

Participation in Your Health Service System

Policy Reference Committee Meeting

MINUTES - 19 January 2004

PRESENT:

Helen Kurincic	Melbourne Health Board Member (Deputy Chair)
Deborah Cerusa	Nursing Representative (Latrobe Regional Hospital)
Cath Harmer	Department of Human Services (DHS) Project Officer
Graham Ludecke	Community Advisory Committee Representative (Bayside Health)
Tony McBride	Health Issues Centre (left early)
Judy Rynhart	Consumer Representative – Rural
Tracey Batten	Chief Executive Officers Representative (Eastern Health)
Graeme Roberts	Consumer Participant
Lesley Thornton	Victorian Quality Council
Ian Pollerd	DHS Regional and Rural Health
Beth Wilson	Health Services Commissioner
Paul Butler	DHS, Primary & Community Health Branch

Chair of meeting: Helen Kurincic

1. Apologies:

Jenny Bartlett (DHS (Chair)), Robyn Ould (Asthma Foundation of Vic), Alan Blackwood (Multiple Sclerosis Society), Timothy Moore (Victorian Aboriginal Community Controlled Health Organisations), Jill Thompson (Council of the Aging Victoria), Robyn Humphries (Northern Area Mental Health), Sophie Hill (Cochrane Consumers & Communication Review Group), Dell Horey (Consumer Participant), Carol Makhoul (Consumer – CALD & Youth Representative), and Trish Karadimos (Carer Representative), Phill Goulding (Community Advisory Committee Resource Officer representative, Royal Children's Hospital).

2. PREVIOUS MINUTES

The minutes of the meeting of 15 December 2004 were accepted without correction and were approved to go on to the website www.health.vic.gov.au/consumer/howto.htm.

3. GENERAL BUSINESS

3.1 Feedback on draft 2 literature review/consultation paper

The title of the paper has now been changed from 'literature review' to 'consultation paper' in line with comments made at previous Reference Committee meeting.

Key comments included:

- Requires clarification of coverage across rural, regional and metropolitan and the linkages with the Primary Health and Mental Health policy areas. Better to use just the term 'Department of Human Services' not 'Metropolitan Health and Aged Care Services Division'. Be clear that it *complements* the participation policies in primary and mental health.
- Need to identify the rural and regional consultation guidelines document in the resources section.

- Take out key performance indicators from this document (table 9) as this will be incorporated into the report requested from the Health Issues Centre. Include broader strategies in this section as an example of evaluation.
- Make figure 1 a circular quality assurance process.
- Recommendations came out of the discussion and fitted although need rewording as outlined in specific feedback from Reference Committee members.
- Qualifying statements and words need to be edited out of paper and make language simpler.
- Check consistency of terminology and use of terms.

Action 1.	Incorporate key comments and specific feedback provided by Reference Committee members.
Action 1.1	Liaise with individual Reference Committee members on specific sections re task areas for comments and areas they have volunteered to provide further assistance on.
Action 1.2	Aim to have paper published by end of February 2005 and on website with electronic questionnaire for feedback targeting health service providers, non-government consumer, carer, and community organisations and identified positions within the Department of Human Services.

3.2 Consideration of production of evidence fact sheet

Discussion on a separate production of the evidence information decided that as the consultation paper would be publishing this information that there was no need to do a separate fact sheet on this section.

Action 2.	Do not produce a separate fact sheet on the evidence section.
------------------	---

3.3 Project Officer update

Project officers report was accepted and discussion on publication of the minimum guidelines for the development of community participation plans as a separate document took place. Key reasons for separate publication included: this would facilitate any review of the guidelines in the future; the consultation and development process has been quiet separate; and it is a 'how to guide' not a policy direction document.

Action 3.	Recommend that the minimum guidelines for the development of community participation plans be published as a separate document.
------------------	---

4. Other business arising

No other business was raised.

5. **NEXT MEETING** Wednesday 16 February 2005
11:30am – 1:00pm
 Department of Human Services
Level 20, 555 Collins Street
 Conference Room

6. **MEETING CLOSED:** 1.50 p.m.
