

Participation Advisory Committee

'Doing it with us not for us'

Minutes Monday 26 March 2007

1:00pm – 3:00pm

Present

Catherine McKean (Consumer, Community Advisory Committee, Peter Mac), Debbie Zauder (Consumer, Australian Crohns and Colitis Association), Sophie Hill (Cochrane Consumers & Communication Review Group), Mary Draper (Royal Women's Hospital), Graeme Roberts (Consumer, Bundoora Ext Care & Northern Health), Anne Mitchell (Gay & Lesbian Ministerial Advisory Committee & Gay Lesbian Health Vic), Edward Manuel (Consumer), Linda Mack (Consumer Advisory Committee Resource Officer Network & Royal Melbourne), Evelyn Webster (Consumer, Primary Health Branch Consumer, Carer and Community Advisory Committee, DHS), Rita Bloomfield (Consumer, Goulburn Valley Community Consultation Committee), Cath Harmer (Quality and Safety Branch, DHS), John Willis (Improving Care for Aboriginal & Torres Strait Islander Patients), Tony McBride (Health Issues Centre), Craig Stanbridge (Sunraysia Community Health Services Inc.), Vera Boston (North Yarra Community Health Inc.), Caroline Clarke (Medical Directors & Royal Children's Hospital), Alison McMillan (Quality and Safety Branch, DHS), Jan Snell (Regional Directors DHS & Barwon South Western Region DHS).

Chair: Mary Draper

Apologies

Linda Sorrell (Southern Health), Nilgun Yuncel (Carers Victoria), Melanie Fraser (Office of the Health Services Commissioner), Gillian Webb (The University of Melbourne), Robin Ould (The Asthma Foundation Vic), Peter McMahon (Carer), Deborah Parnell (Council of the Ageing).

Resignation

Libby Wilson, Executive Director of Nursing and Community Participation of Peninsula Health has retired from her position at Peninsula Health and as such no longer attends the meeting as the Director's of Nursing representative.

The committee would like to thank Libby for her extensive work on the committee, particularly on the sub-committee to organise the Participate in Health Conference 2007. Her contribution is greatly appreciated.

1. Welcome

The Chair welcomed all committee members to the first meeting of 2007.

2. Report from the Department of Human Services

The scheduled report from division and branch representatives of the Department of Human Services was postponed until the May 2007 meeting.

3. Minutes

The minutes of the previous meeting held on Monday 27 November 2006 were accepted as a true and accurate account of the meeting.

The following items were noted in relation to actions in the minutes:

- the presentation on the Victorian Patient Satisfaction Monitor will take place at the May 2007 committee meeting
- the thematic grouping of committee members comments identifying what they wanted achieved from the implementation of the policy was accepted by the committee members and is attached to the minutes
- the committee will receive ongoing reports on the evaluation of the legislated for Community Advisory Committees (CAC). It was noted that a brainstorming session on the scope of the evaluation was conducted with CAC members and health service providers on Tuesday 19 December 2006
- a cohesive and systemic development of resources and support for consumer, carer and community participation from the Department of Human Services, in response to the policy, is occurring through:
 - ◆ promotion of the Consumer Nominee Program to the whole of the Department of Human Services on Friday 20 April
 - ◆ linkages have been put in place between the Quality and Safety Branch and the Primary Health Branch on participation planning
 - ◆ the Quality and Safety Branch will now be an attendee at the carers network meeting convened by the Aged Care Branch
 - ◆ renegotiation of funding and service agreements of key state non-government consumer, carer and community focused organisations in the health area by the Department of Human Services will systematically incorporate resource development and support for participation.
- the linking of the 2007 Victorian Public Healthcare Awards for 'Excellence in consumer and carer participation' and Excellence in community engagement' to the policy was recommended to go into the information provided on the Internet to the awards coordinator
- the biennial 'Participate in Health Conference' will become the main forum through which the policy stakeholders can highlight participation activities in response to the policy.

Approved. The committee members approved the minutes of the meeting held on Monday 27 November 2006, as a true and accurate record of the meeting.

Action 1. The minutes of the meeting of 27 November 2006 are to be placed on the website http://www.health.vic.gov.au/consumer/

Action 2. Committee members were reminded to submit their biographies and that a photographer will be taking photographs at the May meeting to accompany each members biography to be placed on the above website.

