

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

### **Seventy Third Meeting**

**20<sup>th</sup> & 21<sup>st</sup> March 2018**

**Venue: Warialda Multi-Purpose Service &  
Moree District Health Service**

**Present**

Associate Professor Lyn Fragar (Chair), Dr Helen Belcher, Mrs Janelle Speed, Dr Felicity Barr, Mrs Barbara Clark, Ms Lyn Raines and Mr Peter Johnston, Mr Ken White,

**Apologies**

Mr Fergus Fitzsimons, Dr Patrick Farrell, Dr Martin Cohen, Dr Ian Kamerman, Dr Stephen Oakley (MSEC Representative)

**In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman and Dianne Kershaw

Order of Business: 1.1 – 9.3

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## **TUESDAY 20<sup>TH</sup> MARCH 2018 AT WARIALDA MULTI-PURPOSE SERVICE, COMMENCING AT 2.00PM**

### **TOUR OF THE WARIALDA MULTI-PURPOSE SERVICE**

The Board was given a tour of the Warialda Multi-purpose Service led by Health Service Manager Renae Bolch & David Quirk, General Manager Mehi Sector.

### **AFTERNOON TEA WITH WARIALDA HEALTH COMMITTEE AND HEALTH SERVICE STAFF**

The Board was joined by the Warialda Local Committee representatives, Ken Brookes, Dr Di Coote, Dr Clem Gordon, Kerry McDonald, Leeah Daley and Sharon Baker and staff for afternoon tea.

The following were DISCUSSED and NOTED:

- Recognition of the Men's Health Night to be held 27<sup>th</sup> April which will focus this year on prostate cancer, depression, sleep apnoea and will also provide the flu vaccination.
- End of Life Seminar in Delungra and Youth Forum to be held this year.
- Dr Coote and Dr Gordon raised the following points:-
  - Communication was the key to their very successful relationship with the Health Service
  - Changing role of small hospitals
  - Excellent relationship with the aged care facility
  - *Excellence* was imbedded within the Service and they were very proud of their health facility.
  - Workforce issues - nursing, medical and allied health staff are hard to attract to the town.
  - Telehealth works well and need to expand the opportunities.
  - Imaging services from Moree – the service is limited with scheduling of the radiographer services and caseload limitations. David Quirk AGREED to follow-up with Imaging Services.

ACTION BY: David Quirk/ Susan Hayman

- Radiographer Remote Operators Course opportunity is available.
- Ambulance Services was raised as an issue and transport of patients.
- Short Stay Admissions – Dr Gordon asked whether the paperwork associated with admitting a patient for short-stay observation could be reduced. This will be investigated.
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ACTION BY: Susan Hayman

- The question was asked if there a policy governing the taking and transmitting medical images on personal phone to specialists involved in a patient's care. David Quirk AGREED to follow-up and respond to Dr Coote.

ACTION BY: David Quirk/ Susan Hayman

## **BUSINESS OF THE MEETING**

### **PRELIMINARY**

#### **1.1 Welcome, Apologies and Acknowledgment of Country**

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

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

The Chair RECOGNISED AND ACKNOWLEDGED the special role that Janelle Speed played in establishing and maintaining the monument at Myall Creek and the role she has in the annual memorial event. It was NOTED that this was an excellent example of Reconciliation.

The Chair NOTED that no medical Board member or MSEC representative was present at the meeting. It was AGREED that in the event of no medical representative being able to be present then the Chief Executive should invite a medical member of the Leadership Team to be present.

ACTION BY: Chief Executive

## **1.2 Conflicts of Interest**

There were no conflicts of interest declared by Board members.

## **1.3 Adoption of Minutes**

The minutes of the meeting held on the 21<sup>st</sup> February 2018 had been circulated. The minutes were ADOPTED by the Board. The minutes will be published on the Hunter New England Health internet site.

ACTION BY: Desiree Chymiak

## **1.4 Action List**

Progress on action items was DISCUSSED and NOTED by the Board.

## **1.5 Board Chair Report**

The Board Chair reported that she had attended the Council of Board Chairs meeting earlier in the week, and NOTED the following:

- Board positions will be advertised at the end of the year and Chair asked Board members to consider any gaps in skills, experience and knowledge that should be considered.
- National Health Reform Agreement – Health Ministers working on details to be signed off later this year.
- The NSW Budget is being negotiated.
- Presentations had been made on:
  - Digital Health and Data Analytics
  - Systems Integration
- Dr Matthew O'Mara – Chief Paediatrician- Paediatric Capability Project. The team will be coming to Hunter New England Health.
- Mr Phil Minns, Deputy Secretary, People, Culture and Governance, Ministry of Health and the *Three Buckets Model - Strength in Consistency, Utility in Commonality and Freedom to Act*. A Working Group of CEs and Chairs is being established to undertake further work on this project. Mr Minns has been invited by the Chair to meet the Board. The Chief Executive will contact Mr Minns and arrange the visit.

