

**RENAL PATIENT AND FAMILY ADVISORY COUNCIL
MEETING MINUTES
Tuesday October 6, 2015
4:00pm to 6:30pm
Kidney Foundation Office**

In Attendance: George Goodlet (Chair), Fred McInnis (Vice Chair), Angela Andrews, Deb Bezaire, Janice McCallum, Paul Dixon, Bonnie Field Guest: Murray Sutherland

Regrets/Absent: Dr. McIntyre, Brian Carroll, Philip Varughese, Nancy Wilder, Dr. Rehman, Michael Hermiston, Robert Barnicoat, Jarrin Penny, Carolyn Ingram, Nikki Anderson, Mike Smith, Dennis Hokansson, Don Smith

	Agenda Item	Discussion	Motion/Action Plan/Follow-up
1.1	Welcome, Approval of Minutes	-Quorum was not achieved -approval of September 8, 2015 meeting minutes held off until Nov 2015 meeting -welcome to guest Murray Sutherland, a previous Sarnia satellite patient interested in joining the council	
2.1	Patient Resource Task Group	-meeting Oct 7, will report at Nov. meeting	
2.2	Patient Feedback Task Group Report Satellite Visits	-Hanover satellite visit planned for Wednesday, Oct. 28. George, Don and Angela will be going, looking for 1 to 2 more volunteers -Chatham and Owen Sound visits planned in November	-let Angela know if you are interested in attending one of the visits
2.3	Patient Transportation Task Group	-Anne Brinkman from the KF is retiring, looking for a new KF representative for the task group, Young Kim will replace Selena Buma -the plan is to meet again in November, and soon start to survey paratransit users in the dialysis units	
2.4	Newsletter Task Group	-next issue is planned for mid November, please have all article submissions in to Nikki by Nov 1st -Janice suggested that we add an article about the satellite unit visits to the next newsletter -Fred will do a council update, Angela will get a "Doctor, Doctor" writer	-Angela will complete

2.5	PEP Project	<p>-group is going to be doing follow up surveying of the PD patient population -PD clinic changes have been evaluated -looking at increase of home visits -this project will likely be wrapped up soon</p>	
2.6	Patient Experience Coordinating Committee	<p>-previously reported task groups are beginning their work (Policy & Guidelines, Community of Practice for Patient and Family Advisors, Physician Engagement, Real Time Feedback Evaluation, Change management and communication Patient Engagement Office Redesign)</p>	
3.0 3.1	Open Discussion Work Plan for 2015/16 Council Year	<p>-the PFAC executive met to layout the work plan for the council for the year ahead, continuing on from the Planning retreat in June -the suggestion has been made to combine the Newsletter and the publicity task groups together, and call it the “Communications task group”, the members of the communication task group would be responsible for:</p> <ul style="list-style-type: none"> • the newsletter • advertising the council • PFAC web page updates <p>-it was also suggested to create the “Recruitment & Orientation Task Group”, this group will be responsible for:</p> <ul style="list-style-type: none"> • recruiting new PFAC members, and Patient and Family Advisors (associate members), • interviewing new recruits • the creation of a renal pfac specific orientation that could be held a number of times yearly when new members are on boarded • membership on the LHSC wide PFAC Orientation planning committee • recruiting for and membership on the LHSC wide Story Telling workshop planning committee <p>-we will be looking for volunteers for these two groups at the November meeting -each task group will also be asked to complete a work plan for the coming year to assign tasks and pinpoint responsibility -we will discuss this further at the November meeting</p>	-see Work Plan attachment

3.2	Terms of Reference amendments	-terms of reference amendments completed, voted on and passed by council	
3.3	Renal PFAC Executive	-this discussion will be deferred to the November meeting	
3.4	WIFI	<p>-Janice talked to current WIFI vendor, the price for WIFI is based per person at an exorbitant price of \$200 per year per person</p> <p>-during her investigations Janice discovered that LHSC is in current negotiations with a corporate sponsor to supply WIFI at no charge for the entirety of LHSC</p> <p>-it was agreed to put the PFAC perusal of WIFI on hold until more is known about LHSC's negotiations</p>	-Deb will follow up with hospital policy, as well as find out what other councils have done
3.5	Police checks for new advisors	<p>-there was some discussion about whether or not advisors should be able to start work on the council before they have handed in a valid police check</p> <p>-the thought is advisors are not having patient contact, and should be allowed to sit on the council right away, if potential advisors are left waiting the 6 weeks until the police check is completed, they may lose interest</p> <p>-it was hospital policy that all volunteers have a valid police check handed in before they start work</p> <p>-the suggestion was made that as long as the potential advisors hand in a receipt indicating that they have applied for a police check, they could start work on the council, otherwise they are left waiting 6 weeks for the check to come in</p> <p>-Janice suggested that Bonnie and Deb take this issue to the Pt. Experience Coordinating Committee, and see if any other council has an idea of how to engage new advisors while they are waiting for their police check</p>	
3.6	Renal Patient Website	<p>-the suggestion was made that some of the content on the renal patient web is out of date, for example "Upcoming events" has information from 2014</p> <p>-Bonnie suggested that one individual be responsible for keeping the site up to date, and prompting individuals for up to date information</p> <p>-Janice indicated that although Joanne Clark is the webmaster, she will do the updates and removal of old information, but only at the request of those submitting the info, she does not make the decisions</p> <p>-Janice indicated that the program needs to look at how to go about keeping the entire site up to date</p> <p>-George suggested that the Communications task group have one member regularly review the website</p>	

<p>3.7</p>	<p>New Applicants for Council</p>	<p>to point out where updates should be made -the staff uses the policies sections regularly, but there isn't really anyway to know if they are pointing out sections of the website to patients or not -George suggested asking the IT dept. if there is a way to have items expire on the site, so that they would disappear from the site on a specified date</p> <p>-interviews for council applicants will be set up for early November -Deb will remind coordinators to spread the word around to potential staff advisors, who will also be interviewed in November -Angela has had some interest from Chantel Antone, the Aboriginal Patient Navigator for the South West Regional Cancer Program, who may be able to generate some interest for a First Nations representative on the council</p>	
<p>3.8</p>	<p>Meetings</p>	<p>-it was pointed out that we have had 2 meetings this council year so far with low attendance, and that this meeting has not met quorum -George will be sending out a letter reminding everyone of the expectation of attendance and participation on the council</p>	
<p>3.9</p>	<p>Council Photos</p>	<p>-Angela will set up a photographer to come to the January meeting for a group PFAC photo -if you are not present for the meeting in January individual head shots for the website can be arranged for the same time as going to customer support to have your photo taken for your hospital ID badge, arrange this with Angela</p>	
<p>6.1</p>	<p>Meeting Adjournment</p>	<p><u>Next Meeting:</u> Tuesday November 10 , 2015 at 5:00pm at the Kidney Foundation Office -Renal Education Day Nov 15 from 9am to 4pm, let Angela know by Nov 2 if you plan to attend -IPAD launch this Friday Oct 9 throughout the day at KCC, please join us -Stories of Health and Wellness, Thursday October 29, 6:30pm to 8:30pm, Wolfe Performance Hall, Central Library</p>	