

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

### **Seventy First Meeting**

**14<sup>th</sup> and 15<sup>th</sup> November 2017**

**Venue:     Dungog Hospital and Maitland Hospital**

**Present**

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

**Apologies**

Mr Fergus Fitzsimons and Dr Stephen Oakley

**In Attendance**

Mr Michael DiRienzo Ms Karen Kelly and Ms Desiree Chymiak

Order of Business: 1.1-1.6; 4.2; 1.7-4.1; 4.3-9.3

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## **DUNGOG HOSPITAL – TUESDAY 14<sup>TH</sup> NOVEMBER 2017**

### **TOUR OF THE FACILITY**

The Board was given a tour of Dungog Hospital led by Nikki Churms.

### **AFTERNOON TEA WITH THE STAFF**

The Board were joined by staff members of Dungog Hospital.

The following were discussed and NOTED by the Board:

- During the floods everyone pulled together. There were no phones or computers however staff all worked as one.
- The new Health Service Manager has been warmly welcomed by staff
- Medchart is now in use in Dungog.
- Allied Health staff have been using telehealth which is working well.
- There have been some issues with security which are being addressed by local management.
- Education for nursing is now available at Dungog which means that staff do not have to travel to John Hunter Hospital to participate in training.
- Excellence is working well with follow up phone calls being positive for the patients.
- Having difficulty recruiting EN's.

## **BUSINESS OF THE MEETING**

### **PRELIMINARY**

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

The Chair, Professor Lyn Fragar opened the meeting at 3.30 pm at Dungog.

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

#### **1.2 Conflicts of Interest**

There were no conflicts of interest declared by Board members.

Professor Lyn Fragar advised that she has now been appointed as the Chair of GP Synergy.

#### **1.3 Adoption of Minutes**

The minutes of the meeting held on the 18<sup>th</sup> October 2017 had been circulated with the business papers. Revised minutes were REVIEWED and ADOPTED.

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 the following:

- Attendance at the NSW Innovation Symposium and the NSW Health Awards.
- Attendance at the Hunter New England District Leadership Forum.

- Attendance at a one-day symposium - NSW Justice Health Aboriginal Health Forum. The Chair tabled her notes from the Forum.

It was AGREED that a joint meeting of the Good Health Committee and the Aboriginal Health Committee will have a joint meeting to discuss the outcomes from the Justice Health Forum. The Chief Executive of Justice Health to be invited to this meeting.

ACTION BY: Mr 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:

- New Maitland Hospital
- Cessation of Out of Pocket payments for VMOs
- Renewed focus on Emergency Treatment Performance (Premier's Priority)
- NSWNMA Issues
- Staff service recognition project.
- Update on the Inverell redevelopment.
- Update on the Murrurundi MPS.
- Update on the Tamworth MRI.
- Palliative Care Research Grant.
- Guyra Medical clinical upgrade officially opened.

The Board DISCUSSED and NOTED the Chief Executive's Report

### **MAITLAND HOSPITAL – WEDNESDAY 15<sup>TH</sup> NOVEMBER 2017 TOUR OF THE FACILITY**

The Board was given a tour of Maitland Hospital led by Di Peers and Linda Davidson.

### **MORNING TEA WITH THE MAITLAND HEALTH COMMITTEE**

The Board was joined by members of the Maitland Local Committee, Volunteers at Maitland Hospital and Cessnock Local Committee.

The following were discussed:

- The Chief Executive briefed the group on the progress of the new Maitland Hospital.

### **PRESENTATIONS**

#### **Falls Prevention**

The Board was joined by Mr Martin Lau and Mr Andrew Batcheldor who made a presentation on the Management of Falls – learnings from a fall with harm.

#### **Cultural Improvement**

The Board was joined by Di Peers who made a presentation on cultural improvement.

The Board thanked Martin, Andrew and Di for their presentation.

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

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

The minutes from the meeting held on the 17<sup>th</sup> October 2017 had been circulated in the business papers.

The minutes were NOTED by the Board.

## **2.2 Good Health Committee**

The minutes from the meeting held on the 17<sup>th</sup> October 2017 had been circulated in the business papers.

The minutes were NOTED by the Board.

## **2.3 Aboriginal Health Committee Meeting**

There were no papers for this meeting.

## **2.4 New Business**

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

## **2.5 For Information**

### **2.5.1 Social Media Strategy Launch**

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

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

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

The minutes from the meeting held on the 11<sup>th</sup> October 2017 had been circulated in the business papers.

The Meeting 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 Clinical Engagement**

A paper had been distributed in the business papers. The paper was DISCUSSED, and it was AGREED that the paper will be finalised and forwarded as requested to the Ministry of Health.

ACTION BY: Lyn Fragar

It was AGREED that the April 2018 Board meeting would focus on Excellence and Engagement of Medical Staff.

ACTION BY: Mr Michael DiRienzo

It was AGREED that 2018 meetings scheduled to be held at District Headquarters will now be held in the John Hunter Hospital Boardroom, and that medical leaders of streams and networks and departments will be scheduled to deliver a lunchtime presentation on their activities and discuss with the Board.

ACTION BY: Mr Michael DiRienzo  
Ms Desiree Chymiak

### **3.4 For Information**

#### **3.4.1 Overview of Hunter New England Local Health District Mental Health Services**

A paper had been distributed in the business papers. The paper was DISCUSSED and NOTED by the Board.

The Board was SUPPORTIVE for the review to be undertaken and for the installation of cameras into mental health facilities across Hunter New England.

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

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

The minutes and a brief from Dr Martin Cohen from the meeting held on the 24<sup>th</sup> October 2017 had been circulated in the business papers.

