

Minutes of the Hunter New England Local Health District Board

Fifty Second Meeting

16th March 2016

Venue: Maitland Hospital

Present

Associate Professor Lyn Fragar (Chair), Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines, Mr Brad Webb, Dr Felicity Barr, Mr Ken White, Dr Bruce Bastian, Mr Fergus Fitzsimons and Mr Peter Johnston

Apologies

Dr Ian Kamerman

In Attendance

Mr Michel DiRienzo, Ms Karen Kelly, Ms Lauren Cruz, Dr Tim Stanley and Ms Desiree Chymiak

Order of Business: 1.1 – 1.2; 6.3.2; 1.3-6.3.1; 6.3.2-9.3

BUSINESS OF THE MEETING

TOUR

The Board was given a tour of the Maitland Hospital led by senior management at Maitland Hospital.

MORNING TEA WITH THE LOCAL COMMITTEE

The Board met with the Maitland Health Committee (Henry Meskauskas, Linda Davidson, Diane Holmes and Lynne Bickerstaff) over morning tea.

Matters discussed included:

- The Committee is currently struggling with membership. A strategy for renewal and recruitment of new members, in particular young people and Aboriginal people, is being planned.
- The Committee is looking at holding a mini fair to showcase the annual report.
- Redevelopment of the hospital.
- The community is in the early stages of rolling out the 'Let's Start Talking' initiative.
- Discussion is underway looking at opportunities for an electronic newsletters and ways to engage the community through social media.
- The dashboard of safety issues is brought to the committee for their information.
- The population growth in Maitland.

The Chair thanked the Committee members for their work and participation in the Board discussions.

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Associate Professor Lyn Fragar opened the meeting at 8.30am.

The apology of Dr Ian Kamerman was accepted.

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

1.2 Conflicts of Interest

Mr Fergus Fitzsimons advised that he has a potential conflict with regards to Primary Health Networks, in his role with Centacare.

1.3 Adoption of Minutes

The minutes of the meeting held on the 17th February 2016 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: Ms Desiree Chymiak

1.4 Action List

Progress on action items was NOTED by the Board.

1.5 Board Chair Report

The Board Chair reported the following:

1. A request has been received from the Chair of the Board of Western NSW Local Health District for a member of that Board to attend one of our Board meetings to see how we work. The Board AGREED to this request.
2. The Chair had attended the Council of Chairs meeting on the 14th March 2016.
 - The main focus from the Minister of Health was to reinforce the Premier's priorities.
 - The Council of Chairs received a presentation from the Cancer Institute on variation in clinical practice relating to cancer surgery..

The Board AGREED that this report be provided to the Health Care Quality Committee to review and determine any concerns from the report. Feedback will be provided back to the Board. This report may be further referred to the Medical Staff Executive Council and the District Clinical Council.

ACTION BY: Mr Michael DiRienzo and Dr Helen Belcher

In discussion, the Board SUGGESTED that the Health Care Quality Committee should be renamed to reflect its focus and purpose.

ACTION BY: Dr Helen Belcher

- The Chair has discussed with the Minister's office the recruitment to the vacant position left by Professor Trevor Waring, requesting that recruitment should commence to fill this vacant position.

1.6 Chief Executive's Report

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

- Update on recruitment of the Director Mental Health, Lower Mid North Coast Sector General Manager and the Peel Sector General Manager
- Update on the Moree operating theatres
- Information on the Aboriginal Cultural Garden's Project in Tamworth
- Information the Tablelands Leadership Program held on the 11th February
- Update on palliative care service Tamworth – seed funding.
- Update on falls
- Update on Health Share Linen Services
- Information on the Department of Premier and Cabinet visit to John Hunter Hospital
- Update on the Hunter Regional Plan
- Announcement of the opening of the 2016 Hunter New England Health Excellence Awards

Individual items were DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

The report and minutes from the 16th February 2016 meeting had been distributed in the business papers with a covering brief.

The minutes were NOTED by the Board.

The revised Charter was distributed in the business papers requesting the Board's approval of the Charter.

The Board APPROVED the Charter.

2.2 Social Determinants of Health Committee Minutes

The Chair advised that this committee is no longer functioning.

The Chair reported on early discussions of the working group identified at the previous board meeting. The proposed purpose of this new committee will be to assist the Board and Executive to move towards achieving its Vision of *Healthy people, now and into the future*, through its population health programs, as well as through improved attention to patients' relevant social and economic circumstances in the course of their care, at discharge and at follow up.

2.3 New Business

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

2.4 For Information

There was no information relating to COMMUNITY – THE PEOPLE WE SERVE for this meeting.

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The draft minutes from the 9th March 2016 meeting had been distributed in the business papers with a covering brief.

