



MINUTES

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LOCAL HEALTH ADVISORY GROUP MINUTES

- Minutes of the regular meeting of the Local Health Advisory Group

Date **24th February 2023**
Place Kununoppin Meeting Room
Chair J Randall
Present: J Randall, R Fagan, L Parola, P Geraghty, A Sachse, S Waters, E O'Connell, S Ventris, M Kirby, M McHugh

Apologies: B Ryan, F Tarr, J Taylor, L Long

Cultural Acknowledgement

I respectfully acknowledge and pay my respects to the Aboriginal custodians of the many traditional lands and language groups of Western Australia. We also respectfully acknowledge the wisdom of the past, present and emerging Traditional Owners of this land on which we are meeting today, the Noongar people. It is a privilege to be standing on Noongar Country.

The meeting opened at 10.05 am hours.



1. CLINICAL GOVERNANCE



2. PARTNERING WITH CONSUMERS.



3. PREVENTING AND CONTROLLING HEALTHCARE ASSOCIATED INFECTION.



4. MEDICATIONS SAFETY.



5. COMPREHENSIVE CARE.



6. COMMUNICATING FOR SAFETY



7. BLOOD MANAGEMENT



8. RECOGNISING AND RESPONDING TO ACUTE DETERIORATION



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ITEM NO	PSQ	AGENDA ITEM	SPEAKER	DISCUSSION/DECISION	ACTION	WHO/WHEN
		Chairperson	J Randall	Opening the meeting at 10.06 am.		
Acceptance of Minutes of Previous Meeting held 12th November 2022						
		Chairperson signature on approved previous minutes: Yes		Endorsed: L Parola Seconded: R Fagan Carried: All present		
Guest Speaker						
				Note: Tony Sachse was asked to act as Chairperson for the meeting.	Accepted	
1. Actions Arising from Previous Minutes						
1.1		<u>Mukinbudin Health Centre</u>	J Randall P Geraghty R Fagan	<ul style="list-style-type: none"> • Accreditation Review 15.02.2023 • Purchase of vital signs monitor -a long process to purchase. Awaiting final approval. • Purchase of small items – refer to HSM • Gardening – action has been started to clean up areas that have been over grown. 	Clean and trim plants at the Mukinbudin Health Centre (MHS). Smaller items for MHS discuss with HSM	J Randall LHAG Members Hospital Support Workers
1.2		<u>COVID-19</u>	J Randall	<ul style="list-style-type: none"> • Free RAT tests available • No requirement to have RAT test before entering hospital • No monitoring for COVID or Flu Vaccination • Monitoring of wellness before entry 	Follow new COVID directions. Community members encouraged to have vaccinations.	LHAG members



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				<ul style="list-style-type: none"> Wearing of surgical mask recommended in clinical settings Visitors if unwell stay at home COVID vaccination information attached Medical practice to give COVID and FLU vaccination if required and booked ahead. 		
1.3		<u>Commonwealth Funding for MPS</u>	HSM	<ul style="list-style-type: none"> Funding available for upgrade of Kununoppin as an Aged Care MPS site – floor coverings, WIFI, residential alarm system, therapy room. No progress February 2023 	Project controlled by WACHS-Wheatbelt	WACHS-Wheatbelt project officer
2.0				REPORTING		
2.1				Correspondence		
				<ul style="list-style-type: none"> Nil 		
2.2				Reports		
2.2.1		<u>Kununoppin Health Service</u>	HSM	<ul style="list-style-type: none"> Jacinta Herbert Acting Operations Manager to June 2023 Currently have 7 high care residents: 1 bed reserved for respite patients. 4 beds for acute admissions. RN staff shortage – use of agency staff to fill shortfalls Advertisements running for RN and EN Closing on 07/03/2023 	Recruitment ongoing for EN's and RN's	HSM