4. Implementation Plan

Tables 1 and 2 relating to the implementation of the policy during 2006 and 2007 of the plan were presented to the committee for their approval to be placed on the website <http://www.health.vic.gov.au/consumer/>

Tables 3 and 4 will continue to be developed as they relate to 2008 and 2009.

Table 5 identifying Department of Human Services financial contributions towards consumer, carer and community participation is complete.

Table 6 relating to available data on participation that is collected by the Department of Human Services is still being worked on. A meeting with the Project & Information and Management Unit who have responsibility for data management has been scheduled to assist in this process.

Action 4. The tables relating to the implementation plan for 2006 and 2007 were approved to be placed on the website <http://www.health.vic.gov.au/consumer/>

5. General Business

5.1 Participate in Health Conference

The Chair congratulated the conference sub-committee on the organisation of a successful conference.

It was noted that consumers, carers and community members had multiple opportunities to be involved, network with each other, the Department of Human Services and health service providers.

Energy levels were high; staff were very helpful and there was good input from community, acute, mental health, diverse communities, the Department of Human Services and from health services in different localities across the state.

It was recommended that the role of the Participation Advisory Committee should be promoted to health services and across the Department of Human Services when notifying people about the availability of presentations from the conference.

Improvements in organisation and different methods of presentation used during the conference will be discussed in the summary of the conference evaluation feedback forms to be tabled to the committee at the May 2007 meeting.

Discussion on the **2009 Participate in Health Conference** covered the following points:

- provide more opportunities for consumer, carer and community network members to meet and meet other networks
- focus on ambulatory care provision and the acute and primary/community sectors working together to provide care in the community
- target general practitioners (GPs), the GP divisions, non-government chronic illness organisations, aged care, the health promotion sector and local government.

Action 5. An evaluation of the conference will be tabled at the May 2007 meeting of the committee.

Action 6. The Participation Advisory Committee and its role will be promoted to health service executives, regional Department of Human Services executives and conference delegates when advising them how to access presentations from the conference.

Action 7. Planning for the 2009 Participate in Health Conference will commence in January 2008.

5.2 Second Set of Performance Indicators

In order to form a sub-committee to commence work on the further development of the second set of participation performance indicators draft terms of reference of the sub-committee need to be presented to the committee for comment and finalisation.

It was also suggested that the previous sub-committee who helped generate the proposed second set of performance indicators be contacted to see if they would assist in the refinement of the second set.

Action 8. Draft terms of reference be formulated and circulated to committee members for final comment and approval at the May 2007 meeting.

5.3 Monitoring and Evaluation strategies: Evaluating Effectiveness of Participation projects

The Evaluating Effectiveness of Participation (EEP) projects were launched by the Parliamentary Secretary for Health, Ms Maxine Morand MP, at the Participate in Health Conference on Thursday 22 February.

The guidelines were posted out to eligible health services and the Cochrane Consumers and Communication Review Group has been funded in accordance with the guidelines. On Tuesday 13 March 2007, 32 interested persons attended the compulsory briefing session for those wishing to submit an expression of interest for EEP project funding. In relation to the three categories of funding 11 metropolitan services, 2 regional/large rural services and 6 small rural services attended the briefing.

Submissions are due by 4pm on Friday 4 May and the EEP Selection sub-committee meet on Wednesday 9 May to formalise their recommendations for funding to the Director, Quality and Safety Branch. It was noted that there will be no representation from the Cochrane Consumers and Communication Review Group on the EEP Selection sub-committee to prevent bias.

The Chair commended the Department of Human Services and the Cochrane Consumers and Communication Review Group on the implementation of the EEP projects.

Action 9. The EEP Selection sub-committee will inform the committee of the services and projects chosen for funding through the EEP project Expression of Interest process at the May 2007 committee meeting.

6. Business arising

The Department of Human Services identified that the second round of reporting on the policy through the Victorian government's 'A Fairer Victoria' policy reporting process has occurred. The report focused on the formation of the committee, the holding of the Participation in Health Conference: Making it Work 2007 and the launch of the EEP projects.

7. Meeting closed

The Chair closed the meeting at 3:00pm.

Next Meeting

Monday 28 May 2007

Level 17

Room 17:22

(Lonsdale Street end of building, turn right inside entrance foyer, continue past kitchen)

50 Lonsdale Street

1:00pm to 3:00pm