


**RENAL PATIENT AND FAMILY ADVISORY COUNCIL
MEETING MINUTES
Tuesday September 10, 2019
4:00pm to 6:00pm
KCC Room 211**

In Attendance: Betty Clinton (Vice Chair), April Mullen, John Witteveen, Ashley Roberts, Pam Ireland, Lesley Pringle, Kathleen Anderson

Regrets/Absent: Don Smith (Chair), Bonnie Field, Deb Beaupre, Kathy Austin, Faisal Rehman

	Agenda Item	Discussion	Motion/Action Plan/Follow-up
1.0	Welcome, Approval of Minutes	<ul style="list-style-type: none"> - Introduction of new member Kathleen Anderson. Patient in the MCKC clinic with Polycystic kidney disease. Recently retired & looking forward to being a part of the council. 	
1.3	Additions to the agenda	<ul style="list-style-type: none"> - No new items 	
2.0	Renal Community Photo Initiative Research Team Presentation	<ul style="list-style-type: none"> - Gave update on research project "Bringing Healing into Focus" - Currently 43 participants - Banners now displayed at KCC/VH - Project website link can be found on Renal web page & can be shared with others. - Team looking into public/community displays & ?ambassadors as next steps - Open to feedback on where to share photo's, how to share photo's & next steps for project. 	

3.0	Task Group Reports		
3.1	Communications & Feedback		
3.2	Newsletter	<ul style="list-style-type: none"> -Distributed over summer months -Betty volunteered to assist with Newsletter 	<ul style="list-style-type: none"> -set up times to meet & discuss newsletter
2.3	Recruitment & Orientation	<ul style="list-style-type: none"> -Speaking with Mary Beth Billick from Patient Experience Office on recruitment in Renal & reconnecting with renal program. -discussion of recruiting at least two more members for council in the next year. -Kathleen Anderson recruited over summer – attending 1st meeting today -Ashley contacted Volunteer services. Police check is only needed initially upon recruitment and does not need to be renewed. 	<ul style="list-style-type: none"> -Patient experience coming to November PFAC meeting.
3.4	Other committee reports	<p><u>Renal Health & Safety:</u> Deferred to next meeting as minutes not yet available.</p> <p><u>Renal Infection Control:</u> Hand hygiene work in progress. Program looking into line infection rates & how to improve. Infection rates have increased recently.</p>	<ul style="list-style-type: none"> -April to gather minutes from meeting. -hygiene education being provided over next few months using hand scanners. -Renal educator audits -education being provided on changing tego connectors. -ALU staff meeting

<p>4.1</p>	<p>Patient & Family engagement Community of Practice</p>	<p><u>KCC CQI</u>: John presented the Patient handbook prototype put together by KCC CQI. Handbook has room for cards at back of book (physician, Social worker, etc.) Questions were asked around size of book and distribution as well as cost.</p> <p><u>Renal Executive</u>: deferred.</p> <p><u>Renal Nursing Professional Practice</u>: Deferred. No meetings over summer.</p> <p>-April presented on the Ontario Renal Community of Practice initiative. Invitations should be sent out to PFAC's this fall for involvement. They will be seeking 1-2 advisors and 1-2 staff from each council for involvement. The target date for the First Teleconference will be February of 2020. The plan is to have quarterly telephone conference meetings/phone calls thereafter.</p> <p>The idea is to connect local and provincial PFAC's. This will be a forum to share best practices in our Renal Programs. The members can then take this information back to their PFAC's and share; with the goal of driving CQI projects to improve care.</p>	<p>-Ashley to get an electronic copy from Kathy & send out to council for feedback.</p> <p> ORN CoP_Draft.pdf</p> <p>-April will share information as it is available.</p>
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4.2	Out of Country Hemodialysis report	-April informed the group that the Ministry of health has handed over responsibility and ORN will take over managing funding for Renal out of Country funding. They will be providing the same rates for reimbursement. More to come with how the process will work.	-April can provide more information when it is available.
4.3	Fall Satellite Plan	-Discussed fall satellite visits to be completed this year.	-Betty & Ashley will meet and come up with plan/dates. Will send out to PFAC members for involvement when schedule complete.
4.4	Review Terms of Reference	<p>-Suggested changes reviewed from PFCC handover meeting and approved by council.</p> <p>-Suggested changes were as follows:</p> <p>1. Past Chair role definition</p> <ul style="list-style-type: none"> • Past chair to attend the Renal PFAC Executive meetings for a period of one year. • Past chair is invited to continue as a regular member of PFAC. <p>2. Vice Chair</p> <ul style="list-style-type: none"> • The vice chair is to facilitate meetings when the chair is absent. <p>3. Chair</p> <ul style="list-style-type: none"> • The chair is to facilitate the PFAC meeting. The chair will also be responsible for setting the agendas for meetings in conjunction with the council facilitator and will review the minutes prior to distribution to the PFAC. 	-Ashley to make changes to document and change revision date on document.
4.5	Wish of a lifetime?	- Will request more information from Chartwell on what exactly the	-Ashley to email Julie

	Presentation	goal is of presentation and request more information to be presented at next meeting.	Stewart from Chartwell retirement residence.
4.6	Review Patient Experience Advisor title change	<p>-Feedback on name change from Patient Family Advisor to Patient and Family Partner:</p> <ul style="list-style-type: none"> • Don't like the name partner I had one and he passed away, I'm an advisor I like what I am right now. • 2nd member likes advisor • 2 members liked partner better - equal footing <p>So a 50/50 split on the PFAC's thoughts on this.</p>	<p>-April to send feedback to Mary Beth from council.</p> <p>-April/Ashley to follow up with Mary Beth.</p>
4.7	2019-2020 PFAC work plan	- Defer.	-Bonnie on vacation. Follow up next meeting.
4.8	Running updates	- Defer.	

5.1	Summary of Action Items		
5.2	Next Meeting Date Meeting dates and locations 2019/2020	Wednesday October 9, 2019 at Kidney Care Centre Room 2111 -Meeting dates will alternate between Tuesday and Wednesdays starting in September 2019, and will alternate between KCC, UH and VH. The list of dates, times and locations is below: Tuesday September 10, 2019 at Kidney Care Centre Room 2111 Wednesday October 9, 2019 at Kidney Care Centre Room 2111 Tuesday November 12, 2019 at Kidney Care Centre Room 2111 Wednesday December 11, 2019 at University Hospital Room B3-240 Tuesday January 14, 2020 at University Hospital Room B3-240 Wednesday February 12, 2020 at University Hospital Room B3-240 Tuesday March 10, 2020 at Victoria Hospital Room B2-124 Wednesday April 8, 2020 at Victoria Hospital Room B2-124 Tuesday May 12, 2020 at Victoria Hospital Room B2-124 Wednesday June 10, 2020 at Kidney Care Centre Room 2111	