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2.2.2		<u>Kununoppin Medical Service</u>	M McHugh	<ul style="list-style-type: none"> . Dr Olatunji services – Monday to Thursday. Has been away for the week 20 – 24/02/23 M McHugh and Shannon Waters employed by Doctor Notification for Flu vaccines. To be Booked ahead. <p>Linda Haines 21st March Dr Sudbury- Bookings from Dr when he is not present has been done through Telephone Consult.</p>	Community encouraged to book ahead for vaccinations.	Community members
2.2.3		<u>NEWROC Update</u>	L Parola	<p>Report</p> <ul style="list-style-type: none"> Public Consult for Hospital staff accommodation at Kununoppin is out for public view. Plans on The Shire of Trayning Website 	Communicate to community about public consultation re project for building new hospital staff accommodation	NEWROC members
2.2.4		<u>Hospital Auxiliary</u>	R Fagan	<ul style="list-style-type: none"> Fete Planned for 2023 Mukinbudin Raffle in 2022 a successful fund raiser AGM 28/02/2023 18th March at the Bencubbin Show proposal for a burger stall. 	New members welcome to attend AGM	Hospital Auxiliary Members
2.2.5		<u>Eastern DHAC Meeting Report</u>	S Waters	<ul style="list-style-type: none"> Report Sandra Waters – Meeting is to be held on the 28th February. To review Workplan and report at next meeting. 	S Waters to attend and be involved in workplan review.	S Waters
2.2.6		<u>St John Ambulance Update</u>	Peter Geraghty	<ul style="list-style-type: none"> Report P Geraghty Committee meeting at Bencubbin 22nd February Discussions of replacement ambulance. 	Draft letter for DHAC meeting and sending to RD	S Waters P Geraghty Ambulance Officers



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				<ul style="list-style-type: none"> • 2025 2 new Mark 7 Vans. • Dual Bed Van to be stationed in Nungarin • APTC Acute Patient Transfer Centre now has responsibility for patients to be moved from the Hospital. This has the effect of detaining the transferring of patients. • Letter to be drafted and through consultation to be sent to WACHS alerting them to the time constraints in presentation and transfers. Rachel Ferrari. And a letter to be sent to DHAC for perusal. • Moved Eileen seconded Marion carried. • Mukinbudin Centre has been painted. This will become the administration centre. Opening later in the year. 		
2.2.7		<u>Primary Health Newsletter</u>	Zoe Ashby-Deering	<ul style="list-style-type: none"> • Nil Report 	HSM follow up for next meeting.	Eastern Wheatbelt Primary
2.3				Standing Agenda Items		
2.3.1		<u>Financial, FTE Risk Report, Activity Report October 2023</u>	J Randall	Financial, FTE Report Risk Report:- Once a week. Staff shortages discussed. Safety issues and services. Activity Report - January 2023 <ul style="list-style-type: none"> • 	Ongoing	J Randall
2.3.2		<u>Clinical Governance and CPI Programs</u>	J Randall	<ul style="list-style-type: none"> • New reporting process following site Audits (POWER BI) 	Ongoing	Nursing staff HSM



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2.3.3		<u>Care Opinion</u>	HSM	<ul style="list-style-type: none"> • Feedback positive • See quality board near coffee machine for feedback • 	Positive feedback displayed in Quality Board near coffee machine	HSM
2.3.4		<u>Disability Access and Inclusion</u>	J Randall	<p>Meeting 23 February 2023</p> <ul style="list-style-type: none"> • Site inspection Kununoppin July 2020 – next due July 2023 	Ongoing	J Randall
2.3.5		<u>Health Promotions Activities</u>	J Randall	<ul style="list-style-type: none"> • Allied Health Referrals for hospital inpatients - through the e-referral system. • Diabetic Clinics –Diabetes service through Silver Chain. Consults via VC linkup. Referral can be made by the doctor, nurse or by self-referral. • Allied Health Community – contact Primary Health Merredin Hospital phone: 90813222. • Vaccination Clinics Vaccination clinics – for dates in Merredin ring Primary Health via Merredin Hospital phone: 90813222. <p><u>Women’s Health</u> March 2023 Kununoppin. (Dr Sudbury) Tuesday 7th March Dr Haines 20, 23 March 2023 Mukinbudin 21 March 2023 Bencubbin 22 March 2023 Beacon Ring the doctor’s surgery for an appointment for Kununoppin, Mukinbudin, Beacon and Bencubbin.</p>	Ongoing	J Randall



