

**RENAL PATIENT AND FAMILY ADVISORY COUNCIL
MEETING MINUTES
Tuesday June 19, 2018
5:00pm to 7:30pm
Victoria Hospital Room B2-116**

In Attendance: Jim Harrington, Angela Andrews, Cathy DuVal, Betty Clinton, Johanna Lane, Anne Hutchison, Bonnie Field (Chair), April Mullen, , Mino Hatami, Janice McCallum

Regrets/Absent: Emma Klotz, Dr. Rehman, Bob Barnicoat, Deb Beaupre, John Witteveen, Nancy Wilder, Michelle Ivanouski, Don Smith, Kathy Austin

	Agenda Item	Discussion	Motion/Action Plan/Follow-up
1	Welcome, Approval of Minutes	Minutes from May 8, 2018 approved	
2.1	Planning Session	<p>Time was dedicated to a planning session for the 2081-2019 PFAC year ahead. Several questions were considered:</p> <p>What has the PFAC accomplished in the past year? What should the PFAC keep doing? What should the PFAC stop doing? What should the PFAC Start doing?</p> <p>-April suggested sending the ideas out with minutes, and take some time at</p>	<p>-see attached documents: Bonnie's year end review and</p> <p>PFAC Planning meeting June 2018</p>

		<p>the September meeting to review with the rest of the council who were not present -Janice suggested that the Renal PFAC executive will also review the items to plan initiation</p>	
3.0 3.1	Task Group Reports Communications & Feedback Task Group	<p>-Satellite unit visits completed -Angela will send the final satellite visit report to the PFAC, and officially to Janice to share with the Integrated Regional Renal Council -Bonnie suggested that we on-board an interested Chatham unit patient as an associate advisor to keep Chatham dialysis unit in the loop</p>	Final Satellite Visit Report
3.2	Patient Education Task Group	<p>-CQI at KCC agreed to work on Patient Journal and also a list of community resources available for patients</p>	
3.3	Patient Transportation Task Group	<p>-Angela has sent Bonnie's letter to the APTSAC council, has not had a reply -Denise Capton, our associate advisor on the transport group has sent in an application to the APTSAC council to become a patient on their council in an effort to represent the voice of a dialysis patient when it comes to Paratransit.</p>	
3.4	Newsletter	<p>-went out in first of June -next issue will go out in October, and will contain Accreditation info -Bonnie's Human Touch Award -7 day parking pass information</p>	
3.5	Patient Experience Week	<p>-Don and Anne have a booth set up in the front of KCC to increase patient and staff knowledge of the patient experience and our PFAC, it lists some of our accomplishments</p>	

3.6	<p>Other Committee Reports: Parkwood Project</p> <p>Emergency preparedness</p> <p>Renal Joint Health and Safety</p> <p>KCC CQI</p> <p>Renal Executive</p>	<ul style="list-style-type: none"> -they also handed out treats for the patients in the dialysis unit -Betty continues to be involved in the Parkwood project via the research element -new pamphlet went out with the newsletter in June -posted in the waiting room at KCC -Mino joined the Renal Joint Health and Safety Committee -Bonnie presented to the committee about creating a patient journal and a resources list -the committee is also doing brainstorming for new ideas -looking for a new chair of the CQI -Anne has been working with the committee to create new bulletin boards and new signage at Westmount -Bonnie attends the renal executive, made up of several physicians, leadership of renal program as a way to make PFAC visible -Bonnie reports on what the pfac is working on -recent discussion about the Owen Sound dialysis unit starting a 3rd shift and a possible dialysis unit at Walpole Island -education days for staff in June related to Accreditation Canada -Discuss on home hemo rates - the new Parkwood unit 	
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4.0	Open Discussion		
4.1	Kidney Talks Conference	<ul style="list-style-type: none"> -Janice, Bonnie, April and a number of other renal program staff attended the Kidney Talks conference in Mississauga first part of June -Bonnie presented about the need for diversity on pfacs -many sessions to discuss the strategic priorities of ORN, education about renal disease, the Peer support program, the history of funding for Ontario Renal Patients, etc. -Mark Sanderson, chief of police in Toronto spoke of his transplant journey -Bonnie attended the Gardener’s Grove part of the conference to “grow ideas” in renal care, patient involvement in research, exercise on dialysis 	
4.2	IPFCC Conference	<ul style="list-style-type: none"> -April, Betty and a number of the staff involved on the creation of the Parkwood project attended a conference for Institute for Patient and Family care conference to learn, and to present their poster about the proof of concept project of the Parkwood dialysis unit -one idea they brought back was to hold coffee time in the community events for underrepresented patients -Betty shared she was impressed with some of the ideas of other hospitals, especially a personal care kit for palliative care for patients and families as well as a hospital that created a washroom for caregivers with a shower and facilities for caregivers, and also another pfac that removed signs that related to patient’s illnesses that were displayed on units that might breach patient confidentiality -April and Betty will present to the group about what they learned and observed in the October PFAC meeting 	
4.3	Meeting Changes	<p>A survey monkey was sent out to gather information regarding changes to the date/time/location of the meeting. Most indicated they would like to move the meeting to 4:00pm, and back to Westmount Kidney Foundation</p>	

		<p>Office.</p> <p>The group held a vote and decided the meeting time will change to 4:00pm to 6:30pm</p> <p>There was some concern for the location of the meeting as all members live in all areas of the city, the option of moving the meeting to each site for 2 months at a time was revisited, and Angela will resend an email survey to get anonymous opinions on possibly rotating the committee meetings to all three sites.</p>	
5.0	Housekeeping		
5.1	Summary of Action Items		
5.2	Next Meeting Dates	<p>Renal PFAC Executive: Tuesday September 4 at 1:00pm, KCC Room 2111 Tuesday September 11, 2018 at 4:00pm at Westmount Kidney Foundation Office</p>	