ACTION BY: Michael DiRienzo

## **1.6 Chief Executive's Report**

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

- Australasian College of Emergency Medicine
- Emergency Access Performance
- Medical Engagement Review
- Moree Renal Unit
- Singleton Hospital
- Armidale Hospital Redevelopment
- Closing the Gap Forum – 15th March

- Northern Regional Aboriginal Alliance (NRAA)
- Retirement of Wayne McMahon/Maree Bacigalupo
- 2018 Rural Health and Research Congress – Tamworth
- Refugee Settlement – Armidale
- Cardiology Review Lower Mid North Coast
- HNELHD Submissions for Round 3 of NSW Translational Research Grants
- HNELHD Participants in 2018 Centre for HealthCare Redesign
- Community and Consumers Partnership's co-ordination and management have moved to Innovation and Partnerships portfolio and Fran Holz has moved also to this portfolio.

Chief Executive will be taking two weeks sick leave and Professor Trish Davidson will be relieving Chief Executive in his absence.

The Board DISCUSSED and NOTED the information in the Chief Executive Report

### **WEDNESDAY 21ST MARCH 2018 AT THE MOREE HOSPITAL, COMMENCING 8.30AM**

The Board was given a tour of the Moree District Health Service by General Manager Mehi Sector David Quirk and Health Service Manager Bronwyn Cosh.

### **COMMUNITY – THE PEOPLE WE SERVE**

#### **2.1 Community and Consumers Partnership Committee Minutes**

The report and minutes from the meeting held on the 20<sup>th</sup> February 2018 had been circulated in the business papers. The minutes were NOTED by the Board.

#### **2.2 Good Health Committee**

There were no papers for this meeting. The Committee will meet on 17<sup>th</sup> April 2018.

#### **2.3 Aboriginal Health Committee Meeting**

The report and minutes from the meeting held on the 20<sup>th</sup> February 2018 had been circulated in the business papers. The minutes were NOTED by the Board

It was NOTED that the Closing the Gap Forum was considered very successful and that a written report will be provided to the Board when it becomes available. It was further NOTED that the request for panellists for future events be made earlier than it was for this year's Forum.

ACTION BY: Susan Heyman

#### **2.4 New Business**

There was no new business relating to COMMUNITY – THE PEOPLE WE SERVE.

#### **2.5 For Information**

There was no further information relating to COMMUNITY – THE PEOPLE WE SERVE.

### **MORNING TEA WITH THE COMMUNITY GROUPS AT MOREE HOSPITAL**

The Board met over morning tea with representatives of the Moree Health Committee, the Renal Support Committee, United Hospital Auxiliary and the Cancer Support Group. The groups all had very positive comments and acknowledged the exceptional care provided by the staff.

The Chair expressed the appreciation of the Board and Local Health District Executive for all the hard work and support that these groups give to the hospital and recognised how active they are in the community.

The following were DISCUSSED and NOTED:

- The new Telehealth Room
- Renal Unit developments
- The New Chemotherapy Room
- Foetal Maternal Health Clinic – services for high risk women
- Outreach Clinics
- Follow-up phone calls – providing a very useful service, and valued by patients
- Workforce issues into the future, particularly medical officers.
- Aboriginal Health staff were recognised and thanked and the Administration staff were particularly recognised for the professionalism and positive image they portray in the hospital and within the community.
- The Aboriginal Mental Health traineeship
- Special Aboriginal room and peer support group now operation.
- History of the hospital project.

## **SERVICE – THE SERVICE WE PROVIDE**

### **3.1 District Clinical Council Minutes**

The report and minutes from the meeting held on the 14<sup>th</sup> February 2018 had been circulated in the business papers. The minutes were NOTED by the Board.

### **3.2 Medical Staff Executive Council Report**

There were no new matters to report at this meeting.

### **3.3 New Business**

**3.3.1 John Hunter Hospital Outpatients Service** – The Chief Executive provided a presentation and it was noted that there is a significant amount of work going on developing innovative models of care.

It was AGREED that the Chief Executive will pass the Board's appreciation to the Management team on this body of work.

ACTION BY: Michael DiRienzo

### **3.4 For Information**

#### **3.4.1 Greater Newcastle (JHH, JHCH and Belmont) Accreditation.**

A briefing paper had been circulated to members. The Board NOTED this briefing and were very impressed with the observation made by the surveyors on the adoption of key elements of Excellence across the network.

It was RESOLVED that the Board congratulate and thank the Greater Newcastle Acute Hospital Network for excellent Accreditation result.

ACTION BY: Michael DiRienzo

## **SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME**

### **4.1 Health Care Quality Committee Minutes**

The report and minutes of the meeting of the Health Care Quality Committee held on 28<sup>th</sup> February 2018 had been circulated in the business papers. The Board DISCUSSED and NOTED the report and minutes.

