

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

### **Thirteenth Meeting**

**22<sup>nd</sup> August 2012**

**Venue: District Headquarters**

**Present**

Associate Professor Lyn Fragar, Dr Felicity Barr, Professor Trevor Waring, Mrs Janelle Speed, Dr Bruce Bastian, Mr Fergus Fitzsimons, Dr Ian Kamerman, Dr Helen Belcher, Mrs Helen Staines.

**Apologies**

Mr Paul Henry and Mr Ken White

**In Attendance**

Mr Michael Dirienzo, Ms Karen Kelly, Mr Todd McEwan, Mr Scott McLachlan, Professor Nik Bogduk and Ms Desiree Chymiak

Order of business: 1- 4.4; 5-6; 4.5 7-10

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## **BUSINESS OF THE MEETING**

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

The Chair, Associate Professor Lyn Fragar, opened the meeting at 8.00am and welcomed those present.

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 Paul Henry and Mr Ken White.

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

The Board NOTED that there were no declarations of conflict of interest with respect to the agenda items.

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

The minutes of the meeting held on 25<sup>th</sup> July 2012 had been circulated.

The minutes were ADOPTED by the Board as a true and accurate record with one minor change.

The minutes, with amendment, will be published on the Board section of the Hunter New England Health District website.

ACTION BY: Secretariat

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

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

The Board NOTED progress with actions agreed to be taken at previous meetings.

### **4.2 Lower Mid North Coast Clinical Services Plan – Consultation Strategy Timeline**

The Clinical Services planning process for the Lower Mid North Coast formally commenced in July 2012. The Board was provided with a GANTT chart which highlights key milestones in the development of the clinical services plan.

The Board ACKNOWLEDGED the planning timelines in developing the clinical service plan for the Lower Mid North Coast.

### **4.3 Inverell Health Services Local Planning Exercise Report**

The Inverell Health Services Local Planning Exercise Report has been reviewed and amended in response to feedback received.

A draft report has been released to staff and key stakeholders for comment as well as being uploaded to the Inverell Shire Council website for public review and comment.

The Board ENDORSED the report.

### **4.4 Manning MRI**

Healthcare Imaging Services have advanced plans for locating an MRI at the Mayo Private Hospital in Taree. Healthcare Imaging Services have expressed a willingness to enter into a service level agreement with Hunter New England Health to establish access to the MRI for inpatients at the Manning Hospital and have indicated that prices would be aligned to MBS.

The Board NOTED and ENDORSED the direction.

#### **4.5 Communication Plan**

The NSW Minister of Health wrote to the HNE Health Board Chair in November 2011 to outline her expectations of the district Boards and Board Chairs.

At the June meeting a draft communication framework was tabled and discussed. The draft outlined the approaches and mechanisms used within HNE Health for communicating with staff, clinicians, external stakeholders, health partners, patients and communities about key matters.

Since the June meeting the document has been updated to include: statement of priorities, mechanisms and measures to four pages and including the matrix of commonly used communication vehicles and processes as an appendix to demonstrate the varied tools and forums the district uses.

Feedback from the Board included:

- Include actions that are being taken to improve internet communication and pilot use of social media.
- Each of the priorities should have a statement of strategy
- Need to define the scope
- Suggestions to change the wording 'methods and mechanisms' to actions.
- Priority #5 should read: Ensure timely and accurate advice is provided to the Ministry of Health and NSW Health ministers' offices on matters of importance.

The plan will be circulated to the Board out of session for final endorsement once this feedback has been included.

ACTION: Carina Bates

#### **PRESENTATION**

The Chair welcomed Professor Michael Nilsson, Director of the Hunter Medical Research Institute (HMRI) to the meeting. Professor Nilsson's presentation to the Board included information relating to his own research background, the positive response of researchers to working in the new HMRI building, and broad directions being considered for the future if the Institute. A key focus for the future will be on translation research, and on broadening focus to include rural areas.

Discussion followed, with the Board NOTING the need to increase the number of research-active clinicians, and the development of relevant KPIs for research for the District.

#### **MORNING TEA WITH MARK FOSTER, HUNTER MEDICARE LOCAL**

The Chair welcomed Mr Mark Foster, Chief Executive of the Hunter Medicare Local.

Mr Foster provided an update on activities since his last meeting with the Board, including expansion to include the Upper Hunter and Lower Mid-North Coast areas. In discussion the Board NOTED the need to review GPAC Committee structure and functions; the need for improved mental health liaison; and the need to work more closely in the Hunter New England hospital avoidance program. The Board further NOTED that arrangements are being made for the Chairs and Chief Executives of the District and Medicare Locals to meet, as previously agreed.

