



# The Society of Saint Hilarion

**Monday 5 December 2022**

Dear residents, relatives, and representatives,

This letter is to update you with the status at the House of Saint Hilarion - Seaton and Villa Saint Hilarion – Fulham.

Please note, this letter provides several pieces of information.

- COVID-19 Update.
- Resident and Relative Meeting.
- Christmas planning.

## **COVID-19 Update**

### **At Fulham...**

#### **COVID-19 Status at Fulham.**

We have no active positive COVID-19 cases as of today.

### **At Seaton...**

#### **COVID-19 Status at Seaton.**

We have no active positive COVID-19 cases as of today.

We have now lifted our Mauve unit Red Zone and at this point in time require all staff and visitors to our facilities to RAT prior to entry and continue to wear a level 3 face mask.

### **What does this mean for visitors at Fulham and Seaton?**

- Sign in using Loop learn.
- All visitors must sanitise their hands, complete a RAT, wear a mask, and only enter the resident's unit.
- Sanitise hands again before going beyond the reception area.
- **Please only visit your loved one in their room. Do not enter any communal area.**

### **What does this mean for staff at Fulham and Seaton?**

We continue to minimise the potential for any further infection in several ways.

- Staff will be completing Rapid Antigen Tests daily before commencing their shift.
- Staff will wear full PPE including D95 mask and eye protection, and gowns where required.
- Staff have received further training on infection control and PPE use.
- Nurses will continue to assess each resident twice per day for any COVID symptoms.

#### **House of St Hilarion**

7 Kelly Ave,  
Seaton SA 5023

Tel: (08) 8409 1500  
Admin. Fax (08) 8409 1599  
Nursing Fax: (08) 8409 1598  
admin@sainthilarion.asn.au

#### **Villa St Hilarion**

21 Farncomb Road,  
Fulham SA 5024

Tel: (08) 8235 9055  
Fax: (08) 8235 9355  
admin@sainthilarion.asn.au

#### **Community Services**

7 Kelly Ave,  
Seaton SA 5023

Tel: (08) 8409 1500  
Fax: (08) 8409 1599  
community@sainthilarion.asn.au

ABN 80 548 669 468

- Continued emotional and spiritual support.
- Our Mental Health and Wellbeing Coordinator is available to provide face to face support to all residents.
- Leisure and Lifestyle staff members are rostered every day to provide as many activities as possible and visit people regularly to ensure they are not feeling isolated.

### **Resident and Relative Meeting**

The resident and relative meeting preference survey was conducted throughout the month of September 2022. The feedback is as follows based on the majority of respondents.

- It was preferred that meetings be held on a quarterly basis, every three months.
- The time of the meetings alternate between 11am and 6pm to allow resident participation.
- The format of the meeting be mixed from face-to-face as well-as Zoom (online) meetings.
- There be a panel of representatives available including Clinical, Wellbeing (lifestyle), and the CEO.

Please find attached (attachment A and B) a draft copy of the meeting Terms of Reference for your consultation as well as our first meeting agenda.

**The next Seaton Resident and Relative meeting will be held Wednesday 7 December at 11.00am in the Community Room and accessible by Zoom with the following link;**

<https://zoom.us/j/98113424639?pwd=SGh2VTBXOGRvcU9FTDluSC9CNFJGdz09>

Meeting ID: 981 1342 4639

Passcode: 341185

**The next Fulham Resident and Relative meeting will be held Thursday 8 December at 11.00am in the Dining Room and accessible by Zoom with the following link;**

<https://zoom.us/j/98113424639?pwd=SGh2VTBXOGRvcU9FTDluSC9CNFJGdz09>

Meeting ID: 981 1342 4639

Passcode: 341185

### **Christmas and New Year Excursions**

Are you taking out your loved one on Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day?

Can you please let Rita, head of lifestyle at Seaton, or Rosi, head of lifestyle at Fulham, know if you intend to take your loved one out so we can keep track of resident's coming and going ensuring everyone's welfare and safety.

### **Our Commitment**

The entire team of Saint Hilarion is doing their absolute best to control the transmission of COVID-19. We thank you for cooperation to ensure the health and wellbeing of all residents, visitors, and staff.

**PLEASE BE KIND TO OUR STAFF. THEY ARE DOING THEIR BEST TO KEEP EVERYBODY SAFE.**

We ask for your patience as you enter the facilities. It is for the health and wellbeing of all concerned including your own. Rest assured we will keep you updated as information comes to hand. If you have special needs and wish to discuss visiting further, you are encouraged to contact our clinical nurses for support and advice.

As always, for any general enquiries we encourage you to contact us by phoning 08 8409 1500, emailing [admin@sainthilarion.asn.au](mailto:admin@sainthilarion.asn.au) or visiting our website <https://sainthilarion.asn.au/news/covid-19-updates/> for latest updates.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Vincenzo Libri', with a long horizontal stroke extending to the right.

Vincenzo Libri  
CEO



The Society of  
Saint Hilarion

## Resident and Representative Meeting Terms of Reference

**Aims:** To monitor the effectiveness of care and activities and seek feedback to determine resident and representative satisfaction with service delivery.

