

Participation in Your Health Service System

Policy Reference Committee Meeting

MINUTES - 20 OCTOBER 2004

PRESENT:

Jenny Bartlett	DHS (Chair)
Helen Kurincic	Melbourne Health Board Member (Deputy Chair)
Deborah Cerusa	(Latrobe Regional Hospital)
Cath Harmer	DHS Project Officer
Marija Joyce	Royal Womens Hospital CAC Resource Officer
Graham Ludecke	CAC Bayside Health
Dell Horey	Health Issues Centre
Carol Makhoul	Consumer – CLD & Youth Rep
Tony McBride	Health Issues Centre
Sophie Hill	Cochrane Consumers & Communication Review Group
Judy Rynhart	Consumer Rep – Rural
Tracey Batten	Eastern Health
Graeme Roberts	Consumer Rep
Susanne Fremanis	DHS (representing Paul Butler)
Robyn Humphries	Northern Area Mental Health
Lesley Thornton	Victorian Quality Council

1. Apologies:

Robyn Ould (Asthma Foundation of Vic), Alan Blackwood (Multiple Sclerosis Society), Trish Karadimos (Carer Rep), Timothy Moore (Victorian Aboriginal Community Controlled Health Organisations), Paul Butler (Primary & Community Health Branch, DHS), Beth Wilson (Health Services Commissioner), Jill Thompson (Council of the Aging Victoria),

2. PREVIOUS MINUTES

The minutes of the meeting of 15 September 2004 were accepted with no changes.

3. GENERAL BUSINESS

3.1 Reporting to representative communities

Several committee members wished to report back to those that they represent on the development of the policy and the work of the Reference Committee and wished to use the minutes of the meetings.

Action 1. Minutes of previous meetings were approved to go up on the Department of Human Services website www.health.vic.gov.au/consumer

3.2 Development Plan

The Development Plan was accepted by the Department of Human Services as per the changes recommended by the Reference Committee.

Action 2. Development Plan to be placed on the Department of Human Services website www.health.vic.gov.au/consumer

3.3 Terms of Reference

The Terms of Reference were revised by the Department of Human Services incorporating some of the changes made by the Reference Committee.

Action 3. Department of Human Services changes were noted and accepted by the Reference Committee and to go on the website www.health.vic.gov.au/consumer

3.4 Project Officer Update

The report was tabled at the meeting and the Project Officer spoke to the report. As part of the report a draft Literature Review and draft Community Participation Plan Minimum Guidelines were tabled.

The draft Community Participation Plan Minimum Guidelines are in their second draft and were previously considered by the Community Advisory Committee Chairs and Resource Officers. They will now go to the members of the Community Advisory Committees.

Action 4. Literature Review to be completed and sent out prior to next meeting for discussion at the meeting on Wednesday 17 November

Action 5. Values and principles will be discussed in detail as part of the Reference Committee comments on the draft Literature Review.

3.5 Policy Framework

The current framework for the policy was accepted with no comments.

4. COCHRANE PRESENTATION

An excellent presentation was provided and information distributed including the Cochrane Consumers and Communication Review Group's September newsletter. The following websites were suggested for further information:

www.latrobe.edu.au/cochrane
www.nicsl.com.au/cochrane/guide.asp
www.cochrane.org/consumers

5. OTHER BUSINESS

It was raised at the meeting that the Reference Committee members need to give consideration to marketing, resource requirements and evaluating the policy.

Action 6. Marketing, resource requirements and evaluation of policy to be included as agenda items for the meeting on Wednesday 17 November 2004.

6. NEXT MEETING Wednesday 17 November
1:00 –2:30pm
Department of Human Services
Level 16, 555 Collins Street
Conference Room.

7. MEETING CLOSED: 2.15 p.m.