The Board SUPPORTED the approach being made with the Safety Steps developed by Dr Raj Behal.

It was RECOMMENDED that the Chief Executive and Executive Leadership Team develop a way of sharing Coronial findings with other Local Health Districts.

ACTION BY: Michael DiRienzo

#### **4.2 Patient Story**

The Patient Story had been distributed in the business papers. Bronwyn Cosh, Manager Moree Health Service and David Quirk General Manager, Mehi Sector joined the meeting and provided an overview of the patient story.

The patient story was DISCUSSED and NOTED by the Board.

It was AGREED that Susan Heyman should talk to Karen Kelly and Marcia Fogarty regarding the learnings from this story relating to communication between facilities and General Managers when there are blockages in the system.

ACTION BY: Susan Heyman

#### **4.3 New Business**

There was no New Business relating to SAFETY AND QUALITY for this meeting.

#### **4.4 For Information**

There was no further information relating to SAFETY AND QUALITY for this meeting.

### **RESOURCES – MANAGING OUR SERVICES WELL**

#### **5.1 Finance and Performance Report**

The Finance Management reports for the month ending 28th February 2018 had been circulated in the business papers. The Board DISCUSSED and NOTED the Finance and Performance Report.

**Deep Dive** – Peter Johnson provided a summary and analysed the SAC1 and SAC2 falls in the Monthly Performance Report. The Board NOTED the report.

#### **5.2 Finance and Performance Committee Report**

The report and minutes of the meeting held on the 20<sup>th</sup> February 2018 had been distributed in the business papers. The minutes were NOTED by the Board.

#### **5.3 Audit and Risk Management Committee**

There were no papers for this meeting.

#### **5.4 Work, Health and Safety Report**

The report was distributed in the business papers. The report was DISCUSSED and NOTED by the Board.

#### **5.5 New Business**

There was no New Business relating to MANAGING OUR SERVICES WELL for this meeting.

#### **5.6 For Information**

There was no New Information relating to MANAGING OUR SERVICES WELL for this meeting.

### **POSITIONING FOR THE FUTURE**

#### **6.1 Innovation and Research Report**

There were no papers for this meeting.

#### **6.2 New Maitland Hospital Committee**

There were no papers for this meeting.

#### **6.3 New Business**

There was no New Business relating to POSITION FOR THE FUTURE.

#### **6.4 For Information**

There was no new information relating to POSITION FOR THE FUTURE.

### **LUNCH WITH THE MOREE HEALTH SERVICE CLINICIANS & STAFF**

The Board was joined by the staff and clinicians over lunch.

#### **The following were DISCUSSED and NOTED:**

- The Administration staff were recognised for their outstanding work and how they have transformed the way the people feel when they come into the Moree facility.
- Renal Unit – thank you for the support to get this facility
- Telehealth – working really well
- Pathology – some problems with the different providers.
- Follow-up action regarding the Alpenglow Imaging Services and Gentamicin monitoring over the weekends to be actioned by David Quirk.
- Mental Health – good relationships with other teams
- Community Health – excellent communications between teams and recognised the support from management to adapting new practices to support clients.
- Aboriginal Health – traineeships and very positive comments indicating that they are very fortunate to be part of the multi-disciplinary teams.
- Administration – managers very supportive
- Excellence approach – follow-up phone calls and falls prevention

The Chair ADDRESSED the meeting and commented on the excellent initiatives and changes to patient care and expressed how impressed the Board was with their enthusiasm and passion to provide better care for the people of this community and thanked them for what they do every day.

### **OUR STAFF AND WORKPLACE CULTURE**

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

The report of the meeting of the Medical Dental Appointments Advisory Committee held on February 2018 were distributed with the business papers. The paper was NOTED by the Board.

It was NOTED that Workforce is developing a paper on credentialing standards for Locums and the Board REQUESTED a copy of the document when it becomes available.

ACTION BY: Michael DiRienzo

#### **7.2 New Business**

There was no new business relating to OUR STAFF AND WORKPLACE CULTURE.

#### **7.3 For Information**

There was no new information relating to OUR STAFF AND WORKPLACE CULTURE

### **BOARD DEVELOPMENT**



## **8.1 Board Performance Report**

### **8.1.1 New Business**

## **8.2 Board Members Development Report**

There were no papers for this meeting.

### **8.3 New Business**

There was no further new business relating to BOARD DEVELOPMENT for this meeting.

### **8.4 For Information**

There was no further information relating to BOARD DEVELOPMENT.

## **MEETING REVIEW AND FEEDBACK**

### **9.1 Member's issues not covered elsewhere**

### **9.2 Feedback from the August Meeting**

The feedback report from the August meeting had been distributed in the business papers. The paper was NOTED by the Board.

### **9.3 Next Meeting**

The next meeting will be held 18<sup>th</sup> April at John Hunter Hospital.

Meeting closed 1.45pm.