

Minutes of the Hunter New England Local Health District Board

Forty First Meeting

18th March 2015

Venue: Nelson Bay Health Service

Present

Associate Professor Lyn Fragar, Professor Trevor Waring, Mr Peter Johnston, Mr Bradley Webb, Dr Bruce Bastian, Mr Ken White, Mrs Janelle Speed, Dr Helen Belcher, Ms Lyn Raines, Mr Fergus Fitzsimons, Dr Ian Kamerman and Dr Felicity Barr.

Apologies

Dr Tim Stanley

In Attendance

Mr Michael DiRienzo, Ms Susan Heyman and Ms Desiree Chymiak

Order of Business: 1.1; 3.3.1; 3.4.2; 1.2-3.3; 3.4.1; 3.4.3-9.3

TOUR OF THE FACILITY

The Board were provided with a tour of the facility led by Ms Derene Anderson and Mr Gary Spain.

PRESENTATION

Dr David Durrheim and Dr Craig Dalton attended the meeting and made a presentation on the Hunter Coal Report and Lead Contamination.

The Board discussed the reports and the presentation was NOTED by the Board. The Chair thanked both Dr Durrheim and Dr Dalton for the presentation.

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Associate Professor Lyn Fragar opened the meeting 9.44am.

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 Ken White declared that he has a conflict with item 1.6 Gloucester Aged Care as he is a Director on the Board of Anglican Care.

The declaration was NOTED by the Board.

1.3 Adoption of Minutes

The minutes of the meeting held on the 18th February 2015 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the Hunter New England 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:

1. She had attended the Council of Chairs meeting on the 20th February 2015. There was a sharing of responses made by Chairs around the significant achievements of the devolution of districts and ongoing challenges. Discussion had been held with the Chief Health Officer, Dr Kerry Chant, who will be invited to meet with the Chair, Chief Executive and Director of Population Health to consider population health priority setting.
2. The Chair will be away from Friday 20 March and returning the week before the next Board meeting.

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 the Primary Health Network
- Updated on Gloucester Aged Care
- Information on the NSW Health YourSay Workplace Culture Survey
- Update on ACI Building Partnerships Framework
- Information on Quality Systems Assessment onsite visit held last week.
- Update on frozen berry products manufactures by Patties Foods Ltd
- Update on Leadership Development Program

The report was discussed and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

MEETING WITH THE LOCAL COMMITTEE

The Board were joined by members of the Nelson Bay Health Committee over morning tea. The following were raised, discussed and NOTED.

- The Health Services are held in high regard by the community – very friendly
- The Chair has a meeting with the Service Manager at the beginning of each year and look at relevant topics that suit the Tomaree Peninsula. The committee prepares a work plan on issues to look at for the year. Advanced Care Planning (Lets Start Talking) is the focus area for the committee for 2015, and the committee has sent out pamphlets and letters of introduction to the community.
- The service manager advised that the committee is very useful and that he can raise issues with the committee. Gives a good platform for suggestions around planning for the community.
- The Cluster General Manager advised that the committee is very connected with the community. Support is very valuable in terms of getting the message through.
- There is a very active hospital auxiliary with 57 members.
- Palliative care volunteers do a great job raising money for palliative care.
- The Service Manager advised that discussions are held with the Worimi people around making the service culturally safe for Aboriginal patients.

2.1 Aboriginal and Torres Strait Island Strategic Leadership Committee Report

The minutes of the 19th February 2015 meeting had been distributed in the business papers, and Ms Janelle Speed gave a verbal report of key issues raised.

The minutes were NOTED by the Board.

2.2 Community and Consumers Partnership Committee Report

There were no papers for this meeting.

Dr Helen Belcher advised that following the previous board meeting, a meeting had been held with representatives from Belmont, John Hunter, Mental Health, Children and Aboriginal Health which discussed community and consumer engagement for Greater Newcastle. The meeting drew to attention that there are several different arrangements in place for consumer consultation for different disciplines – including Child and Family Health, mental Health, Aboriginal and Torres Strait Islander Health. Concern was expressed that there is potential for duplication of effort and some confusion.

It was AGREED that Helen Belcher will bring a paper to the next Board meeting with some options for achieving harmonisation of community consultation processes across the District for consideration of the Board.

ACTION BY: Dr Helen Belcher

2.3 Social Determinants of Health Committee Report

The minutes from the 4th March 2015 meeting had been distributed in the business papers.

Mr Brad Webb reported that the committee is progressing well and delivering the work plan. A document is being developed to map the future direction of the committee.

The minutes were NOTED by the Board.

2.4 New Business

There were no papers for this meeting.

2.5 For Information

There were no papers for this meeting.

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The minutes from the 11th February 2015 meeting and a briefing paper had been distributed in the business papers.

Dr Bruce Bastian advised that the March meeting was held last week and the minutes from that meeting will be provided at the April Board meeting.

