

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

**Twenty-First Meeting**

**22<sup>nd</sup> May 2013**

**Venue: Tamworth Hospital**

**Present**

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

**Apologies**

Mr Fergus Fitzsimons, Ms Helen Staines, Professor Trevor Waring, Professor Nik Bogduk

**In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman, Mr Todd McEwan, Ms Jane Gray and Ms Maryanne Lynch.

Order of business: 1-5.11;5.10;6.2-6.4;6.1;7;9;8.1

---

## **BUSINESS OF THE MEETING**

### **TOUR OF THE FACILITY**

The Board and Executive in attendance were led on a tour of the Northwest Regional Cancer Centre by Mr Peter Freeman, Operations Manager Mr David Willis, Chief Radiation Therapist, North West Cancer Centre.

A tour of the Renal Unit was also undertaken, led by Mr Brad Hansen, General Manager Tamworth Hospital.

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

The Chair, Associate Professor Lyn Fragar, opened the meeting at 9.20am.

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

The Board ACCEPTED apologies from Mr Fergus Fitzsimons, Ms Helen Staines, Professor Trevor Waring and Professor Nik Bogduk.

#### **2. Declarations of Conflict of Interest**

Mr White declared a potential conflict in relation to item 5.3 as he is a shareholder in NIB.

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

The minutes of the meeting held on 24<sup>th</sup> April had been circulated.

The minutes were ADOPTED by the Board with minor amendments to be made.

These amendments will be made and recirculated. The amended minutes will be published on the Board section of the Hunter New England Local Health District website.

ACTION BY: Secretariat

#### **4. Business Arising from Previous Meetings**

##### **4.1 Action Sheet – report on actions taken**

Discussion regarding the Virtual Hospice occurred around the direction of this; analysis of issues and action plan. It was AGREED this could fit with the Quality Systems Assessment findings.

Clarification regarding the use of the PET (Patient Experience Tracker) was sought. Ms Gray advised that this complements the patient survey data. Reports are regularly generated with end of month results sent to the General Manager.

##### **4.2 Conflict of Interest Register - revision**

The Conflict of Interest Register was circulated in the business papers. To be circulated with Business papers with further updates as noted at meeting.

ACTION BY: Secretariat

## 5. Standing Items

### 5.1 Board Chair Report (verbal)

The Board Chair referred to correspondence received from Commissioner John Feneley, Mental Health Commissioner, thanking the District for the opportunity to present.

The Board Chair reported that she and the Chief Executive recently attended the 2<sup>nd</sup> Rural Health Advisory Committee noting that there was good discussion and ideas. The Chair observed that there were varied representatives and groups and the relationship between the Rural Health Plan and State Plan was discussed.

Discussion amongst members ensued regarding consumer engagement and the value of this input.

On the 21<sup>st</sup> May 2013, a joint HNE Health and New England Medicare Local Board meeting had been held to discuss Alliances. It was noted that the developments of the New England Medicare Local (NEML) are progressing quite well. It was AGREED that feedback and reporting should occur.

A query was raised regarding involvement of the Aged Care and Disability sectors in the Alliances with Medicare Locals. It was noted that the Canterbury Model includes this. The Chief Executive reported that he was meeting with Ms Carolyn Gullery later in the week. Ms Heyman advised that there is currently a lot of work being undertaken with these sectors as well as Indigenous health.

It was AGREED that governance needs to be strong. It was also AGREED that a patient centred care model required standardisation.

### MORNING TEA WITH TAMWORTH HEALTH COMMITTEE

***The Agenda was suspended between 10.00 am and 11.00 am to enable the Board and Executive to have morning tea with the Tamworth Health Committee to hear about its work and interactions with Tamworth Health Services.***

The Tamworth Health Committee reported a reform of its membership in line with the revised Terms of reference for Health Committees. Members described their links into the Tamworth community, and how they are represented on key committees within the hospital.

Members of the Health Committee were complimentary of the management team of Tamworth Hospital and positive regarding the redevelopment as well as the North West Cancer Centre.

Concerns were raised regarding Orthopaedic surgery, Emergency Department waiting times and the Helipad. Mr Todd McEwan advised the following:

- A local arrangement is in place with shared responsibility for weekend rostering to address Orthopaedic surgery needs
- Feedback on the Emergency Department has been predominately positive and Tamworth's performance has improved over the last 12 months.
- Correspondence has been received by Mr Hansen and this matter has been escalated to Capital Works with a meeting due to occur end of May.

The members informed the Board and Executive that they have been involved in the redevelopment project and an explanation of the role of GP Access was explained.

