

Bruny Island Community Health Services Advisory Committee

MINUTES

Venue: Meeting Room, 16 School Road, Alonnah
Date: Wednesday 7 August 2013
Time: 9.05 am – 10.37am

Meeting Items

| ITEM | DISCUSSION | ACTION | ACTION OFFICER |
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| 1 General Meeting | | | |
| 1.1 Attendance and Apologies | <p><i>Present: Jeanette Ritter (acting Chair), Fran Davis, Geoff Byrne, Tracy Hemmings, Allison Stops, Bruce Edwards, Emma McLeod, Amanda Beecroft (nurse rep) and Suzanne Macefield (scribe)</i></p> <p><i>Apologies: Martin Butler and Jennie Gorringe.</i></p> | | |
| 2 Action items from meeting held 1 May 2013 | | | |
| 2.1 Nurse Representative Appointment | <p>Tracy advised it had not been appropriate to ask Laura de Wit to consider nurse rep appointment as she had only recently returned from leave. Completed.</p> | <p><i>The committee decided that the nurse rostered on the day would sit in on the meeting.</i></p> | |
| 2.2 Web site | <ul style="list-style-type: none"> • DHHS web site – Bruce Edwards advised this had been discussed at the February meeting. If there was specific information required to be added to the website this may be possible. Completed. • Minutes can be uploaded to the BICA | <p><i>Admin to send minutes to Reg Davis once ratified and note in Bruny News when this</i></p> | <p><i>Admin</i></p> |

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| | | web site once approved by Chair. | <i>occurs.</i> | |
| 3 | New Business | | | |
| 3.1 | Appointment of new Community Rep | Committee agreed to advertise vacancy for a Community rep from the East. If no interest from the East then the vacancy would be opened up to include the rest of the island. To be advertised in Bruny News and local outlets. | <i>Bruce will progress with Admin.</i> | <i>Bruce Edwards Admin</i> |
| 3.2 | Appointment of new Chair | Committee agreed the Deputy Chair, Jeanette Ritter, act as Chair until the new appointment is elected at the next meeting. | | |
| 3.3 | Community Transport | <p>Geoff Byrne noted the required 3 days' notice for request for transport. Suzanne Macefield advised this was preferred but not essential.</p> <p>Geoff also noted fees for self- funded retirees were very expensive. Suzanne advised she was unaware of any fee scales other than HACC or non-HACC fee scales.</p> <p>Fran Davis noted restrictions placed on drivers regarding assisting clients. Suzanne advised drivers could assist but shouldn't act as carers. Fran also noted concerns re liability for drivers.</p> | <p><i>Admin to send letter to CTST clients advising them if they need a carer they should bring one with them.</i></p> <p><i>Admin to clarify with CTST Co-Ordinator liability available for drivers should they incur an injury.</i></p> | <p><i>Admin</i></p> <p><i>Admin</i></p> |
| 4 | Correspondence Inwards | Email from Paul Close confirming his resignation from BICHSAC on 2/5/13. | | |
| 5 | Correspondence Outwards | Nil | | |
| 6 | Next agenda Item | | | |
| 6.1 | Report – Bruce Edwards | Bruce Edwards gave a verbal report. Bruce outlined financial budget situation for the end of the financial year and the current financial year. The focus for the next 12 months for the community nursing teams would be on hospital avoidance and substitution programs. | | |

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| | <p>Discussion also held regarding Allied Services. Clients requiring services should contact the health centre to alert them of requirements.</p> <p>Bruce also advised the funding regarding the Rural Primary Health Service has now been finalised through Medicare Local.</p> | | |
| 6.2 Report – NUM | <p>Tracy Hemmings advised Allison Stops will be acting NUM until November 2013.</p> <p>Tracy advised the damp smell in the building is being addressed.</p> <p>Tracy also advised 4 nurses had been placed on fixed term contracts for continuity.</p> <p>Jeanette Ritter queried the Podiatry service and was advised the Podiatrist was only away for one clinic in September and would resume in October.</p> <p>Jeanette suggested combined funds from the Health Auxiliary and the CWA could go towards the purchase of a new defibrillator. Tracy thanked her and will progress with Des Moores. Bruce Edwards also noted funds may also be able to be accessed from other donation funds held.</p> <p>A member expressed positive feedback in dealing with a community nurse at the health centre recently.</p> | <p><i>Tracy Hemmings to progress new defibrillator purchase with Des Moores.</i></p> | <p><i>Tracy Hemmings</i></p> |
| 6.3 Report – Health Promotion | Report tabled. | | |
| 6.4 Report - BICA | <p>Fran Davis advised Geoff Byrne had provided a summary of changes to GP Assist at a previous BICA meeting.</p> <p>Re changes to GP Assist, Tracy Hemmings</p> | | |

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| | advised a local co-ordinator is working on any issues and triage is now through a local phone number and not the mainland. | | |
| 6.5 Report - BIRCH | <p>Geoff Byrne tabled a report.</p> <p>Geoff also noted there had been a meeting recently with 2 representatives from the Department of Health and Ageing as funds were now being provided by both state and commonwealth.</p> <p>Geoff also requested a cost code to allow unspent transport funds from BIRCH to be transferred to the health centre.</p> | <i>Admin to follow up cost code for funds.</i> | <i>Admin</i> |
| 6.6 Other Reports/Issues | <ul style="list-style-type: none"> • Emma McLeod advised the wood fire oven was in use and official opening to be held soon. Emma also advised Family Planning had conducted lessons with BIDS students and thanked the health centre for the funding for both of these projects. | | |
| 7 Next meeting | Wednesday 6 November 2013 | | |

MINUTES APPROVED:



(signature)

Chairperson: _____

Date: / /