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				<p><u>Podiatrist</u> 2023 – appointments via hospital reception. – date to be confirmed Ring Debbie Shadbolt.</p> <p><u>Optometrist on Call</u> 4th April 2023, Kununoppin 5th April 2023, Mukinbudin</p>		
2.3.6		<u>ACHS – National Accreditation</u>	J Randall	<ul style="list-style-type: none"> • Assessment - 15th February 2023 • 0900 – 1100 Kununoppin Hospital including Aged Care • 1130 – 1230 Mukinbudin Health Centre • Commonwealth Home Support Program (CHSP) review was not done at this assessment. • Thanks from Regional Director Rachele Ferrari • 	Awaiting final report from ACHS and recommendations will be worked through.	*WACHS- Wheatbelt *Kununoppin Hospital Staff
2.3.7		<u>Wheatbelt Audit Schedule</u>	J Randall	<ul style="list-style-type: none"> • Hand Hygiene – above National Average • OSH Workplace Inspection Kununoppin and Mukinbudin • Duress alarm and Satellite Phone testing (monthly) • Site fire risk • Focus reporting – Hospital Residents 	Continue monthly auditing following Wheatbelt audit schedule	Hospital Staff



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ITEM NO	PSQ	AGENDA ITEM	SPEAKER	DISCUSSION/DECISION	ACTION	WHO/WHEN
3.0				3.0 New Business		
3.1		<u>Annual LHAG Election of Office Bearers</u>		<p>Election of Office Bearers moved Marion Seconded Michelle.</p> <p>Chairperson:- Michelle McHugh nominated Tony Sachse, Seconded Sandra Waters. Tony Accepted Deputy Chairperson:- Robbie Fagan nominated Freda Tarr, seconded Sandie Ventris. Freda Tarr unable to accept as absent at the meeting. Joanne Randall nominated Leanne Parola, seconded Sandra Waters. Leanne Accepted. Secretary:- Sandra Waters nominated by Michelle McHugh, Seconded by Marion Kirby. Sandra Accepted.</p>	Thanks and welcome to the officer bearers for 2023.	
3.2		<u>Terms of Reference</u>		<p>Moved Eileen O’Connell that the Terms of Reference be accepted. Seconded Sandi Ventris. Carried</p>		
3.3		<u>Bushfire Preparedness Plan</u>	HSM	<p>The Bush fire that threatened the Township and Hospital was discussed. The staff were praise for their preparedness and handling of the transfer of the residents. The Bushfire plan has been developed and activated.</p>	Hospital staff to continue to review and update the plan, have regular training and be familiar with emergency plans so that response as required can be efficient and effective.	All hospital staff



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3.4		<u>CT Scanner</u>	LHAG members	Feasibility of CT scans to be raised at the DHAC again and be brought back to the next meeting. Emailed to members beforehand.	S Waters will attend the DHAC meeting and raise the discussion.	S Waters 28/02/2023.
3.5		<u>LHAG Membership</u>	LHAG members	Members suggested that we advertise for our next AGM to encourage new members to join the LHAG group.	Kununoppin Hospital Clerical support to send information to the local newsletters in January prior to the next AGM	HSM and Officer support. January 2024.

Next Meeting: Friday 28 April 10.00 AM at Kununoppin Hospital

There being no further business the meeting closed at: 11.55am

Chairperson signature: