

<p><b>MINUTES</b> <b>The Sutherland Hospital</b> <b>CONSUMER ADVISORY COMMITTEE MEETING</b></p>
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**Item 1: Attendance/Apologies**

<b>ATTENDEES</b>	
Director of Operations	Cath Whitehurst
Director or Nursing & Midwifery Services	Jan Heiler
Community Relations / Committee Secretariat	Wendy Fyfe
Consumer Representative	Peter Lewis (Chair)
Consumer Representative	Deborah Allison
Consumer Representative	Shirley Smith
Consumer Representative	Jim Hankins
Consumer Representative	Tracy Harding
Guest Speaker - Co-ordinator, Top 5 Project	Elizabeth Endean

<b>APOLOGIES</b>	
Deputy Director or Nursing & Midwifery Services	Dan West
Manager of Corporate Services	Nick Skleparis
Consumer Representative	Brenda Hagan
Manager, Volunteer Services	Linda Vari
Consumer Representative	Greg Hayes
Consumer Representative	Colleen Loder

Meeting Commenced at 3.00 pm.

**Item 2: Approval of Previous Minutes**

Confirmation of previous Minutes – Peter Lewis

**Item 3: Business Arising**

**3.1 Report from Chairman**

PL reminded members that the Community Network Forum was being held at Royal Hospital for Women in the Lecture Theatre on 22 October 2012 from 9.30 – 12.30pm.



Date: Wednesday 3 October 2012

Time: 3.00 pm

Venue: Executive Meeting Room Level 4

All members were invited. Please advise WF if you intend on attending.

### 3.2 Guest Speaker – Elizabeth Endean

Project Top 5 – Carers program – Inpatients Project

This project is a way of engaging with carers of patients with memory loss to develop strategies to improve the outcomes for these patients during their hospital stay.

Strategies that families might use eg handling agitation – look at how to deal with it – notes go with patients.

Posters showing the Top 5 steps are on wards (Elizabeth will provide to members).

EE asked members if anyone would consider be on the Committee – Tracy Harding and Shirley Smith showed interest. Next meeting Friday 12 October 2012.

The Pilot project is well established on the Central Coast with Cognitive patients – look at how hospitals and carers look at these patients. Clinical educators and NUMs are attending in-house training on 15 October during Carer's Week.

### 4. Standing Agenda Items

#### 4.1 Feedback from allocated Committees

No feedback

#### 4.2 Hospital Update – Cath Whitehurst

Emergency Department presentation has slowed down slightly due to the end of the "winter strategy", still higher than presentations in 2011.

A new lounge has been set up in the clinics area at the front of the hospital for patients being discharged. Area closer for pick up – nursing staff and volunteers are assisting in the area.

Killara six bed Rehabilitation area is progressing – new education area should be finished in January 2013. 108 square development.

Project Store Room - Conversion in Theatres.



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Looking at Cafeteria for Staff.

Bed re-configuration to make hospital more efficient

Naming of wards – causing problems patients and visitors are not aware of what wards are – the Aboriginal names are confusing – suggestions to have for example Surgical Ward (Cooinda).

Looking at the signage of the hospital across the sector – consistency important and use the same template.

#### 4.3 Corporate Services – Nick Skleparis

No report

#### 4.4 Hospital Dashboard

More posters placed around the hospital for staff and doctors re hand hygiene. Have placed hand liquid soap dispensers in prominent positions outside wards and in entrances and exits to the hospital for visitors and staff to use.

Dashboard report will be distributed at next meeting.

#### 4.5 Volunteer Report

No report given.

### 5. New Business

Open Day being held on Saturday 24 November, 2012 – Committee established including Peter Lewis, progress has been made on the program.

Will include Information stalls, Exhibitions, craft stalls, rides, food stalls, hospital tours to various wards led by Nurse Unit Managers. Family entertainment – Kaye Thomas from Highfield Committee and Ettinghausen's Dance Studio to assist with dance groups.

Jim Hankins has offered to phone a contact re getting Ronald McDonald to attend on day. Tracy Harding will send emails to a contact list she has of pre-schools throughout the shire advising them of the function

**Next Meeting: Date:** Wednesday 7 November 2012  
**Time:** 3.00 pm  
**Venue:** Executive Meeting Room, Level 4



**Health**  
South Eastern Sydney  
Local Health District



## Minutes

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**Time: 3.00 pm**

**Venue: Executive Meeting Room Level 4**