

West Moreton Health Service  
**MINUTES**

**Minutes: Barrett Adolescent Centre Business Unit Meeting**

<b>Date:</b>	19 July 2013	<b>Commencement and Completion Time:</b>	1015 – 1130hrs	<b>Location:</b>	Family Therapy Room, BAC
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Committee Members			Tick one box ✓			Proxy/Comment
Position	Name	Key	Present	Apology	Absent	
Chair	Dr Trevor Sadler	Director	✓			
	Graham Dyer	Nurse Manager	✓			Present for 10 minutes
	Sue Daniel	CN-CL	✓			
	Vanessa Clayworth	A/CN	✓			
	Carol Hughes	Social Worker	✓			
	Kev Rodgers	Principal, BAC School	✓			
	Justine Oxenham	Teacher, BAC School	✓			
		Consumer Rep	✓			
		Consumer Rep	✓			
		Consumer Rep	✓			
	Elaine Ramsey	Minutes Secretary	✓			
	Laurence McDowell	Assistant Business Mgr		✓		

1.0	Meeting Opening		Responsible Officer
1.1	Apologies were noted		
1.2	No declaration of conflict of interest was received		
1.3	Previous Minutes		
	1.3.1	Minutes of the meeting held on 17 May 2013 were accepted as a true and accurate record of proceedings.	
	1.3.2	Business arising from the minutes	
	1.3.2.1	<u>Budget</u> Not discussed as no figures were available.	

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1.0 Meeting Opening			Responsible Officer
	1.3.2.2	<u>PRIME Reports</u> - not discussed	
	1.3.2.3	<u>Clinical Incident Review</u> – not discussed	
	1.3.2.4	<u>Service Development/Future Planning</u> Dr Sadler stated that he had heard nothing concerning the future of the Unit.	
	1.3.2.5	<u>Research Presentations</u> – not discussed	
	1.3.2.6	<u>Education and Training</u> – not discussed	
	1.3.2.7	<u>Staff Issues</u> – not discussed	
	1.3.2.8	<u>Quality Safety and Risk</u> - not discussed	
	1.3.2.9	<u>School Report</u> – no report available	
	1.3.2.10	<u>Consumer Report</u> - see below	

2.0 Matters for Decision				
Item	Title/ Item	Action	Officer	Due Date
2.1				

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<b>3.0 Matters for Discussion</b>				
Item	Reference/ Discussion Topic	Action	Officer	Due Date
3.1	<p><u>Mobile Devices – Acceptable Use Policy</u></p> <p>Justine Oxenham (teacher) distributed a draft policy on Mobile Devices. Both staff and adolescents compiled this policy. It came about because of conflict and inconsistencies on the Unit. It covers both staff and adolescents.            Discussion also focussed on Facebook.</p> <p>After much discussion Justine Oxenham, Vanessa Clayworth and [REDACTED] then left the meeting.</p>	<p>Discussion with both Clinical Nurses and Allied Health staff before presenting it again to the adolescents and other staff.</p>	<p>Graham Dyer to chair the discussion</p>	<p>As soon as possible</p>
	<p><u>Consumer Report</u></p> <p><u>Cleaning in the Ward</u>            Some adolescents are using the Chore Roster and some are not - according to [REDACTED]</p> <p><u>Yoga on the Unit</u>            The current session of yoga has now finished. It is hoped that Yoga will continue with another teacher.            [REDACTED] suggested that the next session of Yoga be run fortnightly or monthly instead of weekly.</p> <p><u>Board Games/Billiard Table</u>            The Minutes Secretary advised that she had not heard anything from the OT's regarding purchase of new board games.            [REDACTED] suggested purchasing more sensory items for use in the Day Area.</p>	<p>A suggestion was made to check the current games to see how many need to be replaced.</p>	<p>Adolescents and Teaching Staff</p>	<p>As soon as practicable</p>

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	<p>Consumer Report cont'd</p> <p><u>Thursday and Friday Outings</u> Dr Sadler asked the Consumer Reps how they felt the new process for the outings was going to which [REDACTED] replied that quite often the outings were put off due to staff shortage. [REDACTED] said that 24 hours notice of an outing has to be given to Graham (NUM) and that is not always possible. [REDACTED] said that even though an outing is planned in advance, sometimes the outing just ends up being to the shops instead of the destination requested.</p> <p><u>Hot House Visit</u> They came.</p> <p><u>Open Doors</u> [REDACTED] suggested that Open Doors be invited to speak with the adolescents as soon as possible. Kev said that Open Doors were to come but they cancelled. He said that he will try and make another booking of them.</p> <p><u>Homework Time now called Quiet Time</u> Dr Sadler asked if this time worked to which [REDACTED] replied that a few of the adolescents get bored as they cannot find anything to do during this time Dr Sadler asked if the adolescents still played soccer in the evenings to which he was advised that it was a long time since they last played in the evenings.</p>	<p>Dr Sadler said that this matter will be brought to the NUM's attention.</p> <p>Kev Rodgers to contact Open Doors and invite them to speak with the adolescents.</p>	<p>Kev Rodgers</p>	<p>As convenient</p>
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4.0	Matters for Noting
Item	Noted
4.1	The following correspondence was received < list correspondence tabled at meeting
4.2	The following committee minutes were tabled <insert list of committee minutes tabled
4.3	List other matters that were tabled for noting at the meeting

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<b>5.0 Meeting Finalisation</b>	
Item	
5.1	List of action items were reviewed and responsible officer and due dates confirmed
5.2	Meeting Evaluation
5.3	<b>The next meeting will be held at BAC Family Therapy Room on Friday, 16 August 2013 from 9.30am</b>
5.4	<b>The meeting closed at 11.30am</b>

<b>Minutes authorised by Chair as an accurate record of proceedings</b>	
	<b>19.07.13</b>
<b>Dr Trevor Sadler Director</b>	<b>Date</b>