The minutes and briefing paper were NOTED by the Board.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting. Dr Tim Stanley had provided brief information on matters receiving current attention:

1. Discussions re Clinical Quality Initiative – linking clinical service delivery, research and training/ education by senior medical staff in the Greater Newcastle area.
2. Quality review of employment processes
3. Discussions with Ms Lauren Cruz regarding media responsibilities

3.3 New Business

3.3.1 Child and Adolescent Mental Health Services Plan 2015-2019

A paper had been distributed in the business papers.

Dr Martin Cohen Director Mental Health attended the meeting and presented the plan to the Board.

The Board DISCUSSED and NOTED the report. The Board ENDORSED the Child and Adolescent Mental Health Services Plan, and congratulated Dr Cohen on the body of work being undertaken to improved mental health services.

3.4 For Information

3.4.1 Manning Hospital Maternity Services Review Progress Report

A paper had been distributed in the business papers.

The Board NOTED the paper.

3.4.2 NSW Mental Health Direction, Strategies and Enhancements and the Impact on Hunter New England Mental Health Services

A paper had been distributed in the business papers.

Dr Martin Cohen Director Mental Health attended the meeting to discuss the paper.

The Board DISCUSSED and NOTED the paper.

3.4.3 Update on Plans for Dialysis Service in Forster

A paper had been distributed in the business papers.

The Board NOTED the progress report.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Report

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 were no papers for this meeting.

4.4 For Information

There were no papers for this meeting.

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending February 2015 and Performance Reports to end January 2015 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 17th February 2015 meeting had been distributed in the business papers. Mr Fergus Fitzsimons provided a verbal report of the meeting of the Finance and Performance Committee that had been held on the day prior to the Board meeting.

The report and 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 NOTED by the Board.

5.5 New Business

There were no papers for this meeting.

5.6 For Information

5.6.1 Six Monthly Performance Review 2014/15 Quarters One and Two

A paper had been distributed in the business papers.

The performance report was NOTED by the Board.

5.6.2 2015/2016 Activity Targets

A paper had been distributed in the business papers.

The paper was NOTED by the Board. The Chief Executive will bring an updated report to subsequent meetings.

ACTION BY: Chief Executive

POSITIONING FOR THE FUTURE

6.1 Innovation and Research Report

There were no papers for this meeting.

6.2 New Business

There were no papers for this meeting.

6.3 For Information

There were no papers for this meeting.

OUR STAFF AND WORKPLACE CULTURE

LUNCH WITH THE CLINICIANS

The Board was joined by the clinicians at Nelson Bay Health Services over lunch. The Chair thanked the staff for welcoming the Board to Nelson Bay Health Service. The following were raised, discussed and NOTED.

Achievements:

- Proud of team work within the Community Health Service. All staff can go to each other for advice. Good team environment where everyone helps each other out. Cross services with clients and this works well.
- Great that all services are in the one facility. Staff always help each other out.
- Open and friendly culture with dedicated workers who love being here – considered to be the “essence” of community.

- Good community connectedness.
- Community nursing works well.
- Discharge planning with families where patients need high level care once home needs improvement although works well for inpatients of the Nelson Bay facility. Wonderful that the hospital can access community health to assess patients.
- Liaison with ACAT teams works well with good working relationships.
- Have some local ability to develop local strategies.
- Liaison and communication between services is working well and growing and getting better all the time.
- Staff and people in the community feel a part of a team.
- Building is welcoming to patients and visitors.

Improvements:

- Discharge planning needs improving.
- Verbal handover for discharges would be useful.
- Important of having x-ray facilities onsite.
- Engagement with Aboriginal people.

Excellence

- Service rounding is happening however need to go further afield to gain more information.
- Follow up phone calls occur and working well. These calls catch anything that is missing and provides the opportunity to speak to the patient about any issues that occur when the patient goes home.
- Follow up phone calls have discovered medication errors which have been fixed quickly.
- Follow up phone calls help lower complaints.
- Staff are getting better at asking the appropriate questions.

Maintenance and Housekeeping

- Very proud of the facility - work hard to ensure that all areas are aesthetically clean and look good.

Medical

- Nurse initiated care and implementation of standard orders for nursing staff to use is accepted and liaison with Ms Susan Hayman to access current policies was encouraged.
- Environment is stable, and standard of care is high.
- Patients recognise the doctors which makes it easier for patients to interact with the doctors.

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 Workforce Report

There were no papers for this meeting.

7.3 New Business

There were no papers for this meeting.

7.4 For Information

There were no papers for this meeting.

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. The Chair advised that the next meeting will be preceded by a Board education session on Clinical Governance.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

There were no papers for this meeting.

9.2 Feedback from the February Meeting

A summary of members and attendees feedback from the February meeting was provided with the business papers. The report was NOTED by the Board.

9.3 Next Meeting

The next meeting will be held on the 15th April 2015 at District Headquarters.