Meeting Opened at 13:30

1.1 **Welcome**
Dr Varghese welcomed committee members.

1.2 **Present:**
Kate Smith; Paul Varghese; Nancye Peel, Chris Gork, Nicola Ferguson, Christine Fawcett, Donna Waterhouse, Phil Carswell

1.3 **Apologies:**
Beres Wenck, Terrence Haines

<table>
<thead>
<tr>
<th>TOPIC</th>
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| 2.1 Marketing Strategy | • Areas for consideration for a marketing strategy were circulated.  
• All steering committee members to look at these areas and discuss at next meeting  
• Kate Smith advised there is also marketing strategy information in the Community guidelines which may be useful | NF to circulate marketing strategy info to all SC members  
KS to circulate marketing strategy info from guidelines to all SC members | Before next meeting |

### BUSINESS ARISING FROM PREVIOUS MINUTES

**2 Business Arising**

**2.1 Marketing Strategy**

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**ACTION / WHO**

- NF to circulate marketing strategy info to all SC members
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**WHEN**

- Before next meeting

### STANDING AGENDA ITEMS

**3.1 Data and Reporting (previously PRIME) working group update**

- Dr Paul Varghese reported that
  - Awaiting VLAD’s people to contact and advise when work can commence.
  - Follow up with Kirstine Sketcher-Baker and Chris Hall to determine where we are at.
  - PRIME falls data ethics paper completed by Terry Haines

**3.2 Cross Continuum Working Group update**

- Phil Carswell reported the following:
  - Phil Carswell is the new Chair for this Working Group.
  - Met 20/02/08 focus of work for 2008 will be getting involvement of GP’s and getting all resources needed for Area Falls Safety Officers.
| 3.3 | Falls Specialist Officer (FSO) Working Group update | Dr Paul Varghese advised that:  
- All going well  
- Ipswich are having an April Falls Day |  |
| 3.4 | Falls Clinic Working Group Update - Dr Paul Varghese | Dr Paul Varghese reported that:  
- TPCH falls clinic is up and running and we are awaiting data – contact is Paul Bew  
- Nambour have completed ethics paper and will commence collecting data, if a positive outcome is achieved through these clinics then the data will be used by the FIPC to gain funding for future clinics | Ongoing |
| 3.5 | Education and Resource Development Working Group Update | Christine Fawcett reported that:  
- After the circulation of an EOI to join the working group they now have a large number of new people  
- One Satellite broadcast has been completed with an audience of approximately 100 people. Four copies of the broadcast have been provided to libraries  
- Work has commenced on the Annual Falls Forum |  |
| 3.6 | Environmental Working Group | Dr Paul Varghese advised that:  
- Low/low bed study is awaiting final data  
- There have been some interesting findings from the non-slip socks research.  
- Clinical reference group has been requested to provide feedback on single v’s multiple occupancy patient rooms |  |
| 4. | New Business | • Terms of Reference were circulated with changes that were discussed at Falls Planning Day  
• Feedback to be provided at next meeting 13th May, 2008 |  |
| 5.0 | Next meeting | • **Next meeting will be held on 13th May, 2008 at PAH 1.4L.1A Training Room** |  |

Meeting closed at 14:30