



Meeting: POWH/SSEH Community Advisory Committee
Date: Thursday 27 August 2020

Chair: Mr George Constantin
Minutes: Belinda Rabet NM Nursing

THIS MEETING WAS HELD VIA TELECONFERENCE/SKYPE

Presentations: N/A

- 1. welcome acknowledgement of Country**
- 2. Attendance/Apologies**

NAME	AREA	status	NAME	AREA	status
Jennie Barry	GM	present	Alan Porritt	SSEH DON	present
Karen Tuqiri	DON POWH	apology	Jacqueline Stephenson	POWH Diversity Health	present
Belinda Rabet	NM POWH	Present	Ildiko Greener	EA DON	present
Carolyn Smith	NM SSEH	Apology	Keren Hong	Consumer	Present
George Constantin	Consumer/Chair	Present	Sue Suchy	Consumer	Present
Harris Mihailidis	Co-Chair	Present	Kathleen Sutherland	Consumer	Present
Ajay Varshney	Consumer	Present			

3. Minutes

3.1	Confirmation of previous minutes	The minutes from the July meeting were accepted by HM and SS
3.2	Conflict of Interest	N/A

4. Actions/ Plans arising from previous minutes

Issue	Discussion	Action Required	Who	Due
4.1 Ways of Working to be established	NSW Health Code of Conduct was discussed	Noting only		
4.2	Committee Discussion	<p>GC began by reading an extract from the code of conduct and referred members to the POWH Core values of collaboration, openness, respect and empowerment. GC also added that a duty of care exists between all members of the committee and towards the executive and vice versa and this should be taken into account in all dealings with each other. All members agreed to the ways of working previously developed – these ways of working will be attached with minutes and agendas for future meetings and addressed at the beginning of each meeting</p>	<p>AP led discussion around consumers feedback received in August 2020. Feedback was themed as follows – AP will discuss full report with the GM. 1. Would like to talk more about patient experience Committee members felt that the committee report section on the agenda was less useful and reporting should be by exception only Members felt the questions section was important and wanted to discuss matters related to consumers. Consumers would like more reports on Patient experience matters It was agreed that this could be added as an agenda item and can include feedback from the following: <ul style="list-style-type: none"> • Care Opinion • Complaint themes • Real-time patient survey reports JB also suggested that the meeting open with a care opinion story each month – to be added to agenda 2. Culture – ways of working Members stated that all members were not contributing the same amount 3. Value-add <ul style="list-style-type: none"> • Committee work • Assistance with special projects • Commenting on websites/booklets etc Discussion held around committee representation and it was agreed that EOI's would be sent out for consumer representation on committees as required – template to be developed 4. How to support and socialise new members/current members Members discussed this and suggested a buddy system for new members In relation to the next meeting members discussed how to introduce </p>	<p>BR add to meeting September</p>
		EOI template	<p>added as an agenda item and care opinion to be added on agenda</p>	<p>BR add to meeting September</p>

		<p>themselves and new members JB would like current members to open with short introduction on who they are and why they are on the committee. BR to liaise with Mary Mulcahy for some opener questions for all to answer as a way to get to know each other – GC suggested that this takes a total of 5 minutes.</p>	<p>Questions for consumers to be designed</p>	BR	meeting
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5. Standing Items

Issue	Discussion	Action Required	Who	Due
5.1	<p>POWH/SSEH update by hospital Executive – GM</p> <p>Prince of Wales Hospital: JB gave an update on activities at Prince of Wales Hospital GC asked if members could have a copy of the CE email that is sent to consumers on the Redevelopment Committee – JB asked GC to send to BR to ascertain that it was appropriate to send out. JB agreed to table the committee meeting structure at the October meeting JB will also present a high level business plan when finalised – date to be determined. It was agreed that Diversity Health should become an agenda item.</p> <p>SSEH: AP gave an update on activities at SSEH:</p>	<p>Noting only</p> <p>Presentation on committee structure BR to add diversity health as agenda item</p>	<p>JB</p> <p>BR</p>	<p>October meeting</p> <p>September meeting</p>
5.2	Questions from CAC members	N/A		
5.3	POWH/SSEH update by Committee Members	Please see attached meeting feedback forms		

