



Date: Wednesday 5 September 2012

Time: 3.00 pm

Venue: Executive Meeting Room Level 4

MINUTES
The Sutherland Hospital
CONSUMER ADVISORY COMMITTEE MEETING

Item 1: Attendance/Apologies

ATTENDEES	
Director of Operations	Cath Whitehurst
Director or Nursing & Midwifery Services	Jan Heiler
Director of Corporate Services	Nick Skleparis
Patient Safety Manager, CPIU	Cate Malone
Manager, Volunteer Services	Linda Vari
Community Relations / Committee Secretariat	Wendy Fyfe
Consumer Representative	Peter Lewis (Chair)
Consumer Representative	Brenda Hagan
Consumer Representative	Colleen Loder
Consumer Representative	William Veitch
Consumer Representative	Deborah Allison
Consumer Representative	Melissa Connelly
INTRODUCTION OF NEW MEMBERS	
Consumer Representative	Shirley Smith
Consumer Representative	Greg Hayes
Consumer Representative	Jim Hankins
Consumer Representative	Tracy Harding
APOLOGIES	
Deputy Director or Nursing & Midwifery Services	Dan West

Meeting Commenced at 3.00 pm - 45 minute tour of the hospital was led by Jan Heiler and Nick Skleparis to various wards – new and old members were included in this tour.

Item 2: Approval of Previous Minutes

Confirmation of previous Minutes – Peter Lewis seconded Brenda Hagan

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Item 3:

3.1 New Committee Members

Each new member was asked to introduce themselves and give a brief background of their career and their community interests.

3.2 Approved Local Facility - Site CAC Charter

Tabled and open for discussion – accepted.

Need to agree to frequency of meetings and quorum. Meetings to be held monthly from February to November each year with ten community representatives with a quorum of six committee members when required. Adopted – Deborah Allison seconded Peter Lewis.

Current Chairman, Peter Lewis and Deputy Chair, Brenda Hagan agreed to remain in the positions until election in February 2013.

4.1 Feedback from allocated committees

Peter Lewis advised that the Area Community Network meeting will be held in Lecture Theatre at the Royal Hospital for Women, Randwick from 9.00 am – 12.30pm on 22 October 2012 – all invited. Please let Wendy Fyfe know if you are interested in attending – car pooling could be arranged.

No report given from attendance from any TSH committee meetings

Chairman's meeting Area Sydney National Health District Serviceline – 86 doctors on call part-time – Monday to Friday 6.00 am – 8.00 pm, based at Westmead.

Telephone nurses excellent service preventing hospital visits to Emergency.

Invite a Nurse Practitioner from Flying Squad to speak at a meeting in 2013. ACTION: Wendy Fyfe

4.2 Hospital Update

Cath Whitehurst reported that there has been a high attendance over the past month and there has been difficulty in the discharge of patients – hopefully will improve with the end of winter.

New Discharge Area has been set up in the clinic area on level 2 – patients who are waiting to be collected by family or friends will be taken to the Discharge Area to be picked up. Easier for patients and family as they can park just outside the entry to this Area.

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The hospital is currently at 97% bed capacity and need 30 new inpatient beds – looking at using level four as ward space - Convert back to wards. Presentation to Board by Clinical Council preferred option to have more beds - refurbishment expenditure \$10,000.000 – use clinicians for approach to MP's.

On the Friday 31 October 2012 local MP's will visit the hospital for an information session re needs of the hospital will be addressed by Co-Chairs of the Clinical Council, Cath Whitehurst and Dr Leonard Kalish and members of the Clinical Council. The Chief Executive, Terry Clout will also be attending.

Included in the presentation will be the needs of the hospital, the new car park adjacent to the railway line and the capacity level which is most important to this Council, safety reports and clinical incidents.

4.3 Corporate Services

A \$26,000 bequest has been given to Oncology and the work has commenced. The project is for alterations to the exam room in Oncology Day Centre.

A non-clinical tour will be undertaken next month to the Corporate Service Units – 2.00 pm start from main entrance foyer. The tour will include the Linen, Security, Maintenance, Cleaning and the Kitchens areas.

4.4 Dashboard

Jan Heiler reported that there was no written report prepared but would be distributed it at the October meeting

4.5 Report from Volunteers Manager

Discharge volunteers to assist in the Discharge lounge preparing tea and coffee, giving out newspapers and magazines.

Students from the Australian Catholic College will be assisting whilst doing their Community Services and their Duke of Edinburgh Awards. During November and December Islamic students will also be carrying out their Community Service.

Linda Vari reported on the volunteer program – 20 new volunteers at TSH – Feeding and Falls program in Killara and Barkala and Feeding in Coinda.

In the next few months volunteers will be recruited to work in the Emergency Department to meet and greet families and friends and to ensure that they are kept informed about what is happening, they will be the go between with visitors and staff.



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5. New Business

Open Day to be held on Saturday 24 November, 2012 – Committee to be established including a member of the LCAC Committee, Highfield Committee and various members of staff.

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Corporate Services Tour – Wednesday 5 September 2.00 pm in foyer of hospital entrance – tour will take about 45 minutes