

Participation in Your Health Service System

Department of Human Services, Victoria, Australia

Policy Reference Committee Meeting

MINUTES - 15 SEPTEMBER 2004

PRESENT:

Helen Kurincic	Melbourne Health Board Member (Deputy Chair)
Cath Harmer	DHS Project Officer
Marija Joyce	Royal Womens Hospital CAC Resource Officer
Trish Karadimos	Carer Rep
Graham Ludecke	CAC Bayside Health
Jill Thompson	COTA Victoria
Beth Wilson	Health Services Commissioner
Dell Horey	Health Issues Centre
Carol Makhoul	Consumer – CLD & Youth Rep
Timothy Moore	Victorian Aboriginal Community Controlled Health Orgs.
Tony McBride	Health Issues Centre
Sophie Hill	Cochrane Consumers & Communication Review Group
Judy Rynhart	Consumer Rep – Rural
Paul Butler	Primary & Community Health Branch, DHS
Tracey Batten	Eastern Health
Graeme Roberts	Consumer Rep
Mariastella Pulvirenti	Rural & Regional Health Services Branch DHS (for Ian Pollard)

1. Apologies:

Jenny Bartlett (DHS), Ian Pollard (DHS), Robyn Ould (Asthma Foundation of Vic), Alan Blackwood (Multiple Sclerosis Society), Deborah Cerusa (Latrobe Regional Hospital)

2. MINUTES OF LAST MEETING:

Request was made for full interpretation of acronyms. Minutes were accepted.

2.1 TERMS OF REFERENCE:

The following numbers relate to the section numbers in the Terms of Reference document.

2.2 *Project Objectives*

Went through following proposed changes.

- (2) updated to reflect discussion.
- (4) reflects request for inclusion of primary.
- (6) reflects discussion about benefits.
- (5) Add programs
- (8) to include "minimising potential disadvantages". Discussion about this terminology.

3. *Membership has been updated*
5. *Deputy Chair has been added in*

Discussion about describing as “health services” rather than attempting to define sub-acute and primary.

Action:

1. Changes accepted and endorsed.
2. Follow up with Mental Health regarding invitation to join the group.
3. Submit new Terms of Reference to Department of Human Services for endorsement

2.2 DEVELOPMENT PLAN AND VICTORIAN HEALTH ASSOCIATION UPDATE: Victorian Health Association Conference

The offer to participate in Victorian Health Association Conference was not taken up as conference is not intended for community or consumer participation – target group different to those we are trying to reach.

Development Plan

Changes have been highlighted in the Development Plan. Pages 1 and 2 as per original plan. Changes in other sections are detailed below.

2.2.1 LITERATURE REVIEW

‘Cochrane Consumers and Communication Review Group’ added in.

A presentation on what is the Cochrane library was discussed.

Action:

4. Literature review summary and gap identification to be presented at next meeting together with updated framework document in terms of developing policy and boundaries.
5. Brief presentation from the Cochrane Consumers and Communication Review Group on the Cochrane library to be provided at the next Reference Committee meeting.

2.2.2 CONSULTATION PLAN

Page 4 – some time lines have been updated in terms of consultation plans. Some of the consultation work will be done in early November; the remainder will take place in the new year.

Page 5 – timelines have changed.

The Victorian Aboriginal Community Controlled Health Organisation have been invited to participate on Reference Committee and have accepted. Title of Aboriginal Health Workers to now include Hospital Liaison officers in this section.

It was noted that there is a full time Aboriginal Liaison Officer at the office of the Health Services Commissioner who should also be included in this consultation.

Action:

6. Add Health Services Commissioner’s Aboriginal Liaison Officer to consultation plan.

Page 6 – Most of the consultation work will require to be undertaken in February 2005.

Page 7 – Question raised regarding broad Department of Human Services ownership of policy.

A Department email network of people interested in participation who work in other areas has been established and these people could be specifically targeted re uptake of the policy. It was suggested that to look at the promotional aspect of the development plan as it stands at the moment within the Department. Need to identify champions in the area throughout the Department.

Action:

7. Promotional strategies to be identified including maintaining the momentum generated from the consultation process.

Implementation and development should have a manoeuvrable aspect to create change.

Suggestion that there will be discussion in March or April for priority setting in terms of uptake of the policy and specific things to be done.

Page 8 - Drafting around May/June next year.

Comment made that whilst consultation process is primarily electronic re drafts of the policy this will disadvantage older people. Discussion about conducting public forums to encourage community participation. Identified need to discuss strategies for consultation – this could be discussed during the October meeting – also need to look at participatory opportunities and promotional strategies in 2005 in order to achieve the implementation of the policy.

Action:

8. All reference committee members to come back with dates of when to advertise consultation sessions to their particular communities with the aim of those consultations occurring in February 2005.

3.1 PROMOTION UPDATE:

Copies of the powerpoint presentation regarding the development of the policy made on 16 August to a forum organised by the Chronic Illness Alliance was distributed.

Discussion took place around the promotion to the universities, professional associations and colleges to ensure that participation is part of student training.

Action:

9. Presentation to be placed on website www.health.vic.gov.au/consumer under new section "How to Participate".
10. Add section on professional education and training in Development Plan under Promotion of Policy section.

3.2 DRAFT POLICY FRAMEWORK

Draft document was presented and feedback sought from the group. Discussion ensued around being able to identify gaps and appropriate areas for priority action.

Action:

11. Department of Human services to discuss the identification of priority action areas and where these would be placed within the draft policy framework and report back to the Reference Committee.

4. **Next Meeting:** Wednesday 20 October
- Photos to be taken on Level 16 Meeting Room A
 - **CHANGE OF VENUE – MEETING WILL BE ON LEVEL 13 CONFERENCE ROOM 13.01**

5. **Meeting Closed:** 2.30 p.m.