ACTION: Scott McLachlan

### **5. Standing Items**

#### **5.1 Board Chair Report (verbal)**

The Board Chair reported:

- Attended the Ministers visit in Armidale on the 8<sup>th</sup> August 2012.
- Renomination forms for Board members need to be completed and provided to the Chair.

## **5.2 Chief Executive's Report**

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

- The position of Chief Nursing and Midwifery Officer at the Ministry of Health has been filled.
  - Director of Mental Health Professor Dinesh Arya has resigned from Hunter New England Health to take up a position with Northern Territory Health Service.
  - Capital works manager Stewart Leeman has retired with Brett Evans being appointed to the role.
  - McIntyre Cluster was successful in the area wide survey for accreditation last month.
  - Maitland Hospital (lower Hunter) Clinical services Plan
- Following discussion, it was AGREED that a meeting of representatives from the Ministers' Office with the Board be built into the planning process.

ACTION: Chief Executive

## **5.3 Finance and Performance Report**

A brief had been provided to the Board by Mr Mark Jeffrey which summarised financial performance to July 2012; and the Activity Performance report to June 2012.

The report was discussed and NOTED by the Board.

## **5.4 Finance and Performance Committee**

Nil to report for this meeting.

## **5.5 Health Care Quality Committee**

Nil to report for this meeting.

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

Nil to report for this meeting.

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

Nil to report for this meeting.

## **5.8 Clinical Council**

The draft minutes from the meeting held on the 18<sup>th</sup> July 2012 were provided to Board members for their information.

The Board NOTED the minutes.

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

There was no written report for this meeting. Professor Bogduk reported feedback regarding clinician involvement in the Lower Mid North Coast Clinical service planning. Discussion ensued that described the mechanisms available for clinician input. This information will be conveyed to clinicians.

ACTION: Medical Staff Executive Council

## **5.10 Members Report (verbal)**

- Bruce Bastian reported positive feedback from clinicians following the recent meeting of the Chief Executive with clinicians at John Hunter Hospital.
- Helen Staines provided information regarding the forthcoming Mental Health Carers Conference.

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

Professor Trevor Waring tabled a report for the Board's information.

The report was NOTED by the Board.

## **6. New Business**

### **6.1 Cancer Strategic Directions Plan**

The HNE Cancer Network has developed the cancer services plan in consultation with key stakeholders. The Cancer Services Plan sets the direction in which cancer services for the whole LHD need to move in order to continue to provide a high standard of cancer services to the population of HNE.

Progress so far includes:

- A nurse practitioner has been appointed to Medical Oncology at the Calvary Mater Newcastle
- A Career Medical Officer has been appointed to the day treatment centre at Calvary Mater Newcastle
- A full time Medical Oncologist has been appointed to Manning Rural Referral Hospital.
- From October 2012 an additional 0.5FTE Medical Oncologist will be employed at Calvary Mater Newcastle
- An additional 4 chemotherapy chairs have been opened at Calvary Mater Newcastle

The Board reviewed the plan and made some suggested changes. Once these comments have been incorporated the plan is then to be sent to the Minister of Health for information.

The Board NOTED and SUPPORT the direction of the plan.

### **6.2 Corporate Governance Statement**

The Board was provided with the Corporate Governance Attestation Statement for their endorsement.

The Board reviewed the statement and AGREED that approval should be sought from the Audit and Risk Management Committee prior to approval.

The Board MOVED to adopt the statement subject to being accepted by the Audit and Risk Management Committee.

### **6.3 Current Emergency Access Performance Across Greater Newcastle Hospitals**

The Board was provided with a brief outlining the strategies which have been implemented to deal with ambulance response times and access block. Strategies include:

- Additional nursing staff rostered to the ambulance bay area during busy periods
- The appointment of a senior registered nurse during this period to assist in facilitating patient flow
- Introduction of the SafeFlow Program involving a trial of increasing senior staff rostered to the emergency express area
- Improved communication between Hunter New England Health and Ambulance Service of NSW

The Board NOTED the information provided.

## **7. Correspondence**

Nil to report.

## **8. HNE Health Policy**

Nil

## **9. Meeting feedback**

The Board NOTED the meeting feedback following the July meeting.

The Board NOTED that a meeting with executive team had been held the previous day and that a report will be provided for the next meeting.

ACTION: Chair

## **10. Next Meeting**

Wednesday 26<sup>th</sup> September 2012 at Cessnock with an 8.00am start.