

HAAS Governance Meeting 25 May 2015

Attendance: Liz Chatham (ED WYC Health), Beth Mitchell (ED, ETD), Michelle Tranda (HR, ETD), Christine Long (Director, WYCCHP Health), Carolyn Thomas (Manager Central Team, Health).

Revised HAAS Document (MOU): This was tabled by Liz and briefly spoken to by Christine and Carolyn.

Actions: Carolyn to:

1. email electronic version to Beth ASAP – for Beth to feedback to Health but not distribute as yet;
2. provide a list of HAAS procedures to be tabled at the next ICC meeting; and
3. include something in the MOU that refers to the communication pathway between ETD and Health.

Consultation process:

Discussion about Health preparing a project plan that will be tabled at the next Governance meeting. Beth gave feedback from the meetings with the specialist school principals who were asked about the most effective means of consulting with their school community. Principals suggested pre-scripted random phone calls to parents.

The meeting decided to offer face to face forums at the four schools, commencing next week:

3.30 – 4.15pm – for school staff

4.30 – 5.30pm – for parents connected to the school

Following the forums, parents and school staff will have the option of completing a survey on Survey Monkey and parents will be randomly selected for telephone calls.

Scripting for surveys to be tabled at the next Governance Meeting.

Actions: Beth to

1. book the consultations at the schools;
2. prepare message content about the consultation that will occur in relation to the healthcare needs of specialist school students – this will be sent to Liz, Christine and Carolyn for endorsement before being sent to the school principals (this will require a quick turn around by all).

The proposed format of the consultation is:

- an introduction to HAAS – brief explanation about what it is and how it can be accessed if parents believe their child requires consideration for HAAS;
- introduction to the role of nurses in specialist schools i.e. scope of practice, first aid
- introduction to the purpose of the forum which is to explore the healthcare needs, beyond HAAS, of children attending specialist schools.

- Staff will be invited to leave their phone number if they would like to be contacted by phone to have further input

Actions:

1. organise a scribe for the consultations. Liz
2. coordinate setting the date and time for the next Governance Meeting, ideally on 1 June to cover the agenda items of the project plan and the survey questions. Liz