

Minutes	Area Health Advisory Council Meeting of 24 August 2006 Held in Executive Boardroom Hornsby Hospital
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Attendees:	Professor Carol Pollock (Chair) Professor Margaret McMillan Ms Georgia Sidiropoulos Mr Tom Limburg Dr Paolo Totaro AM Mr Paul Tonkin Mr Darren Bowd Dr Greg Fulcher Dr Scott Whyte Dr Magda Campbell Ms Di Spragg
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In Attendance:	Dr Paul Douglas Ms Karen Filocamo Dr Stephen Christley Ms Phillipa Blakey (to present Item 3)
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Apologies:	Dr Antonio Carrozzi
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Agenda topics

Apologies:
Apologies were noted from Dr Antonio Carrozzi.

1 Minutes

Minutes from the meetings of 27th July were reviewed, with a change to the wording of Item 2 they were endorsed as a true and accurate record.

1.1 Review of Action Items

There was some discussion regarding the time frame on some of the Actions from the previous meeting, these will be reviewed and the Action List revised with the August minutes.

Item 2 – email Correspondence: The Chair confirmed that an email reply had been sent on behalf of AHAC and was responded to with an acknowledgment of thanks. This complaint will now be addressed and responded to through the official channels of the Area Health Service.

Item 3 – Brief on work of past CPCs: the Manager, Community and Consumer Participation and G Sidiropoulos have met and reviewed the past work and activities of the Central Coast Community Participation Committee, further feedback and involvement from Paolo Totaro will occur. A collated report detailing the findings will be tabled at the September AHAC meeting.

1.2 Business Arising

Workplan review: The Workplan has now been submitted to the Department for endorsement and feedback to AHAC. It was noted that some of the objectives/activities had already been achieved while others were at various stages of progress. Many of the key objectives will be flagged as future Agenda items and in the background a continuous process of review, analysis, tracking and reporting will established. Interested members are to nominate their preferred area(s) of involvement. It was suggested that the Workplan document be reformatted for ease of

identification of items and to facilitate tracking. Initial KPIs should also be developed.

Community Health waiting time review: This report was reviewed acknowledging that it was the first of this type to be called for in some time and as such provided a useful basis from which to work. Several additional areas and disciplines were highlighted for inclusion in future developments of this reporting process, including general allied health services (physiotherapy and psychology) and GP identified priority areas. Members were informed that the Area Manager for Primary and Community Care was working with the Performance Unit to develop a process with the aim of producing a regular Area-wide collated and consolidated report on waiting times across community health services.

It was agreed that initially the priority areas to be focussed on were Mental Health (incl. Drug & Alcohol), Paediatric Services and Aged Care and Rehabilitation – ACAT. Ideally together with waiting time data this report should provide KPIs, an analysis (narrative) around the data and, importantly address current and proposed strategies to assuage the waiting times.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Ensure complaint is addressed through the official process 	K Filocamo	28/09/06
<ul style="list-style-type: none"> Nominate areas of involvement in the Workplan 	All	28/09/06
<ul style="list-style-type: none"> Tracking provision within Workplan document 	K Filocamo	28/09/06
<ul style="list-style-type: none"> Development of initial KPIs for Workplan 	K Filocamo, P Douglas & C Pollock	ongoing
<ul style="list-style-type: none"> Community health waiting times -GP identified priority areas 	M Campbell	28/09/06
<ul style="list-style-type: none"> Develop a collated, consolidated report on community health waiting times initially focussing on the priority areas as identified 	K Field, AL Biddle & K Filocamo	31/12/06
<ul style="list-style-type: none"> Circulate current Area Performance Report 	K Filocamo	28/09/06

2 Chief Executive's Report Dr S Christley

Dr Stephen Christley briefly reviewed his report for members, noting with interest the recent Northern Beaches Vision Workshop, which included engagement with the community, local clinicians and the Northern Beaches Development project team. It was confirmed that major acute services will be located at Frenchs Forest and complementary health services will be available at the Mona Vale site.

There was discussion relating to the new divisional structure across the Area and Phillipa Blakey outlined for members the profile of the divisional management teams driven by the need to provide robust, coherent, professional leadership.

3 Update on Divisional Structures & Development of Networks Phillipa Blakey

Referring to the paper tabled, Phillipa Blakey noted that the Networks would look to bring together those responsible for service delivery, and other interested parties to advise on resource allocation and service development. The Networks currently up and running were priority groups that were either coming together themselves or were established as there were requirements necessitating their formation, they include Women's Health, Cancer, Aged Care, Surgical and Critical Care.