### 5.2 Chief Executive's Report

The Chief Executive's report had been circulated to the members in the business papers. The Board NOTED the report that summarised key current issues for the District. These included:

- Health Minister's visit to Armidale

- Health Minister's visit to Maitland
- Ministerial Advisory Committee on Rural Health – Tamworth
- Pillars of NSW Health
- Regional Leadership Group
- Raymond Terrace HealthOne
  - It was noted that the Raymond Terrace HealthOne project is expected to be reinstated in June.
- Quality Awards and Quality and Scientific Program
- Capital Works – HNE Health managed projects, including:
  - Singleton Hospital
  - Cessnock Hospital
  - John Hunter Hospital
- Update on Surgery and ENT
- Alliance with Medicare Locals
- Your Say staff survey
- Director Communication and Stakeholder Engagement Unit – temporary appointment
- Spotlight on..... Quality Use of Medicines; development of smart-phone application for clinician use

It was NOTED that an article in the Northern Daily Leader recognised Dr Bob Smee for his work in the North West Cancer Centre. It was AGREED a letter of congratulations be issued to Dr Smee.

ACTION BY: Board Chair/Chief Executive/Secretariat

The Board NOTED the Chief Executive's update.

### **5.3 Finance and Performance Report**

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

The Board REVIEWED and NOTED the advice provided.

### **5.4 Finance and Performance Committee**

The minutes of the meeting held on the 16<sup>th</sup> April 2013 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 held on the 14<sup>th</sup> March 2013 had been circulated in the Business Papers. Dr Belcher advised that a Committee evaluation would take place at the next meeting set down for 4<sup>th</sup> June 2013.

The minutes were NOTED by the Board.

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

The Audit and Risk Management Committee did not meet in April. Next meeting 11<sup>th</sup> June 2013.

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

The Medical and Dental Appointments Advisory Committee will meet on 28<sup>th</sup> May 2013.

### **5.8 Clinical Council**

The minutes and supplementary report of the Clinical Council's meeting of the 17<sup>th</sup> April 2013 had been circulated in the Business Papers.

The minutes and report were NOTED by the Board.

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

There was no report tabled due to Professor Bogduk's apologies.

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

Mr Webb provided an updated on the Office of Health and Medical Research strategy and the response from Hunter Medical Research Institute, University of Newcastle, Calvary Mater Newcastle and Hunter New England Health seeking flexibility in governance structures. Call for applications for funding will be issued in July and close August/September.

Dr Barr advised that there was no report from the Audit Committee and advised that a hard close of accounts had taken place.

Dr Belcher advised that the Clinical Services Plan was near completion and would be brought to the Board before going forward.

Forum in Sydney on 21 June – invitations expected to be issued within the next week.

Advice on the delay in remuneration of Board members was NOTED.

The matter of Outreach clinics for maternity was discussed. Mr McEwan advised that the re-establishment of clinics was being sought.

The Board NOTED the members' reports.

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

There was no meeting of this Committee in May. Next meeting 4<sup>th</sup> June 2013.

#### **LUNCH WITH TAMWORTH STAFF**

*The Agenda was suspended between 12.30 pm and 1.40 pm to enable the Board and Executive to have lunch with Tamworth staff to hear about their experiences working at Tamworth Hospital.*

The feedback from this meeting was positive, noting full recruitment, strategies to address nursing and programs for patients. The *Excellence* program has been well received and embedded into practice.

### **6. New Business**

#### **6.1 Armidale Review**

A brief had been circulated in the Business Papers.

The Board suggested some minor amendments to recommendations made. Mr McEwan advised that an action plan required development and will be provided to the June meeting. Further, it was noted that a meeting between HNE Health and the New England Medical Alliance along with the University of New England to discuss expectations was required.

The Board AGREED with this action.

ACTION BY: Director Operations, Acute Networks

#### **6.2 Asset Strategic Review**

A brief regarding the process on the development of the Asset Strategic Plan had been circulated in business papers. A presentation will occur at the June meeting.

The Board NOTED this advice.

### **6.3 National Disability Insurance Scheme**

A paper regarding this had been circulated in the Business Papers.

The Board NOTED the advice.

### **6.4 Quality Systems Assessment**

A paper noting the progress of this was circulated in the business papers.

The Board NOTED the advice.

### **6.5 HNE Strategic Plan**

A paper noting the further refinement of the Plan and final Plan for ratification had been circulated in the Business Papers.

Discussion about a clearer emphasis on Social Determinants of Health was held. Dr Belcher will liaise with Ms Kelly about how this could be incorporated.

The Board NOTED and ADOPTED the Plan.

## **7 Correspondence**

The following items of correspondence were tabled at the meeting:

- A letter from Minister for Health, Minister for Medical Research, the Hon Jillian Skinner MP in response to invitation to attend a Board meeting. The Minister is unavailable on the Newcastle dates in 2013. The Board AGREED to provide the Minister's office with dates for the first six months of 2014.

Action: Secretariat

- Letter from Commissioner Feneley, as noted in the Board Chair's report at item 5.1.

## **8 Presentations**

The Chief Executive presented to the Board potential options for organisation of Clinical Operations across the Local Health District.

The Board discussed the potential options, advising of attendant risks and NOTED the content of the presentation.

## **9 Feedback following November meeting**

The Board NOTED the feedback from the April meeting; with reference to parking permits attended. All members will be issued permits.

## **11. Next meeting**

The next meeting will be held on Wednesday, 26<sup>th</sup> June 2013 in Tomaree.

Meeting closed at 1530 hours.