

# Minutes

**NSCCH**  
**Area Health Advisory Council**  
**Meeting of 21 December 2006**  
Held in Executive Boardroom  
Hornsby Hospital

**Attendees:**

Professor Carol Pollock (Chair)  
Professor Margaret McMillan  
Ms Georgia Sidiropoulos  
Mr Tom Limburg  
Mr Paul Tonkin  
Dr Greg Fulcher  
Ms Di Spragg  
Dr Magda Campbell  
Dr Paolo Totaro AM  
Mr Darren Bowd

**In Attendance:**

Dr Stephen Christley  
Ms Karen Filocamo  
Mr James Wilson

**Apologies:**

Dr Scott Whyte  
Dr Tony Carrozzi

**Agenda Topics****1. Apologies**

Apologies were received from Drs Whyte and Carrozzi

**2. Minutes of the Meeting of 26 October 2006 All**

As it was not possible to review the Minutes of the meeting of 26 October at the last meeting they were discussed today and accepted as a true and accurate record, with the following amendments:

T. Limburg asked that the full extent of his comments about surgery services made at the October meeting, be noted for the minutes. These included:

- concerns about the correlation between demographic data and the capacity of our hospitals to provide required surgery services
- lack of an identified strategy to reduce waiting lists
- lack of an identified strategy to take account of the capacity of private hospitals to reduce waiting lists in public hospitals

**3. Minutes of the Meeting of 23 November 2006 All**

The minutes of the meeting of 23 November 2006 were accepted as a true and accurate record with acknowledgement of the limited opportunity for discussion due to difficulties created by the breakdown in the video link.

It was suggested that minutes could be sent to all members prior to finalisation with the Chair to enable members to ensure accuracy. K Filocamo explained that her unit now has responsibility for minutes at these meetings. S. Christley suggested K. Filocamo and himself discuss whether it will be possible for C. Parker to attend future meetings to record the minutes.

It was requested minutes be circulated one week after the meeting and K Filocamo said they would do their best to meet this requirement but due to other commitments this may be not always be possible.

### 3.1 Review of Action Items not discussed at the November Meeting

Action items were reviewed and the following points noted.

**Item 3.1.1 Meeting between C Pollock and Y Chard :** This meeting occurred and the possibility of a Ph D in Nursing was discussed but it was agreed that good mentoring for this person would be important.

**Item 3.1.2 Discussion between C Pollock and L Wright:** Although C Pollock has tried, it has not been possible to speak with Liz Wright. D. Spragg explained that given her own recently changed role, it would be appropriate for her to meet with C Pollock to discussed allied health when staff appointments in this area have been finalised.

**Item 3.1.3 Discussions with MSC:** C Pollock explained she has met with Jonathon Page from MSC about clinician engagement and communication. Receiving communication about the outcome of meetings is an issue for medical staff. It was agreed this is also a key issue for the community as well. C Pollock will inform J Page in writing that she has raised this matter at the AHAC meeting.

S Christley stated that he also needs to maintain communication with the Medical Staff Executive Council on a regular basis and will meet with them 6 monthly in 2007.

It was agreed that similar meetings should also be held with Chairs of the Nursing and Allied Health Councils.

**Item 3.1.4 Attendance at AHAC by Julie Hartley Jones (Director of Nursing):** J Hartley Jones was unable to attend today as she on leave but will meet with C Pollock in January 2007.

**Item 3.1.5 Community participation forums to be held by Community Participation Committees:** The committees are not yet ready to hold these activities as workplans need to be finalised first. It was requested that the committees advise AHAC of their meeting dates and forum timetables for 2007.

**Item 3.1.6 Community health waiting time data:** Following clarification from Paul Douglas prior to his departure, the data collated in December will be presented to the next meeting to be held in February.

**Item 3.1.7 Youth Advisory Groups:** C Pollock has spoken to Graham Lane and they are keen to meet further to explore opportunities. M Campbell raised the issue of engaging Year 11 students as they are usually confident about speaking out on issues.

**Item 3.1.8 Letters to Baxter Award recipients:** These have been sent.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> <li>C Pollock to write to J Page to confirm communication strategies with MSC.</li> <li>K Filocamo to ask Community Participation Committees to advise AHAC of their meeting and forum dates for 2007.</li> </ul>	C Pollock	22/2/07
	K Filocamo AHAC representatives on Committees	22/2/07

## 4. Chief Executive's Report Dr S. Christley

S. Christley spoke to his report. Clarification was sought on issues concerning training for midwives and how these will need to be considered in the future. The AHAC asked about staff views on the birthing services re-location from Ryde to RNSH.

S. Christley explained that while midwives may not be happy with changes they are accepting of them and will provide transport for mothers now needing to give birth at RNSH. The maternity services review shows that the low risk birth model at RNSH is similar to Ryde.

S Christley explained there will be changes to the CE Forums and this will include more visits to hospitals to meet staff and hear what is happening from their perspective.

With regard to the Anderson case, the Chief Executive and Philip Hoyle are meeting with Mr Anderson in January.

It was suggested that AHAC do not necessarily require the level of operational detail provided in the CE's report and therefore only issues need to be reported.

G Sidiropoulos tabled a letter from a member of one of the Community Participation Committees who has recently resigned from the committee. It appears the resignation resulted from concerns about changes to services at Wyong Hospital. There was discussion about the community needing to understand that changes to services often need to be made to promote positive patient outcomes. K Filocamo said she has written to the person concerned, expressing regret about the resignation and offering to meet with them if they wished to do so.

It was agreed that we need to help the community understand that their input is an important factor in decision making but that it is considered along with other information, before a decision is finally made. It was suggested the management of this current issue could be a valuable case study.

