

Bruny Island Community Health Services Advisory Committee

**MINUTES**

**Venue:** Meeting Room, 16 School Road, Alonnah  
**Date:** Wednesday 1 May 2013  
**Time:** 9.08 am – 10.30am

**Meeting Items**

ITEM	DISCUSSION	ACTION	ACTION OFFICER
<b>1 General Meeting</b>			
1.1 Attendance and Apologies	<p><i>Present: Paul Close (Chair), Fran Davis, Geoff Byrne, Jeanette Ritter, Tracy Hemmings, Martin Butler, Jennie Gorringer, Fred Howard (standing in for Bruce Edwards) and Ann Tomlinson-Smith (nurse rep). Suzanne Macefield (scribe)</i></p> <p><i>Apologies: Bruce Edwards and Emma McLeod.</i></p>		
<b>2 Action items from meeting held 6 February 2013</b>			
2.1 Nurse Representative Appointment	<p>Chair asked Ann Tomlinson-Smith to leave the meeting while discussion took place regarding the nurse representative position on the committee. Tracy Hemmings advised it was her understanding that whoever was on duty on the day of the meeting and was able to attend should do so. Tracy advised she had asked staff on two occasions if they would be interested in attending the meetings on a permanent basis but had not had a response.</p>	<p><i>Tracy Hemmings will ask Laura deWit if she is interested in becoming nurse representative on an on-going basis. The committee decided that the nurse rostered on the day would sit in on the meeting. If called away the minutes would be made available to CN's. Tracy would discuss issues raised at CNN team meetings.</i></p>	Tracy Hemmings

	<p>Discussion held regarding nurse representative. Tracy Hemmings noted she resented comments made by the Chair.</p> <p>Chair apologised outside of the meeting to Ann Tomlinson-Smith and asked her to re-join the meeting.</p> <p>Geoff Byrne registered a complaint to the meeting regarding comments made to him by the Chair.</p>		
2.2 Web site	<ul style="list-style-type: none"> <li>• DHHS web site - no update.</li> <li>• Minutes being uploaded to the BICA web site – Chair to send minutes to Reg Davis once ratified.</li> </ul>	<p>Bruce Edwards to follow up regarding updating DHHS web site.</p> <p>Chair to send minutes to Reg Davis once ratified.</p> <p>Admin to note in Bruny News when this occurs.</p>	<p>Bruce Edwards</p> <p>Chair</p> <p>Admin</p>
<b>3 New Business</b>			
3.1 Changes to GP Assist Operation	<p>Letter from Megan Weston to Chair 8 April 2013 tabled.</p> <p>Discussion held regarding new arrangements for after hours support from 1 July 2013.</p> <p>Tracy Hemmings noted it was unfortunate the survey by Medicare Local was confused with this issue.</p> <p>Paul Close questioned whether there were any cuts planned to health centre weekend opening hours. Tracy Hemmings advised there was no intention to do so. Fred Howard advised any alteration to services would be via consultation.</p> <p>Geoff Byrne noted it was not the role of BICHSAC to interfere in the operation of the health centre.</p>	<p>Tracy Hemmings to write article to Bruny News explaining new arrangements from 1 July 2013.</p>	<p>Tracy Hemmings</p>
3.2 Protocol on Nurses Retiring	<p>Chair asked if there was any policy on what happens when a nurse retires.</p> <p>Tracy advised there was no policy however staff</p>		

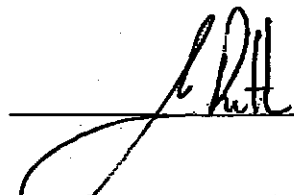
	<p>had organised an informal in-house function and gift.</p> <p>Tracy also advised she is in the process of having staff photos done and will include in the Bruny News as well as an article on retirement of staff.</p>	<p><i>Bruny News article on retirement of staff and staff photos to be included in future article.</i></p>	<p>T Hemmings</p>
3.3 Pain Relief Medication	<p>Chair asked Tracy Hemmings about prescribing pain relief medication for clients. Tracy advised nursing staff can only provide starter pack. Filling of scripts is at the discretion of the pharmacist.</p>		
4 Correspondence Inwards	<p>Letter from Chair and CEO of Tasmania Medicare Local to Paul Close.</p> <p>News Release from Tasmania Medicare Local dated 23 April 2013 regarding after hours support services tabled.</p> <p>After hours support services Q&amp;A for GPs and other health care providers tabled.</p> <p>Letter from Megan Weston to Chair dated 8 April 2013 regarding cessation of GP Assist tabled.</p>		
5 Correspondence Outwards	<p>Nil</p>		
6 Next agenda Item			
6.1 Report – Bruce Edwards	<p>Fred Howard advised he had nothing to report in Bruce's absence.</p>		
6.2 Report – NUM	<p>Tracy Hemmings advised a customer satisfaction survey had been randomly distributed to clients that had used the health centre services with a 48% response rate. Tracy noted all comments were positive.</p> <p>Tracy also noted she is in the process of</p>		

	<p>recruiting to vacant positions with casual staff backfilling in the interim.</p> <p>Tracy advised a combined team meeting had been held with nurses from Kingston, Huonville and Bruny Island.</p> <p>The Bruny Island team meeting is to be held next week.</p>		
6.3 Report – Health Promotion	<p>Report tabled.</p> <p>Jennie also noted RPHS funding ceases end of June 2013 however funding for staff will continue for a further 12 months.</p> <p>Jennie also reported during a 3 day spot check recently, 67 participants had attended programs.</p> <p>Chair commented he had received positive feedback on the health promotion booklet from medical students who recently visited Bruny Island.</p> <p>Geoff Byrne stated the department should be congratulated for recognising the importance of health promotion and he asked that thanks be passed on to the health promotion team.</p>		
6.4 Report - BICA	<p>Fran Davis advised at the last BICA meeting it was moved that she take to this meeting it had been noted there was a lack of support from BICHSAC in distributing the Tasmania Medicare Local survey.</p>		
6.5 Report - BIRCH	<p>Geoff Byrne tabled a report.</p> <p>Geoff also noted he will confer with the BIRCH committee as to whether he will continue as the BIRCH representative on BICHSAC.</p> <p>Tracy Hemmings, Paul Close and Martin Butler all noted they would like Geoff to continue as the BIRCH representative.</p>		

<p><b>6.6 Other Reports/Issues</b></p>	<ul style="list-style-type: none"> <li>• Jeanette Ritter asked Tracy to advise of any requirements of the health centre that the CWA may be able to purchase from their fundraising.</li> <li>• Tracy is meeting with senior management and will take their advice regarding possible purchase of defibrillators.</li> <li>• Tracy also noted the nurses now have iPhones which will allow them to scan documents directly to and from Doctors</li> <li>• Geoff Byrne asked about the water tanks. Tracy Hemmings advised they are being replaced.</li> </ul>		
<p><b>7 Next meeting</b></p>	<p>Wednesday 7 August 2013</p>		

**MINUTES APPROVED:**

Chairperson:



(signature)

Date: 9/15/2013