

Participation in Your Health Service System

Policy Reference Committee Meeting

MINUTES - 1 June 2005

PRESENT:

Jenny Bartlett	DHS, Chief Clinical Advisor (Chair)
Helen Kurincic	Melbourne Health Board Member (Deputy Chair))
Graeme Roberts	Consumer Participant - Metropolitan
Cath Harmer	DHS, Senior Project Officer
Graham Ludecke	Community Advisory Committee Representative (Bayside Health)
Tony McBride	Health Issues Centre
Sophie Hill	Cochrane Consumers & Communication Review Group
Judy Rynhart	Consumer Representative – Rural
Dell Horey	Consumer Participant
Robyn Ould	Asthma Foundation of Victoria
Trish Karadimos	Carer Representative
Lesley Thornton	Victorian Quality Council
Tracey Batten	Chief Executive Officers Representative (Eastern Health)
Jenny Ginnane	Nursing Representative (Latrobe Regional Hospital proxy for Debra Cerasa)

Chair of meeting: Dr Jenny Bartlett

Noted that Carol Makhoul (Consumer – CALD & Youth Representative) participating via email communication providing feedback on the agenda items and policy documents due to changes in her commitments.

1. Apologies

Beth Wilson (Health Services Commissioner), Phill Goulding (Community Advisory Committee Resource Officer representative, Royal Children's Hospital) Timothy Moore (Victorian Aboriginal Community Controlled Health Organisations), Jill Thompson (Council of the Aging Victoria), Ian Pollerd (DHS Regional and Rural Health), Paul Butler (DHS, Primary & Community Health Branch), Robyn Humphries (Northern Area Mental Health).

2. PREVIOUS MINUTES

The minutes of the meeting of 4 May 2005 were accepted and approved to go on to the website www.health.vic.gov.au/consumer/howto.htm.

3. GENERAL BUSINESS

3.1 Committee to discuss proposed priorities as outlined in feedback from questionnaire respondents and focus group participants

The priorities were discussed and the following comments were noted:

- a new paragraph to be added in under each of the level descriptions to identify who the priority statements are targeting
- following each priority identify who is responsible for implementation and the monitoring (standards/indicators) or evaluation that will be used for each priority
- refine the length of the priority statements, make each statement 'active', and put conditional and explanation comments in as key points listed below the priority
- ensure a communication priority is listed for each level of the health care system that the policy addresses
- move priority 2 (level 1) to level 3 (organisational level)
- move priority 2 (level 2) to level 3 (organisational level)
- use examples to highlight diversity groups within the community as opposed to listing them within the priority statements
- in level 4 re word priorities 4-6 to have one general 'promotion' priority and retain the target groups within priorities 5 and 6
- suggestion to re word the themes as objective statements to be addressed within the policy as the themes were integral in the development of the priority statements.

Action 1.	Project officer to update framework for the policy based on suggestions outlined in relation to agenda item 3.1.
Action 2.	Project officer to send to Reference Committee members a draft policy based on comments in relation to agenda item 3.1 by the 22 June 2005 for comments to be returned to the project officer by no later than Monday 8 August 2005.

3.2 Key Performance Indicator Advisory Group Report

An update from the advisory group was provided and the key points were:

- a set of baseline indicators have been identified that most health services should be able to achieve
- a second set of indicators is being suggested that health services should aim for over a suggested period
- indicators should be identified as quantitative or qualitative
- clarification on the analysis of the subindex of consumer participation from the Victorian Patient Satisfaction Monitor should be presented to the Reference Committee

Action 3.	Advisory group to explore indicators and identify if quantitative or qualitative.
Action 4.	Analysis of subindex of consumer participation from the Victorian Patient Satisfaction Monitor to be sent to all Reference Committee members.

3.3 Future role of Reference Committee

This item was deferred to the next meeting where consideration to changing the terms of reference and inviting new participants should also be considered.

Action 4. The future role of the Reference Committee to be considered at the next meeting of the Reference Committee.

4. Other business arising

The next meeting of the Reference Committee will be to ratify the policy and the last meeting of the Reference Committee for the participation policy.

5. NEXT MEETING

The meeting will be held on:

Wednesday 24 August 2005
1:00pm –2:30pm
Department of Human Services
Level 16, 555 Collins Street
Conference Room

6. MEETING CLOSED: 2.40 pm.
