

Minutes of the Hunter New England Local Health District Board

Seventieth Meeting

18th October 2017

Venue: District Headquarters

Present

Associate Professor Lyn Fragar (Chair), Mrs Barbara Clark, Dr Martin Cohen, Ms Lyn Raines, Mr Peter Johnston, Mr Ken White, Mr Fergus Fitzsimons and Dr Patrick Farrell

Apologies

Ms Felicity Barr, Ms Helen Belcher, Dr Ian Kamerman and Ms Janelle Speed

In Attendance

Mr Michael DiRienzo Ms Karen Kelly, Ms Marcia Fogarty and Dr Stephen Oakley (MSEC Rep).

Order of Business: 1.1-5.2; 5.6.1; 5.3-5.4; 5.6.2-9.3

PRESENTATION: John Hunter Hospital's Medical leadership Excellence Program

The Board was joined by Director of Medical Services at John Hunter Hospital, Michael Hensley and General Manager of John Hunter Hospital, Debbie Bradley at 11:30am. Dr Hensley and Ms Bradley presented the **John Hunter Hospital's Medical Leadership Excellence Program**.

The Board DISCUSSED and NOTED the presentation

BOARD EDUCATION/REFLECTION SESSION - Disruptive Technologies

The Board was joined for lunch by the Medical Leadership Team from the John Hunter Hospital. The Board was also joined by Professor Brian Kelly, Head of the School of Health and Public Health who presented to the Board and the John Hunter Medical Leadership Team regarding **Disruptive Technologies**, and lead discussion.

Participants will be invited to suggest topics for further consideration of disruptive technologies.

ACTION BY: Board Chair

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Professor Lyn Fragar opened the meeting at 8:30am

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.

1.3 Adoption of Minutes

The minutes of the meeting held on the 20th September 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:

- She had attended the Council of Board of Chairs meeting on 3rd October where the focus had been on medical engagement and capacity and capability of boards.

1.6 Chief Executive's Report

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

- Mr Phil Minns appointed as Deputy Secretary, People, Culture and Governance
- Resignation of Michael Symonds, Director HNE Imaging and BreastScreen.

- New appointment of Jennifer Duncan, Service Manager, Surgical Services John Hunter Hospital
- Wallsend Aged Care Facility Accreditation Update.
- Tamworth MRI Machine
- Inverell Redevelopment – meeting with Council, Local Member, community and doctors in Inverell, where the scope of services was discussed.
- Tenterfield Council Motion to separate from the HNELHD has been rescinded.
- Gunnedah Health Service preparation of the terms of deed and assignment of lease.
- Impressive results for John Hunter Hospital Outpatients in regards to Telehealth appointments.
- Palliative Care update – recruitment of additional Nurse Practitioners and Clinical Nurse Consultants.
- NSW Regional Partners Centre for Innovation in Regional Health – recruitment of Chief Operations Officer, currently recruiting a Director.
- Update on VMO out of pocket payments process.
- New Maitland Hospital update. Further work has been done of the Service Profile, and will be delivered to the governance group.
- Chief Executive provided update from the Senior Executive Forum.

The Board DISCUSSED and NOTED the Chief Executive's Report

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

There are no papers for this meeting. The Committee met on 17th October 2017.

The Community and Consumers Partnership Forum will be held in November 2017 in Scone.

2.2 Good Health Committee

There were no papers for this meeting. The Committee met on 17th October 2017. The Chair reported good progress on Health Literacy Project.

The Committee has appointed an informal advisory panel of professionals who wish to be involved.

2.3 Aboriginal Health Committee Meeting

There were no papers for this meeting 14th November 2017.

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.

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The minutes from the meeting held on the 13th September 2017 had been circulated in the business papers. The Meeting minutes were DISCUSSED and NOTED by the board.

Dr Patrick Farrell provided an update from most recent meeting on Wednesday 11th October 2017. There was discussion and suggestions for reporting of clinician feedback and outcomes of discussions in the summary report to the Board.

3.2 Medical Staff Executive Council Report

There were no new matters to report at this meeting.

The next meeting is planned for December 2017.

3.3 New Business

There was no new business relating to SERVICE – THE SERVICE WE PROVIDE

3.4 For Information

3.4.1 Coates Newcastle 500 V8 Supercars

A brief on this coming event had been distributed with the Business papers. Potential impacts and risks from the Health Service Perspective DISCUSSED and NOTED by the board.

3.4.2 Winter 2017

A brief had been distributed with the Business papers.

The brief was DISCUSSED and NOTED by the Board.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

There were no papers for this meeting. The committee will meet on 24th October 2017.

4.2 Patient Story

The Patient Story was distributed in the business papers.

The patient story was DISCUSSED and NOTED by the Board.

The Board AGREED that the above Patient Story to be resubmitted for November board meeting when the board meets in Maitland.

ACTION: Desiree Chymiak

4.3 New Business

There was no new business relating to SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERYTIME

4.4 For Information

4.4.1 HNE Safety and Quality Account 2016/17

A Briefing Paper and Document had been distributed with the business papers. The Brief and Document was DISCUSSED and NOTED by the Board.

Suggestions by Board members for further development included:

- A page regarding Community and Consumer involvement
- Mention of the use of PETS trackers and data from these.
- Inclusion of the Morbidity and Mortality meetings in the Clinical Quality and Patient Care Committee Structure.

Any further feedback from Board members to be forward to Desiree Chymiak.

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending 30th September 2017 had been circulated in the business papers.

The Board DISCUSSED and NOTED the Finance and Performance Report.

5.2 Finance and Performance Committee Report

The minutes of the meeting held on the 18th September 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. The next meeting of the committee is planned for 5th December 2017

5.4 Work, Health and Safety Report

PRESENTATION: Workplace Health and Safety Promotion and Performance

The Board was joined by Executive Director Workforce and Allied Health, Kim Nguyen and District Workplace Health and Safety Manager, Patricia Robertson at 2:00pm. Mr Nguyen and Ms Robertson presented the **Workplace Health and Safety Promotion and Performance**

The Board DISCUSSED and NOTED the Presentation

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

5.5 New Business

Nil

5.6 For Information

5.6.1 External Cladding systems on high rise buildings

A brief had been distributed with the business papers.

The Board DISCUSSED and NOTED the report.

5.6.2 Current Industrial Matters – Nursing and Midwifery District wide

A brief had been distributed with the business papers.

The Board DISCUSSED and NOTED the report.

An update will be provided at the November Board 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.

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 26th September 2017 were distributed with the business papers. The papers were DISCUSSED and NOTED by the Board.

There was a need identified that scopes of practice be specific for interventional specialities.

It was AGREED that Lyn Raines will discuss concerns with the Chief Executive and report back to the Board.

ACTION BY: Lyn Raines and 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 POSITION FOR THE FUTURE.

BOARD DEVELOPMENT

8.1 Board Performance Report

The Meeting schedule and Work plan was provided to the board during the meeting. The Work plan was DISCUSSED and NOTED by the board.

The dates and venues will be checked within the document and become part of each monthly board papers set.

ACTION BY: Melissa Ianna/ Desiree Chymiak

8.2 Board Members Development Report

The Board Education Plan had been included in the Board WorkPlan (See Section 8.1)
It was AGREED that a session will be included on Mental Health Processes regarding patients presenting with suicidal ideation in February 2018, by Dr Martin Cohen.

8.3 New Business

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

8.4 For Information

8.4.1 Governance Compliance Schedule

A Brief had been distributed to the board in the business papers. The board DISCUSSED and NOTED the brief.

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 September 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 14th November 2017 at Dungog Health Service and 15th November 2017 at The Maitland Hospital.