

Minutes of the Hunter New England Local Health District Board

Thirtieth Meeting

18th and 19th March 2014

Venue: Scone Hospital

Present

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

Apologies

Mr Fergus Fitzsimons

In Attendance

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

Order of business:

6.1;1-5.14; 6.2-10.5

Tour of the Facility

The Board were given a tour of the Scone Hospital led by Judy Bernasconi and Chrissy Haddrill prior to on the meeting on 19th March .

Meeting with the Scone Health Committee

The Board were joined by members of the Scone Health Committee over afternoon tea on 18th March.

The following were noted and discussed:

The Committee

- The Committee is focussed on letting people in the community know who they are.
- Photos of the committee are going to be placed in the foyers of the hospital and Council building.
- The Committee has been involved in the Advanced Care Planning, Stroke and Falls Prevention Program.
- Building partnerships is important – involved in seniors week expo.
- Feedback from the committee to the community is increasing.
- The committee has 2 Aboriginal representatives on the committee.
- The committee looks at data and patient experience feedback at their meetings.

Facilities

- The town of Scone and staff are very proud of the new Emergency Department.
- Some bathrooms and television system need improving.
- Staff accommodation – 4 new bedrooms are on the capital works list.

Services

- There is currently a gap in mental health services in Scone.
- Telehealth – looking at setting up a fracture clinic with Maitland.

Community concerns

- The service has good relationships with other health providers.
- The committee is concerned that Scone will lose the maternity unit.

Lunch with the Clinicians

The Board was joined by the clinicians of Scone Hospital over lunch on 19th March.

The following were noted and discussed:

- The clinicians all agreed that Scone is a great place to work. The people are great to work with, great team and it is a happy environment.
- Introduction of patient flow has been very positive and a great achievement. The question was asked whether the service could be extended to 24 hours or at least to midnight on a Friday and Saturday night. The Chief Executive agreed to speak to Ms Karen Kelly regarding the ability to do this.

Action: Chief Executive

- Allied health staff work very well together.
- There were positive comments made with regards to the Service Manager.
- Community health centre building is old however a new kitchen is arriving soon.
- Excellence was very evident at Scone Hospital. The staff advised that the Care Boards are making a difference and that rounding occurs.
- Care Board brochures for patients are currently being developed.

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 4.00 pm on 18th and continued the meeting at 9.00am on 19th March.

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 February 2014 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 Board Member Assessment – 2013 Annual Health Reports

A paper had been circulated in the business papers.

It was agreed that a thank you letter should be sent from the Board to the Local Health Committee Chairs and the Service Managers to thank them for their contribution in putting the annual health reports together.

ACTION BY: Ms Lauren Cruz, Chair

The paper was NOTED by the Board.

4.3 General Counselling Update – Greater Newcastle and Lower Hunter Valley

A paper had been circulated in the business papers.

It was AGREED that the fact sheet should be sent to the Board for their information.

ACTION BY: Ms Desiree Chymiak

The paper was NOTED by the Board.

4.4 Rural Generalist Local Health District Program

A paper had been circulated in the business papers.

The Board AGREED that a working party should be developed. Members are to include Dr Ian Kamerman and Dr Peter Finlayson. The working party will be the responsibility of Workforce.

The Board REQUESTED that a report be provided to a meeting when appropriate.

ACTION BY: Ms Glenda Dingwall

4.5 Accountability Framework for Streams/Networks

A paper had been circulated in the business papers.

The Board NOTED the paper.

5 Standing Items

5.1 Board Chair Report (verbal)

The Board Chair reported the following:

- Attended the Professional Development for Doctors Program on the weekend of the 8th March 2014. The Board Chair reported that the event was very positive.

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

5.2 Chief Executive's Report

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

The report addressed the following:

- MPS Program Stage 5 update
- Update on the 2014/15 NSW Health Budget
- An outline of key media issues, key ministerial responses and key Members of Parliament correspondence for the mid-February-mid to March period
- An update on Excellence rounding completed by himself and the Executive Leadership Team.
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The Chief executive also provided an update on activities relating to the Maitland Hospital development.

The Chief Executive report was discussed and 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 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 Board also received a draft revised Finance and Performance Committee Charter for its input and approval. There was discussion over the role and function of this important committee and its relation to the Executive Leadership Team in terms of key decisions – cf allocation of budget within the district etc.

The Board AGREED that the Senior Management Accountants should not be members of the Committee but instead attendees. The Chief Executive agreed to further discuss the role of the Committee, including

ACTION BY: Chief Executive,
Mr Mark Jeffrey

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 Committee met on 11 March but the draft minutes were not yet available to come forward at this meeting.

Dr Felicity Barr tabled a paper outlining one of the main items that were discussed at the meeting.

The Board NOTED the paper.

5.7 Medical and Dental Appointments Advisory Committee

A revised draft Charter for the Medical Dental Appointments Advisory Committee was circulated in the business papers for the Board's input and approval.

The Board ENDORSED the new charter.

5.8 Clinical Council

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

The minutes were NOTED by the Board.

5.9 Medical Staff Executive Council Report

There were no papers to come forward to this meeting.

5.10 Strategic Leadership Committee

The minutes of the meeting had been circulated in the business papers and were presented by Ms Janelle Speed.

The minutes were NOTED by the Board.

5.11 Social Determinants of Health Committee

A paper had been circulated in the business papers and was presented by Mr Brad Webb. It provided an outline of the outcomes of the first meeting held on the 4th March 2014.

The paper was NOTED by the Board.

5.12 Work Health and Safety Report

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

The report was NOTED by the Board.

5.13 Members Reports

Dr Helen Belcher advised the Board that the next Community Partnership Forums will be held on the 6th May in Tamworth and the 13th May in the Lower Hunter.

Dr Ian Kamerman advised that the General Practice Advisory Committee has had a name change and is now known as the General Practice Forum.

Dr Ian Kamerman also reported that he has been appointed to the National Medical Training Network which is a part of the Health Workforce Australia Group.

5.14 Patient Story

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

The Board NOTED the patient story.

6 New Business

6.1 NSW Health Model By-Laws Review

The Board Chair received correspondence from Karen Crawshaw at the Ministry of Health who has requested comments on the current Model By-Laws.

The Board discussed at length and provided feedback to the Board Chair. The Board Chair will develop a response.

ACTION BY: Board Chair

6.2 Home and Community Care Program

A paper had been circulated in the business papers.

The Board NOTED the progress of the Home and Community Care Program.

7 Correspondence

The correspondence was NOTED by the Board.

8 Presentations

There were no presentations at this meeting.

9 Feedback following December meeting

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

The Board NOTED the feedback from the February meeting.

10 For Information

10.1 Reform Delivers Outstanding Improvement in Emergency Department Performance – Media Release

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

The Board NOTED the paper.

10.2 Activity Based Funding Bulletin

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

The Board NOTED the paper.

10.3 Primary Retrieval Service Development

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

The Board NOTED the paper.

10.4 Hunter Valley – New Maitland Hospital Update

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

The Board NOTED the paper.

10.5 Initiatives Focussing on Aging Workforce

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

The Board NOTED the paper.

11 Next meeting

The next meeting will be held on Wednesday 16th April in Newcastle.