6. New Business

Issue	Discussion	Action Required	Who	Due
6.1				

7. New Business without notice

**MEETING FEEDBACK FORM
CONSUMER ADVISORY COMMITTEE**

Please submit to CAC secretariat for submission with minutes

NAME	Infection Prevention & Control.		
COMMITTEE/MEETING TITLE	ADJAY VARSINNEY		
FREQUENCY OF MEETING	Monthly	CHAIR OF MEETING	Morten Mackertich
DATE/TIME OF MEETING	31 July 2020	LOCATION	Teleconf.
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<p>Key Takeaway:</p> <ul style="list-style-type: none"> - Audit on Ultra sound done & they use very good infection control. - Hand hygiene has improvement. - Auditing Eng report & air cleaning. - There are changes to COVID-19 infection control. - There were no spike on Wards. - Police must wear PPE on site. <p>Key Points:</p> <ul style="list-style-type: none"> - ICU & special face gabs are being made & delivery next week. 		
Summary:			
PLEASE ATTACH AGENDA AND FORWARD TO CAC SECRETARIAT PRIOR TO CAC MEETING.			

DATE: 31 July 2020.

SIGNATURE: 

MEETING FEEDBACK FORM
CONSUMER ADVISORY COMMITTEE

Please submit to CAC secretariat for submission with minutes

NAME	ASBY VARSHNEY		
COMMITTEE/MEETING TITLE	Wayfinding		
FREQUENCY OF MEETING	Once a month.	CHAIR OF MEETING	Deven Pattison
DATE/TIME OF MEETING	5 Aug 2020	LOCATION	Tel conf.
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<p>Key Takeaway:</p> <ul style="list-style-type: none"> - Looking at ASB wayfinding by RR&MFI. - Currently 8 languages different languages to be used. - Remove old temp signs. - There are face mask signs everywhere - - COVID-19 distancing sign on display everywhere. - signs are are are different in children's hospitals. <p>Key Points:</p> <ul style="list-style-type: none"> - Look at engaging Children's Hospitals & UNSW. - Look at misleading group size for signage. 		
Summary:			
PLEASE ATTACH AGENDA AND FORWARD TO CAC SECRETARIAT PRIOR TO CAC MEETING.			

DATE: 5 Aug 2020

SIGNATURE: 

MEETING FEEDBACK FORM
CONSUMER ADVISORY COMMITTEE

Please submit to CAC secretariat for submission with minutes

NAME	AJAY VARSHNEY		
COMMITTEE/MEETING TITLE	Progress enjoying Presentation.		
FREQUENCY OF MEETING	Monthly	CHAIR OF MEETING	Emine.
DATE/TIME OF MEETING	10 Aug 2020	LOCATION	Tele conf.
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<p>Key Takeaway:</p> <ul style="list-style-type: none"> - All members to members - Election of the chair person. - TOR. discussed - Education program. discussed. nursing Educator - Allied health Educator has started. - Audit done & it is 65%. Looking for ideas for improvement - Discuss method of checking processes injury. <p>Key Points:</p>		
	Summary:		

PLEASE ATTACH AGENDA AND FORWARD TO CAC SECRETARIAT PRIOR TO CAC MEETING.

DATE: 10/Aug 2020

SIGNATURE: 

MEETING FEEDBACK FORM
CONSUMER ADVISORY COMMITTEE

Please submit to CAC secretariat for submission with minutes

NAME	AJOY VANSHNEY		
COMMITTEE/MEETING TITLE	Food & Nutrition		
FREQUENCY OF MEETING	By monthly	CHAIR OF MEETING	Margaret Holbyday
DATE/TIME OF MEETING	12 Aug 2020	LOCATION	Teleconf.
KEY POINTS and ITEMS FOR DISCUSSION WITH CAC MEMBERS	<p>Key Takeaway:</p> <ul style="list-style-type: none"> - Hydration is quite hard to find out & is a big problem. - Weekend fluid for hydration - There are missing items on tray still. - After lunch meals & drink still required - There were 15 incidents reported on average monthly. - Late changes still an issue. - Food delivery staff still do not check with the missing staff before delivery. - More training to be given & make things to be explained. <p>Summary:</p>		
PLEASE ATTACH AGENDA AND FORWARD TO CAC SECRETARIAT PRIOR TO CAC MEETING.			

DATE: 12 Aug 2020

SIGNATURE: 