The minutes were NOTED by the Board.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

Dr Tim Stanley reported that he is continuing to meet with the Chairs of each of the Clinical Councils and is working with them around engagement with all hospitals.

3.3 New Business

There was no new business relating to SERVICE – THE SERVICE WE PROVIDE for this meeting.

3.4 For Information

3.4.1 Clinical Networks and Streams Evaluation

A paper had been distributed in the business papers.

The paper was 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.

4.2 Patient Story

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

4.3 New Business

There was no new business relating to SAFETY AND QUALITY for this meeting.

4.4 For Information

4.4.1 Patient Falls Report – January 2016

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending February 2016 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 from the meeting held on the 16th February 2016 had been circulated in the business papers.

The minutes were NOTED by the Board.

The Board confirmed the items identified by the Finance and Performance Committee for inclusion in its 2016-2017 work plan relating to review of the Internal Budget Allocation in July and of the Budget review in April.

ACTION BY: Finance and Performance Committee

5.3 Audit and Risk Management Committee

The minutes from the meeting held on the 1st March 2016 had been circulated in the business papers.

The minutes were NOTED by the Board.

5.4 Work, Health and Safety Report

The report was distributed in the business papers.

The report was NOTED by the Board.

5.5 New Business

There was no new business relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

5.6 For Information

5.6.1 Quarter 2 Review of the Hunter New England Health Operational Plan 2015/16

The report was distributed in the business papers.

The report was NOTED by the Board.

5.6.2 2016/17 Service Agreement – Activity Negotiations

The report was distributed in the business papers.

The report was NOTED by the Board.

5.6.3 Department of Premier and Cabinet Visit to John Hunter Hospital Presentation

The report was distributed in the business papers.

The report was NOTED by the Board.

5.6.4 Activity versus Targets – Local Health District Activity Remediation Plan

The report was distributed in the business papers.

The report was NOTED by the Board.

POSITIONING FOR THE FUTURE

6.1 Innovation and Research Report

There were no papers for this meeting.

6.2 New Business

There was no new business relating to POSITIONING FOR THE FUTURE for this meeting.

6.3 For Information

6.3.1 Proposal for the Evaluation of Projects from Innovation Scholarships, Centre for Healthcare Redesign, Clinical Leadership Program and Hunter New England Excellence Awards

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.2 Realignment of Services – Lower Hunter Sector

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

6.3.3 Translational Research Grant Scheme

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

7.2 New Business

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

7.4 For Information

7.4.1 Letter from Professor Trevor Waring

A letter had been distributed in the business papers.

The paper was NOTED by the Board.

LUNCH WITH THE CLINICIANS

The Board met with the Maitland Hospital Clinicians over lunch.

Matters noted by clinicians as working well included:

- Teamwork is outstanding.
- Palliative care service works very well.
- The clinical school is supported well by the hospital
- Allied health – always looking for areas to improve on in clinical processes and avoiding admissions
- Guardianship applications in allied health are facilitated well for patients who require guardianship
- Good leadership and teamwork
- Winter strategy in place to reduce length of stay and hospital admissions. Learnt a lot from last winter to improve the strategy for this winter
- Support for Aboriginal staff
- Work like a family and feel listened to
- Nursing – focus on a vision for leadership, care and shared governance
- Excellence – tools have helped the relationships of staff
- Follow up phone calls are going well
- Care boards are being used
- Support is provided by the Chief Executive and Director Greater Metropolitan Health Services

Challenges reported by clinicians included:

- ENT and orthopaedics have challenges with recruiting
- Skill and capability with the changing needs of the hospital
- Leave relief for allied staff when staff are sick
- Allied health – changes from external landscapes is challenging
- There is an emphasis on quality of documentation.
- Transport availability for patients

The Chair thanked the staff for the participation in the discussion and their hospitality during the Board's visit.

BOARD DEVELOPMENT

8.1 Board Performance Report

A paper had been distributed in the business papers recommending that the Board endorse the committee work plan for 2016/2017.

The plan was ENDORSED by the Board.

8.2 Board Members Development Report

There were no papers for this meeting.

8.3 New Business

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

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

Nothing to report at this meeting.

9.2 Feedback from the December Meeting

Feedback from the February meeting had been circulated with meeting papers. The issues of the need for improved 'clinician engagement' had been noted.

Following discussion, it was AGREED that the Executive Team will identify key issues relating to effective participation by clinicians in the District's programs review, and suggest priorities for action that build on work already being undertaken.

ACTION BY: Chief Executive

The feedback was NOTED by the Board

9.3 Next Meeting

The next meeting will be held on the 20th April 2016 at District Headquarters.