### TERMS OF REFERENCE

- The promotion and facilitation of open and transparent communication, collaboration and co-operation between management and resident and their representatives.
- To ensure consultation and feedback provided
- To facilitate consultation on matters affecting Residents.
- To seek constructive and feedback on services offered.
- To give residents an opportunity to give constructive feedback.
- To provide feedback regarding decision making after consultation
- To inform of Quality data and initiatives

**Reporting Relationships:** meeting chair is responsible to report back to all stakeholders via formal minutes.

### MEMBERSHIP

<b>Chairperson:</b>	Chief Executive Officer
<b>Saint Hilarion staff committee</b>	Director of Care and/or Clinical Nurse Manager Community and Wellbeing Manager
<b>Minute taker</b>	Quality and Safety Manager
<b>Staff proxies:</b>	Staff proxies will be accepted by persons officially acting in roles when the chairperson or a member of the staff committee is on leave.
<b>Voting Members:</b>	Residents and Resident Representative in attendance
<b>Quorum:</b>	A minimum of four voting members consisting of residents and representatives.
<b>Meeting Frequency</b>	Quarterly, a minimum of four meetings per calendar year.
<b>Meeting Times:</b>	Times shall alternate between 11:00am, 2:00pm and 6:00pm to allow for Residents and Representatives to attend. All meeting dates and times are published on the annual invitation which is displayed onsite and issued to representatives via email.



## Resident and Representative Meeting Terms of Reference

<b>Meeting Venues</b>	<u>In person</u> <ul style="list-style-type: none"><li>• The House of Saint Hilarion, 7 Kelly Ave, SEATON</li><li>• The Villa Saint Hilarion, 21 Farncomb Road, FULHAM</li></ul> All meetings shall be broadcasted via an approved electronic meeting platform. Invitations will be distributed to all 'first' representatives via email one week prior to the scheduled meeting date.
<b>Apologies</b>	Apologies can be forwarded to <a href="mailto:seatonadmin@sainthilarion.asn.au">seatonadmin@sainthilarion.asn.au</a>

### MEETING PROCEDURES

#### Management of Agenda:

- The standing agenda will be prepared and distributed by the Chairperson. Standing agenda items shall include:
  - Upcoming Social and Wellbeing programs, new and improved initiatives and special events/celebrations;
  - Clinical and personal care services;
  - Catering and hospitality services;
  - The Saint Hilarion, continuous improvement plan; and
  - General feedback.
- The agenda will note actions required from the previous meeting.
- Members will be required to forward agenda items to the Chair at least three business days prior to the meeting.
- The agenda will be circulated to committee members at least one week prior to the meeting with the accompanying documentation and minutes from the previous meeting.

#### Management of Minutes:

- Minutes will record the decisions, actions and outcomes of the committee meetings.
- The Minutes from the previous meeting will be circulated with the agenda for the meeting.



## Resident and Representative Meeting Terms of Reference

### Decision Making Process:

- Where possible decisions will be made by achieving consensus allowing each member to express their views in an environment free of criticism.
- Decisions will be directed by motions.
- Minority opinion will be respected but when consensus is not met a vote will be undertaken.
- If a majority vote is achieved, then the decision is final unless circumstances change and the committee members believe that a review of the decision should occur.

### Dispute Resolution:

- Individuals shall not raise personal disputes at the meeting.
- It is the Chairperson's responsibility to facilitate resolution of any group dispute within the committee.
- If any member does not meet the responsibilities outlined in the Terms of Reference (ToR) the chairperson may take appropriate action to resolve the situation.

### Translation services:

- Where required, a member of staff will be available to provide an Italian translation.
- Minutes will be distributed in English.

## REVIEW OF THE TERMS OF REFERENCE

- A review of the ToRs will be conducted annually.
- This process will be initiated by the Chair of the committee.
- The committee will vote to accept any proposed changes to the ToRs following due consideration.

Terms of Reference Approved: \_\_\_\_\_  
Chief Executive Officer

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



The Society of  
Saint Hilarion

## Resident and Representative Meeting

<b>Chairperson</b>		<b>Minutes</b>	
<b>Guest Speakers</b>		<b>Date</b>	
<b>Location</b>		<b>Time</b>	
<b>Actions from previous meeting</b>		<b>Responsible person</b>	<b>Status</b>
<b>Meeting Attendees</b>			
<b>Formal apologies</b>			
<b>Staff</b>			
<b>Residents</b>			
<b>Representatives</b>			

<b>Standing Agenda Items</b>	<b>Presenter</b>
1. Welcome and start of meeting.	Chair
2. Introduction of Chairperson and guests	Chair
3. Business improvements (CI) and other new initiatives.	Chair
4. Clinical and Personal Care	Director of Care and/or Clinical Nurse Manager
5. Community Care	Home and Community Care Manager
6. Wellbeing and social program	Home and Community Care Manager
7. Catering and Hospitality Services	Chair
8. Feedback	Chair
9. Other business	Chair