The minutes were NOTED by the Board.

Dr Helen Belcher raised concerns regarding the re-scheduling of the Health Care Quality Committee meeting dates. It was AGREED that meetings will go ahead at their scheduled time regardless of apologies received by members.

### **4.2 Patient Story**

Two Patient Stories had been distributed in the business papers.

The patient stories were DISCUSSED in the context of the Presentation on Falls and NOTED by the Board.

### **4.3 New Business**

#### **4.3.1 HNE LHD Safety and Quality Account 2016-2017**

The final draft of the HNE Safety and Quality Account 2016-2017 had been distributed in the business papers.

The draft was DISCUSSED and ENDORSED by the Board.

The Board thanked both Melissa O'Brien and Nicole Taylor for their work on the Safety and Quality Account.

### **4.4 For Information**

There was no further information relating to Safety and Quality.

## **LUNCH WITH THE CLINICIANS**

The Board was joined by the staff of Maitland Hospital over lunch.

The following were DISCUSSED and NOTED:

### **Community Health**

- Cessnock - Client focus group has been held which was an overwhelming success.
- Cessnock - Child and Family team meeting benchmarks and targets.
- Maitland – medical governance for hospital in the home team to better support the hospital. Teams are integrated and the nursing staff are fantastic.
- Outreach work within community health – preventative care such as allied health services are working very well.

### **Allied Health**

- Social work – implementation of the SAMS project (safety action meetings around domestic violence.) Meetings held once a fortnight and work together to come up with strategies to keep women safe. Lower Hunter has a high volume of referrals to SAMS.
- VIP project – a lot of work has been put into this project which is working very well.

- Occupational Therapy – very proud of teamwork and have great working relationships across the sector. Always trying to put systems in place to work for the patients.
- Dietetics – increased complexity of patients in the community and the hospital which means that an increase in skills is required. Working very well with Healthshare with the changes to food service and menus.
- Pressure injuries project is almost complete – surveyed patients and evaluated all of the handouts and resurveyed patients and have now reduced the number of pressure injuries.

### **Doctors**

- Rehabilitation facility at Kurri Kurri has just opened – 24 bed fully functional rehab unit. Receive a lot of referrals from John Hunter Hospital. Provide excellent patient stroke care to patients.
- Rehabilitation unit – follow up phone calls are going well.
- Palliative Care – have achieved 90% at home death rates. Patients can die at a place of their choice with dignity.
- Junior doctors – teamwork at Maitland is strong. Strong culture of supporting each other. Help each other according to workload – allows a better flow of workload and makes it easier in ED in particular.
- Junior doctors - Culture is very good – consultants are always happy to answer any questions and are always available for support and education. You learn a lot.
- Junior doctors received a lot of support from the JMO unit. Get support to attend education sessions.

### **Nursing**

- Have an infrastructure team that is doing the logistics work.
- Hand hygiene is going well.
- Follow up phone calls – have worked to ensure systems work well. Always reviewing data around phone calls.
- Follow up phone calls in ED is a new process – currently focusing on Aboriginal patients and patients who did-not-wait.
- Hourly rounding – videoing of the champions to educate other staff.
- Capacity issue at the hospital, have beds at Kurri Kurri available to use which helps.
- Have six translational projects running with the University of Newcastle.
- HDU – celebrating the survival of winter.
- Critical care – level 4 intensive care unit will open in February 2018.

### **Healthshare**

- Standardisation across the staff.
- Choice of meals for patients is an achievement.
- Diabetic patients can choose their meals.

### **Administration**

- Administration is a much more accountable position now within the hospital. Administration staff feel like they are contributing to patient care.
- New admission process has been put in place and is running smoothly.

### **Challenges**

- The transition of the HDU to ICU.
- Performance in the Emergency Department.
- Commissioning of the hospital in particular around translational care.
- Budget allocation.

- NDIS – issues with group homes. When the patient is ready to return to group homes, the home may not be ready for the patient.
- Staffing for medical and emergency department – look at having additional back up staff to cover shifts when there are unexpected absences.

The Chair THANKED the staff for the care that they are providing to patients, particularly throughout the recent winter flu epidemic season.

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

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

The Finance Management reports for the month ending October 2017 had been circulated in the business papers. The Board DISCUSSED and NOTED the Finance and Performance Report.

It was AGREED that a roster be put together for each Board member to look at all performance measures each month and highlight any that need to be brought to the Board's attention. It was AGREED that Dr Felicity Barr would be scheduled to look at the report for the December meeting.

It was AGREED that Dr John Wiggers be invited to a Board meeting to give a presentation on Population health KPI's.

ACTION BY: Ms Desiree Chymiak

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

The minutes of the meeting held on the 17<sup>th</sup> October 2017 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**

A report had been 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 RESOURCES – MANAGING OUR SERVICES WELL.

### **5.6 For Information**

There was no further information relating to RESOURCES – MANAGING OUR SERVICES WELL.

## **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. The Chief Executive had provided a verbal update during his report (Item 1.6)

### **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.

## **OUR STAFF AND WORKPLACE CULTURE**

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

The Minutes of the meeting of the Medical Dental Appointments Advisory Committee held on the 24<sup>th</sup> October 2017 had been distributed with the business papers.

The papers were DISCUSSED and NOTED by the Board.

### **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 POSITION FOR THE FUTURE.

## **BOARD DEVELOPMENT**

### **8.1 Board Performance Report**

There were no papers for this meeting.

### **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**

## **MEETING REVIEW AND FEEDBACK**

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

There were no member's issues to be raised

### **9.2 Feedback from the September Meeting**

The feedback report from the October 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 on the 13<sup>th</sup> December 2017 at District Headquarters.