D Spragg explained that consultations had been held with clients and their carers regarding the changes to the Wyong Extended Day Care Centre Service, although there had not been broad community consultation.

The AHAC expressed support for an ongoing column or other communication from the Chief Executive in local papers.

C Pollock stated that she has not yet had a response from the General Managers to her letter but that it is important AHAC are aware of how issues raised within the community participation committees, are managed. It was agreed AHAC need to be reassured that the process of the committees is working.

The Chief Executive was asked if AHAC could receive a 3 month update from P Blakey on the development of the networks. Variance in remuneration across the Area for clinicians was raised as it has the potential to become an issue for networks. It was agreed that even though the matter does not arise again until 2009, it should be considered from 2007. Use of trust funds across the Area was also discussed. The meeting was told that the primary purpose of trust funds was for research, education and equipment.

Operational planning within NSCCH was also discussed and it was agreed there would be a further discussion at the first meeting in 2007, when Dr Christley could be present.

<b>Action Items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>• G Sidiropoulos to feedback to the Community Participation Committee that clients of the Wyong service are being incorporated into alternative services.</li> </ul>	G Sidiropoulos	22/2/07
<ul style="list-style-type: none"> <li>• S Christley to speak to P Blakey about communicating with the General Managers regarding committees understanding the need to balance community issues with budget issues.</li> </ul>	S Christley	22/2/07
<ul style="list-style-type: none"> <li>• Minutes of the Community Participation Committees to be provided to AHAC.</li> </ul>	K Filocamo	As appropriate based on CPC meeting dates

<b>5. Update from Community Participation Unit K. Filocamo</b>		
<p>K Filocamo highlighted the achievements made since the establishment of the Area Unit in March 2006. These include the Community Participation Committees, the Community Advisory Groups for the Networks, the audit of community participation in NSCCH, development of policies and protocols for community participation, aged care forums and many other activities.</p> <p>The AHAC congratulated the Community Participation Team on the range of activities undertaken and the progress made in promoting community participation within NSCCH.</p>		
<b>6. AHAC Communication Strategy Prof C Pollock</b>		
<p>K Filocamo advised that a report on AHAC's communication strategy was due to the Department by the end of December. Some minor changes to the wording of the document provided in the meeting papers were requested and C Pollock asked that the document be forwarded to the Department once these changes were made.</p> <p>It was noted that it is important for AHAC activities to continue to add value to the Area Health Service.</p>		
<b>Action Items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>AHAC Communication Strategy report to be forwarded to the NSW Health.</li> </ul>	K. Filocamo	31/12/06
<b>7. Workplan Review Prof C. Pollock</b>		
<p>The Chair opened discussion about the draft Annual Report 2005-2006 to the Minister and, through him, to Parliament.</p> <p>Prof Pollock advised that serious concern has been expressed by some members, both in correspondence and oral communication about the timing, content, format and other aspects of the formulation of the Annual Report. In particular she referred to correspondence of 25 November 2006 received from Dr Paolo Totaro which is enclosed with the minutes.</p> <p>Prof Pollock reported that she had written to the Director General as per the attached letter dated 29 November 2006 asking why there is a request for the report to be signed off by the Chief Executive, while there is no such requirement in the legislation. The Act indicates the Annual Report to be a direct communication to the Minister from the Council's Chair.</p> <p>No answer has been received from the Director General as of today's meeting. The Chair undertook to communicate with the Director General again.</p> <p>All these issues will be included in the agenda for the next meeting for determination by the Council as to how future Annual reports should be composed and what they should contain.</p> <p>Prof. Pollock also advised that the issue of advertising for senior appointments was raised at the meeting of the Health Care Advisory Council.</p> <p>Strategies for effective clinician communication and engagement were discussed and it was agreed that the new directions and changes are beginning to make an impact. However there are still some communication issues around the re-development activities.</p>		
<b>8. Community Participation Audit K Filocamo</b>		
<p>K Filocamo and J. Wilson discussed the findings from the audit and noted the importance of addressing the barriers to community participation which have been identified by NSCCH staff.</p> <p>AHAC agreed to support the report recommendations. As it had not been mandatory to complete</p>		

the audit, it was suggested that community participation become part of the recognised auditing process for NSCCH. The Chief Executive supported this action.

<b>Action Items:</b>	<b>Person responsible:</b>	<b>Deadline:</b>
<ul style="list-style-type: none"> <li>• K Filocamo to meet with Louise Derley to discuss incorporating community participation into the NSCCH audit process.</li> </ul>	K Filocamo	22/2/07

<b>9. Other Business</b>	<b>Prof C Pollock</b>
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Surgery waiting list data was discussed and it was requested that this information be provided to AHAC for the last 12 months.

K. Filocamo announced the resignation of James Wilson and the Chief Executive and AHAC thanked Mr Wilson for his contribution to community participation in NSCCH particularly on the Central Coast.

It was suggested that at the end of future meetings, AHAC decide on which critical issues need to be followed up.

<b>10. Meeting dates for 2007</b>	<b>Prof C Pollock</b>
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Although it was recognised that the current meeting day and time were not ideal for all members, the AHAC was unable to identify a new time meeting time to suit everyone. Therefore it was decided to maintain the current arrangements. However it was decided not to meet in January 2007.

Meeting dates for 2007:

- Thursday 22 February
- Thursday 29 March
- Thursday 26 April
- Thursday 31 May
- Thursday 28 June
- Thursday 26 July
- Thursday 30 August
- Thursday 27 September
- Thursday 25 October
- Thursday 29 November
- Thursday 20 December