

## **Minutes of the Hunter New England Local Health District Board**

### **Twenty-Eighth Meeting**

**18<sup>th</sup> December 2013**

**Venue: District Headquarters**

**Present**

Associate Professor Lyn Fragar, Dr Bruce Bastian, Mrs Janelle Speed, Mr Ken White, Mr Peter Johnston, Mr Fergus Fitzsimons, Ms Lyn Raines, Dr Helen Belcher, Dr Felicity Barr, Professor Trevor Waring, Dr Ian Kamerman and Professor Nik Bogduk

**Apologies**

Mr Bradley Webb

**In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman, Mr Todd McEwan and Ms Desiree Chymiak

Order of business:

1-5.7;8.1;5.8;5.11-5.14;8.2;6.1;5.9-5.10;9.0

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## **BUSINESS OF THE MEETING**

### **1. Welcome and Apologies, Acknowledgement of Country**

The Chair, Associate Professor Lyn Fragar, opened the meeting at 8.00am.

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.

ACTION BY: Secretariat

### **3. Minutes of the Previous Meeting**

The minutes of the meeting held on the 26<sup>th</sup> and 27<sup>th</sup> November 2013 meeting 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**

Action items were NOTED.

### **4.2 VMO Rights of a VMO in Inverell**

A paper had been circulated in the business papers which provided an update to the Board.

The Board NOTED the information in the paper.

### **4.3 Aboriginal Community Controlled Health Services Integration with Local Health Committee's**

A paper had been circulated in the business papers which provided information on how Aboriginal Community Controlled Health Services involved with Local Health Committees could be enhanced.

The Board requested that the Chief Executive investigate opportunities with the Aboriginal Medical Services.

ACTION BY: Chief Executive

The recommendations were ADOPTED by the Board.

## **4 Standing Items**

### **5.1 Board Chair Report (verbal)**

The Board Chair reported the following:

- The Board Chair attended the Council of Chairs meeting.
- A meeting was held on the 17<sup>th</sup> December 2013 between the Board Chair, the Chief Executive and the Chairs of the Board Sub Committees. At this meeting it was agreed that the Mental Health Sub Committee can now be disbanded, as it has achieved its objective. A quarterly report will be provided to the Board. The Board congratulated the Mental Health Sub Committee on its success.

The Board Chair's verbal report was NOTED by the Board.

## **5.2 Chief Executive's Report**

The Chief Executive's report was circulated in the business papers and NOTED by the Board.

The report addressed the following:

- An update on infection control reporting.
- An update on the Muswellbrook Emergency Department redevelopment.
- An update on Bulahdelah.
- An update on the GP Super Clinic at Raymond Terrace.
- An update on the Kurri Kurri Sub Acute Unit.
- An update on the Hunter Valley Clinical Services Plan.
- An update on the Clark Centre at Armidale.
- An update on Nioka Palliative Care at Tamworth
- Planning for the John Hunter Children's Hospital Paediatric Intensive Care Unit.
- An update on the expansion of renal dialysis at Inverell Hospital.

The Chief Executive report was NOTED by the Board.

## **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 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.

## **5.5 Health Care Quality Committee**

The minutes of the meeting had been circulated in the Business Papers.

The minutes were NOTED by the Board.

## **5.6 Audit and Risk Management Committee**

The last meeting was held on the 9<sup>th</sup> December 2013 however the minutes were not yet available.

Dr Felicity Barr reported the following from the meeting:

- Concerns around IT audits. HealthShare are conducting a business continuity process.
- There was a discussion around Work Health and Safety factors of concerns around incidents such as falls, slips, trips and aggression. The Audit Committee is confident that these processes are being managed well.
- Oracle upgrade has now been deferred by HealthShare until April.

It was AGREED that the Chief Executive invite the Ehealth Chief Executive to a Board meeting to discuss IT audits.

ACTION BY: Chief Executive

The Board NOTED Dr Barr's report.

## **5.7 Medical and Dental Appointments Advisory Committee**

There were no papers to come forward at this meeting.

## **5.8 Clinical Council**

There were no papers to come forward at this meeting.

Dr Bruce Bastian reported that a clinical review of the District Clinical Council has been completed with a good response. A summary will be provided to the Board.

ACTION BY: Ms Desiree Chymiak

## **5.9 Medical Staff Executive Council Report**

Professor Nik Bogduk was absent from the meeting at the time this discussion was held and there was no report for this meeting.

## **5.10 Member's report (verbal)**

The following was NOTED by the Board:

- Dr Bruce Bastian to send the board information regarding an AMA Leadership Forum being held in March.

ACTION BY: B Bastian

- The Chair reminded Board Members to read the annual reports which have been provided to them and email comments directly to the Board Chair.

ACTION BY: All members

## **5.11 Mental Health Sub-committee**

There were no papers to come forward at this meeting.

## **5.12 Strategic Leadership Committee**

There were no papers to come forward at this meeting.

## **5.13 Work Health and Safety**

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

NOTED by the Board.

## **5.14 Patient Story**

The patient story was circulated in the business papers.

The Board NOTED that the quality of the responses is improving.

NOTED by the Board.

## **6 New Business**

### **6.1 The Insights Services 30 Day Mortality Following Hospitalisation Bureau of Health Information Report**

A paper was distributed with the business papers by Dr Anne Duggan. The report looks at deaths within 30 days of hospitalisation for heart attack, ischaemic stroke, haemorrhagic stroke, pneumonia and hip fracture surgery in NSW between July 2009 and June 2012.

The Board NOTED the report and ENDORSED actions being undertaken.

### **6.2 Health Pathways Evaluation Phase 1**

A paper was circulated with the business papers by Ms Jane Gray. The paper advised the Board that the first phase of a three phase evaluation of Hunter and New England Health Pathways has been completed. From the evaluation there were seven recommendations made. A process is being established between HNE Health and Hunter Medicare Local to progress the recommendations.

The reported was NOTED by the Board.

## **7 Correspondence**

The correspondence was NOTED by the Board.

## **8 Presentations**

### **8.1 Digital Media Strategy**

The Board received a presentation from Ms Lauren Cruz and Ms Alexandra Liston on the Digital Media Strategy.

The Board thanked both Ms Cruz and Ms Liston for the presentation.

### **8.2 Clinical Practice Improvement**

The Board received a presentation from Dr Anne Duggan on Clinical Practice Improvement.

The Board thanked Dr Duggan for the presentation.

### **8.3 Business/IT Recovery Continuity Plan**

The Board received a presentation from Mr Warren Laurence on the Business/IT Recovery Continuity Plan.

The Board thanked Mr Laurence for the presentation.

### **8.4 Scholarship Winners**

The Board received the following presentations.

1. A Critical analysis of the health outcomes of cardiology and cardiothoracic patients in relation to glycaemic control in the Acute Hospital Setting – Dr Sham Acharya and Sarah Pullen.
2. Quality, Risk and Accountability in the collection of HNE Health Patient Activity Data – Aimee Hayes and Carolyn Young
3. Optimising appropriate referrals to specialist palliative care services in collaboration with the Hunter Equipment Service and Occupational Therapists throughout Hunter New England Health – Jenny Gleeson, Lisa McGavern & Katy Clark

The Board thanked the presenters for their presentations.

## **9 Feedback following August meeting**

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

The Board NOTED the feedback from the November meeting.

## **10 Next meeting**

The next meeting will be held on Wednesday 19<sup>th</sup> February in Newcastle.