

Minutes of the Hunter New England Local Health District Board

Thirty First Meeting

16th April 2014

Venue: District Headquarters

Present

Associate Professor Lyn Fragar, Mr Ken White, Mr Peter Johnston, Ms Lyn Raines, Dr Helen Belcher, Dr Felicity Barr, Mr Bradley Webb, Dr Bruce Bastian and Dr Ian Kamerman

Apologies

Mr Fergus Fitzsimons, Mrs Janelle Speed, Professor Trevor Waring, Associate Professor Patricia Davidson

In Attendance

Mr Michael DiRienzo, Ms Karen Kelly, Dr Murray Hyde-Page and Ms Kristy Whittingham

Special Presentations

Ms Jane Gray, Director Innovation Support

Ms Sharyn Tyter, Program Manager Innovation Support

Order of business:

1-5.14; 7.1; 6.1-6.3; 8.1-10

Tour of the Facility

Board members were given a tour of the Rankin Park Centre led by Kathy Bullen prior to the meeting starting.

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 9.00am.

The Chair ACKNOWLEDGED the traditional owners of the country on which the meeting was held and elders past and present.

2. Declarations of Conflict of Interest

No conflicts were reported in relation to any agenda items.

3. Minutes of the Previous Meeting

The minutes of the meeting held on the 19th March 2014 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the HNE internet site.

ACTION BY: Secretariat

4. Business Arising from Previous Meetings

4.1 Action Sheet – report on actions taken

Progress on action items were NOTED.

4.2 National Standards Mud Map

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board.

4.3 General Counselling Service review

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board.

5 Standing Items

5.1 Board Chair Report (verbal)

The Board Chair reported the following:

- The 2014 Local Health District and Specialty Network Board members conference is being held on Friday 20 June 2014 at the Novotel Hotel, Sydney Olympic Park. The conference theme is Integrated Care. Professor Bennett and committee has requested the Chair to extend the invitation to the Medicare Locals.

The Board AGREED for an invitation to be emailed to the Chairs and Chief Executives from Medicare locals

ACTION BY: Board Chair

- The Chair had attended the AMA meeting of medical board members with Dr Bruce Bastian.

The Board AGREED to invite Philip Doyle, Director Medical Services and Vicki Taylor, Chief Executive to the next Board meeting in June to discuss their experience at Northern Beaches and PPP process.

ACTION BY: Chief Executive

5.2 Chief Executive's Report

The Chief Executive's report had been circulated in the business papers.

The report addressed the following:

- Research Ethics Committee Certification
- Armidale Planning
- Integrated Care
- Accreditation
- 2014/2015 Target/ Activity Negotiation with the Ministry of Health
- Development of a Small Hospitals Funding Model. Ian Kamerman advised he would like a copy of the document.

ACTION BY: Karen Kelly

- eReferral study looks at improvements
- Webinars next step for Alliance
- Once in a lifetime Procedures for Cancer
- Between the Flags
- REACH
- Sepsis Kills Program
- Rural Health Plan, and State Health Plan
- An outline of key media issues, key ministerial responses, Parliamentary briefs, Key MP correspondence, Ministerial visits and upcoming Ministerial visits from March to 4 April 2014
- An update on Excellence rounding completed by the Executive Leadership team.

The Board AGREED that the results from the Health Roundtable discussion with Clinical Leaders is to be presented to the Board in June.

ACTION BY: Chief Executive

5.3 Finance and Performance Report

The Finance and Performance Report had been circulated to the members in the business papers.

The Finance and Performance report was discussed and NOTED by the Board.

5.4 Finance and Performance Committee

The minutes of the meeting had been circulated in the business papers.

The minutes were NOTED by the Board.

The Chief Executive reported he is working with the Operational team to work on reducing the financial numbers for next year.

ACTION BY: Chief Executive

5.5 Health Care Quality Committee

The minutes of the meeting had been circulated in the business papers, and were presented by Dr Helen Belcher.

The minutes were NOTED by the Board.

5.6 Audit and Risk Management Committee

The minutes of the meeting had been circulated in the business papers.

The minutes were NOTED by the Board.

5.7 Medical and Dental Appointments Advisory Committee

The minutes of the meeting had been circulated in the business papers.

The minutes were NOTED by the Board.

5.8 Clinical Council

The minutes of the meeting had been circulated in the business papers, and presented by Dr Bruce Bastian.

A question relating to minor skin cancers being removed by local general anaesthetic was raised. Karen Kelly to follow up and report back to the Board.

ACTION BY: Ms Karen Kelly

5.9 Medical Staff Executive Council Report

There were no papers for this meeting.

Dr Murray Hyde-Page attended the Board meeting as the Medical Staff Council representative and would like the process improved on how to better engage Medical Staff. There was discussion relating to the importance of improved engagement of medical staff.

The Chair advised that she had requested the Chief Executive to examine and develop options and recommendations for improved participation by medical staff in decision making.

ACTION BY: Chief Executive

5.10 Strategic Leadership Committee

There were no papers to come forward to this meeting. The committee are due to meet Thursday 17 April 2014.

5.11 Social Determinants of Health Committee

There were no papers to come forward to this meeting.

5.12 Work Health and Safety Report

The Work Health and Safety report for February was circulated in the business papers.

The report was NOTED by the Board.

5.13 Members Reports

Dr Ian Kamerman advised he met with Heads of Departments to talk about the budget.

Dr Ian Kamerman advised that GP Synergy is keen to talk with Hunter New England Health regarding Rural GP training. A meeting will be held with the Chief Executive and Ian Kamerman.

ACTION BY: Chief Executive

Ken White advised he will be an apology at the May Board meeting.

5.14 Patient Story

The patient story had been circulated in the business papers and was DISCUSSED.

The Board REQUESTED that a Root Cause Analysis and policy be reported at next meeting.

ACTION BY: Ms Susan Heyman

6 New Business

6.1 Patient Experience Results (BHI)

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board.

6.2 Annual Strategic Plan Review

A paper had been circulated in the business papers.

The Board REQUESTED a report card early 2015

ACTION BY: Ms Karen Kelly

6.3 Required Education Recommendations for HNE Health Employees in 2014

A paper had been circulated in the business papers.

The paper was NOTED by the Board.

7 Presentations

Presentation provided to the Board by Jane Gray, Director of Innovation Support and Sharyn Tyter, Program Manager on Moving Forward Building Culturally Safe Organisations from the conference in Canada.

8 Meeting Feedback

8.1 Feedback following December meeting

A summary of members and attendees feedback from the March meeting was provided with the business papers.

The Board NOTED the feedback from the March meeting.

9 For Information

9.1 Lower Mid North Coast Cluster Accreditation Brief

A paper had been circulated in the business papers for the Board's information.

The Board NOTED the paper.

9.2 Integrated Care Strategy 2014-2017

A paper had been circulated in the business papers for the Board's information.

The Board NOTED the paper.

9.3 Quality Matters

A paper had been circulated in the business papers for the Board's information.

The Board NOTED the paper.

9.4 Community Consumers Partnership sub-committee of the Board

A paper had been circulated in the business papers for the Board's information.

The Board NOTED the paper.

10 Next meeting

The next meeting will be held on Wednesday 21st May in Narrabri.