

Participation in Your Health Service System

Policy Reference Committee Meeting

MINUTES - 16 March 2005

PRESENT:

Helen Kurincic	Melbourne Health Board Member (Deputy Chair))
Trish Karadimos	Carer Representative
Graeme Roberts	Consumer Participant - Metropolitan
Cath Harmer	DHS, Senior Project Officer
Graham Ludecke	Community Advisory Committee Representative (Bayside Health)
Tony McBride	Health Issues Centre
Tracey Batten	Chief Executive Officers Representative (Eastern Health)
Paul Butler	DHS, Primary & Community Health Branch
Sophie Hill	Cochrane Consumers & Communication Review Group
Phill Goulding	Community Advisory Committee Resource Officer representative, Royal Children's Hospital

Chair of meeting: Helen Kurincic

1. Apologies

Jenny Bartlett (DHS Chief Clinical Advisor), Judy Rynhart (Consumer Representative – Rural), Timothy Moore (Victorian Aboriginal Community Controlled Health Organisations), Jill Thompson (Council of the Aging Victoria), Ian Pollerd (DHS Regional and Rural Health), , and Deborah Cerusa (Nursing Representative (Latrobe Regional Hospital), Lesley Thornton (Victorian Quality Council), Beth Wilson (Health Services Commissioner), Dell Horey (Consumer Participant), Carol Makhoul (Consumer – CALD & Youth Representative), Robyn Ould (Asthma Foundation of Victoria), Robyn Humphries (Northern Area Mental Health).

2. PREVIOUS MINUTES

The minutes of the meeting of 16 February 2005 were accepted and approved to go on to the website www.health.vic.gov.au/consumer/howto.htm.

3. GENERAL BUSINESS

3.1 Project Officer update

The project officer spoke to the report and indicated that 30 focus groups in total will be achieved if remaining sessions take place.

It was proposed that the consultation paper would be distributed to all public health services by the end of March. The online questionnaire to obtain feedback in relation to the recommendations in the consultation paper should be accessible for a four-week period. In addition a paper version of the questionnaire will be available.

In relation to the minimum guidelines for community participation plans comments have been received on draft 3 and a final draft will be provided for review at the next Reference Committee meeting. Some areas will remain to be updated following feedback on the policy consultation paper. For example, definitions to be used need to be consistent across the policy document and the minimum guidelines document.

- Action 1.** Project officer's report was accepted.
- Action 2.** Project officer to complete consultations and synthesise information with the Reference Committee brainstorm on priorities and with the feedback obtained from the questionnaire in relation to the recommendations in the consultation paper.

3.2 Key Performance Indicator Advisory Group Report

An information paper was presented by the Health Issues Centre outlining why we need indicators, what they are, how we should use them and the value of setting the indicators within a framework.

Discussion included that the indicators chosen need to provide a minimum core information set that tells us where we are in achieving participation and to assist us in identifying where we want to go. Need to link indicators to existing information that health services provide to the Department of Human Services and consider those used for accreditation purposes.

Discussion was also had in relation to the role of the reference committee post the launch of the policy and some members expressed interest in assisting the department with monitoring the reporting on the indicators by health services and the success of implementing the policy. Possibilities were discussed around six monthly meetings over the suggested three year period of the policy.

- Action 3.** The possibility of an ongoing role for the Reference Committee to be an agenda item at the next meeting.
- Action 4.** A presentation on the framework and possible indicators to be delivered to the Reference Committee at the next meeting.

3.3 Priorities for the Policy

Following discussion on the priorities brainstormed at the February Reference Committee meeting it was recommended that the project worker synthesise these items with those from the focus groups into the approved format for the policy document. This document will also be fed back to the participants of the focus groups.

- Action 5.** The Reference Committee will review all identified priorities from the consultations and make recommendations for the policy.

5. Other business arising

The date of the next meeting was discussed in relation to receiving feedback on the consultation paper and provision of time for the project worker to synthesise the information received with the focus groups.

- Action 6.** The Reference Committee will next meet on the 4 May from 1:00pm to 2:30pm at a venue to be confirmed and circulated to all members.

6. NEXT MEETING Wednesday 4 May 2005
1:00pm –2:30pm
Department of Human Services
Level 15, 555 Collins Street
Conference Room

7. MEETING CLOSED: 2.30 pm.
