

Participation in Your Health Service System

Policy Reference Committee Meeting

MINUTES OF MEETING – 18 AUGUST, 2004

Chairperson: Dr Jenny Bartlett, Chief Clinical Advisor
Department of Human Services (DHS)

Present:

Cath Harmer	Department of Human Services
Robin Ould	Asthma Foundation Victoria
Carol Makhoul	Consumer (CALD & Young)
Sophie Hill	Cochrane Consumers and Communication Review Group
Marija Joyce	Community Advisory Committee,
Jill Thompson	Council on the Ageing
Ian Pollerd	Department of Human Services, Rural and Regional Health Branch
Tony McBride	Health Issues Centre
Trish Karadimos	Carer, Carers Assoc of Victoria
Graham Ludecke	Community Representative Bayside Health
Dell Horey	Consumer
Judy Rynhart	Consumer (Rural)
Tracey Batten	Chief Executive Officer, Eastern Health
Sue Kearney	La Trobe Regional Hospital
Graeme Roberts	Consumer

In attendance: Lorraine Murray Department of Human Services (minutes)

Apologies: Beth Wilson (Health Services Commissioner), Helen Kurincic (Board Member, Melbourne Health)

Agenda Item	Discussion	Action	By
1. Welcome	<ul style="list-style-type: none"> ▪ The Chair described her role in the Department and spoke about the policy development project. ▪ Thanked the group for agreeing to participate and assist. 		
2. Deputy Chair	The Chair indicated that Helen Kurincic had accepted the position of Deputy Chair.	To be added to the terms of reference.	September
3. Introductions	<ul style="list-style-type: none"> ▪ Project officer outlined role and asked if contact details could be circulated amongst Reference Committee members. ▪ Group members introduced themselves and gave details as to the organisation they represented and or their personal participation role. ▪ 	<ul style="list-style-type: none"> ▪ Members to indicate if they would like their contact details circulated to other members for the purpose of Reference Committee communication only. ▪ Add Sue Kearney as delegate for Deborah Cerasa. 	September September
4.1 Terms of Reference	<ul style="list-style-type: none"> ▪ Comment about length of name for group/policy ▪ Accepted as per draft terms of reference ▪ Accepted as per draft terms of reference ▪ Clarification that hospitals included acute health care and smaller rural hospitals, but not primary healthcare and/or Community Health Centres, also mental health has not been included. ▪ It was raised whether the reference group should include representation from: primary health care (particularly in relation to the rural and regional setting); mental health, ethnic communities council, VACCHO and young people's organisations. 	<ul style="list-style-type: none"> ▪ <i>Participation in Your Health Service System</i> will be used. ▪ DHS to review scope of project and articulate in terms of reference ▪ DHS to review gaps in reference group and give VACCHO the option to participate 	September September

<ul style="list-style-type: none"> ▪ Objectives ▪ Ref Committee purpose ▪ Meeting dates and times ▪ Terms and Conditions ▪ Processes 	<ul style="list-style-type: none"> ▪ It was identified that one of the consumers was chosen because of links to CALD communities and young people and one of the non-government organisations works closely with young people and their families. ▪ Discussion about remaining representative of consumers and not necessarily listening only to representation from particular groups ▪ Additional aims/objectives were suggested: <ul style="list-style-type: none"> ○ to identify objectives and outcomes (models/best practice) of consumer participation. ○ to identify the benefits of consumer participation ○ Discussion about identifying “why” we believe consumer participation should be happening ○ Discussion about need to be aware of potential harms as well, e.g. exploitation, feeling threatened etc. ○ Suggestion that order of aims/objectives may need to be re-worked – put positives first. ▪ Agreed ▪ Agreed to ▪ Agreed to ▪ All agreed to 	<ul style="list-style-type: none"> ▪ To be considered in review of gaps. ▪ Additional objectives to be added on: <ul style="list-style-type: none"> identifying why participation is important; incorporate into objective 6 benefits, best practice and models; identification of need to prevent and be aware of possible harms of participation; Reordering of objectives so that positive ones are placed at the top of the list. 	<p>September</p> <p>September</p>
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Consultation Plan	<ul style="list-style-type: none"> ▪ Plan and processes followed were detailed ▪ Plans outlined for groups for consumer consultation and explanation that circulation of flyer to appropriate groups would be requested ▪ Discussion about timelines to enable groups to respond ▪ Material required to COTA by Friday as they meet every 2nd month. Next meeting is early October so require opportunity to circulate prior to comment at next meeting. ▪ Discussion about possibility of continuing analysis of material which is currently available, reviewing copies and then contacting specific focus groups with gaps that have been identified. ▪ Re-investigate consultation process ▪ Consumer groups will experience difficulty remaining clearly focussed unless gaps identified in literature review. ▪ Some focus groups already organised will go ahead as there are gaps which have already been identified – Community Advisory Committee (CAC) area in particular. ▪ Discussion about policy ▪ Next meeting to include discussion about what comprises a policy ▪ Discussion regarding access to VHA Conference 	<ul style="list-style-type: none"> ▪ Processes of consultation to be reviewed at a later meeting. ▪ Postpone consultations that are not already booked. ▪ Hard copy of Parliamentary Report to be circulated to members of the group with minutes. ▪ CAC consults to occur. ▪ Circulate a policy framework prior to next meeting ▪ Follow-up and identify if appropriate. 	<p>October</p> <p>2005 if necessary</p> <p>September and October.</p> <p>September</p> <p>September</p>
Other Business	<ul style="list-style-type: none"> ▪ Photo of each Committee Member and a brief (20 word) biography to go on website ▪ Explained process for photos at next meeting 	<ul style="list-style-type: none"> ▪ Email biography guidelines to respond to. 	<p>September</p>

Meeting Closed:
Next meeting:

2.27 pm
Wednesday 15 September 1 pm to 2.30 pm at Level 16, 555 Collins Street, Melbourne. Lunch provided.