Other Networks are at various stages of development and somewhat dependent on the bedding down of the new divisional structure. When this is complete the Clinical Directors of each Division will meet and work on service development and improvement across the Area. Also noted was the well established Mental Health Network.

The Manager for Community and Consumer Participation confirmed measures to ensure community engagement and representation on the Network bodies. The composition of Networks will include:

- Medical clinician (Chair)
- General Manager or Manager of Primary & Community Care

<p>Managers and clinical leaders Community representation</p> <p>It was confirmed that on a quarterly basis the Director of Clinical Operations would provide AHAC with a status and issues report on the Networks.</p>		
Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> Provide a quarterly status and issues report on Networks and Network implementation 	P Blakey	23/11/06
4	Correspondence	Prof. C Pollock
<p>4.1 NSCCH Operational Plan – response to feedback</p> <p>The response from the Chief Executive to the Council’s suggested amendments to the Operational Plan was noted, acknowledging that some had been adopted and others were not.</p> <p>Dr Stephen Christley extended his appreciation and that of the Management Board for the interested input from AHAC and their recommendations in regard to this Area planning process.</p>		
5	Other Business	All
<p>5.1 RNSH & Northern Beaches Redevelopments – Communication Strategies</p> <p>A specialist has recently been engaged to develop the Northern Beaches communication strategy, due later this month. The number of positive local media reports commending the Area Health Service for the inclusion of local representatives in the planning process were noted.</p> <p>An additional more comprehensive paper detailing the RNSH Redevelopment communication strategy will be sourced and circulated with the September pack.</p> <p>5.2 Process for feedback to and from the Chief Executive</p> <p>The Chief Executive will meet with the Chair and the Director, Population Health, Planning & Performance on a monthly basis to review current and upcoming issues to be brought to AHAC. He will continue to provide a monthly report for inclusion in the AHAC pack and will attend meetings on a quarterly basis or as the need arises.</p> <p>5.3 Raising the AHAC profile</p> <p>The Chair proposed that following the endorsement of the AHAC Workplan by the Department an advertising campaign be initiated to promote the Workplan objectives, highlighting local key priorities and detailing the involvement of AHAC in facilitating these goals. Additionally, a quarterly newsletter summarising the current activities of the Council, involvement in other community initiatives and providing background and status on the issues it is addressing will be produced and disseminated across the Area. Discussion in regard to the means of distribution included considering; website, email, hard copy newsletter mail out, and as a component of the CE’s quarterly publication.</p> <p>It was agreed that the Chair would liaise with both the Area Manager of Corporate Communications and the Manager of Community and Consumer Participation in regard to the above media related initiatives. As a sub-group they would work through the options to come up with framework and parameters for both of the proposed initiatives to be presented at the next meeting. Members of the Council were also welcome to take part in these discussions and should advise K Filocamo of their interest.</p> <p>5.4 Other Business</p> <p>Surgery wait lists: Council noted the recent NSW Health report detailing a significant drop in the long waits for Surgery across NSCCH, and commended this outcome. Over the 12 months virtually every target was met. Only in such areas as joint replacement was greater focus required to deliver on target.</p> <p>Meanwhile the Area continues to actively focus and work on access block and off stretcher time strategies with rigorous performance management to meet the set performance targets.</p>		

Hospitalist: There was discussion around the profile, role and impact of this new position within the organisation. The role of the Hospitalist was broadly seen to address workforce issues and provide career opportunities for a group of doctors (CMOs). It was noted that the Area Director, Workforce Development, Jenny Becker is on the Steering Committee overseeing the roll-out of this initiative in a pilot project (Sydney West and NSCCH) and she will be asked to brief the Council further at the September meeting.

AHAC Deputy-Chair: Mr Paul Tonkin was confirmed as the deputy-chair to assume responsibility in the absence of Professor Pollock.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> • Source the comprehensive RNSH Redevelopment communication strategy and circulate to members 	K Filocamo	28/09/06
<ul style="list-style-type: none"> • Progress the AHAC Workplan advertising initiative and quarterly newsletter publication 	C Pollock E Ambler K Filocamo P Totaro	28/09/06
<ul style="list-style-type: none"> • Brief to Council on role and responsibilities of “Hospitalist” 	J Becker	28/09/06

6 Meeting dates

28 September 2006
26 October 2006
23 November 2006
21 December 2006

Next Meeting **PLEASE NOTE CHANGE OF DATE**
Thursday 28th September 2006, commencing at 8.00 am
Executive Boardroom, Hornsby Hospital