged Care Units. Volunteers assist with feeding of patients who are unable to feed themselves – unfortunately nurses, do not have the time to carry out this task so TSH has comprehensively trained volunteers to assist.</p> <p>This process is strongly recommended in Caring Together – TSH undertook this task before the publication was launched. Is a very successful program with elderly patients gaining weight where necessary.</p> <p>The question was asked of Julie regarding the guarantee that the right choice of food is given to the right patients. Are patients receiving a meal if they have been moved around.</p> <p>Julie stated that with computerisation, change of location or change of diet or "nil by mouth" can easily be done and carried out successfully.</p>	

<p><b>3. Matters Arising from Previous minutes:</b></p> <p>a) New Consumer Representatives</p> <p>b) Update of Area Issues</p> <p>c) Traffic Report</p> <p>d) Reports from TSH Committees</p>	<p>Chair for this meeting – Chris Bentley</p> <p>Advertisements for new members will be handled by Community Partnership staff – Penny Glezellis. Notification of vacancies of positions to be sent to relevant community groups – diversity groups, service clubs, TAFE, on noticeboards around the hospital and through Shire GP's. Recruitment poster to be given to Cath for approval before distribution</p> <p>Penny advised that Community Partnership is progressing with the on-line service and web page.</p> <p>Penny to organise for Liz Mason to be present at the next LCAC meeting at Sutherland in December to speak about Strategic Planning. Copy of Caring Together Action Plan to be sent to members and Coral Levitt to be invited to speak to members at a future meeting.</p> <p>Cath Whitehurst advised that Security Guards will be issuing parking fines if people are parked in "no parking areas". New boom gates will be installed and a new form of paying for parking will be set up.</p> <p>When new system is introduced there will be a media campaign undertaken to advise the community.</p> <p>Members raised the issue of the letter to the Sutherland Council to be written by Brenda Hagan regarding the trimming of the trees on council land near Southcare which is blocks the signage to the hospital. Also included in this letter was a request to have butt bins put around the grounds outside the hospital. Chris Bentley was asked to follow this up with Brenda. Penny to approach Brenda to see if she was still interested in being Chairperson for this committee.</p> <p>Colleen Loder reported on the Emergency Department Committee which she now attends.</p> <p>Very positive committee with a large agenda. This committee gets things done with a great provision of service. The staff appear to back up each other and report back quickly from inquiries. Colleen feels that that this unit has improved greatly over the years and have very preceptive communication skills.</p>	<p>PG</p> <p>PG</p> <p>CB</p> <p>PG</p> <p>BH/NS</p>
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<p>5. <b>Next meeting</b></p>	<p>Sandra Hudson reported on the Aged Care Committee. Great communication and very positive. Are taking the issue of patient care and safety very seriously and are making changes where necessary. Sandra advised the committee about the LCAC and the staff were very comfortable about what the committee is there to do.</p> <p>Unfortunately Sandra advised that the dates of the meetings had been changed to a different day and she was unable to attend.</p> <p>Wendy Fyfe advised that Deborah Allison has been contacted by Sandra Frieze, Aged Care and Deborah will be joining that committee.</p> <p>Chris Bentley advised that he would be interested in joining the Patient Safety and Quality committee – Penny to send TOR to Chris.</p> <p>The issue of Suggestion boxes was raised once again – POW apparently has one which works successfully according to members of the POW LCAC – Penny to investigate – who empties it? And who deals with the inquiries?</p> <p>Members were asking how does the TSH Committee communicate with the general public. POW have large posters throughout the hospital introducing the committee – PG took photos at the meeting to do a similar thing at TSH. Postal address of committee should be placed on the poster.</p> <p>CW advised committee members that TSH has commenced a weekly wards visit by the executive to look at issues such as hand washing, answering of phones, data collection, emergency cart and various other issues. Also a Quality and Safety Matrix will be undertaken with four wards volunteering to be the pilot wards.</p> <p>A database will be created to check if things are being carried out properly within the wards in an attempt to change the culture of wards. A report will be presented to the Committee.</p> <p>CW undertook to provide the committee with a Dashboard of indicators???</p> <p><b>Wednesday 2 December 2009 – Group Room 1 level 2</b></p>	<p>PG</p> <p>PG</p>
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