

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

### **Sixty Fifth Meeting**

**16<sup>th</sup> and 17<sup>th</sup> May 2017**

**Venue: Murrurundi Hospital and Muswellbrook Hospital**

**Present**

Associate Professor Lyn Fragar (Chair), Dr Helen Belcher, Mrs Janelle Speed, Mr Ken White, Mr Peter Johnston, Dr Felicity Barr, Mrs Barbara Clark, Mr Fergus Fitzsimons and Dr Patrick Farrell.

**Apologies**

Dr Martin Cohen, Ms Lyn Raines, Dr Ian Kamerman and Mr Peter Johnston

**In Attendance**

Mr Michael DiRienzo, Ms Susan Heyman and Ms Desiree Chymiak

Order of Business: 1.1 – 9.3

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## **AFTERNOON TEA WITH THE MURRURUNDI HEALTH COMMITTEE AT MURRURUNDI HOSPITAL**

The Board was provided with a tour the Murrurundi Health Service and met with the Local Committee at Murrurundi over afternoon tea on the afternoon of 16 May 2017.

The following were DISCUSSED and NOTED:

- The current and future role of the health service.
- The VMO role is important and ensures hospital services are provided to the community.
- There has been a rise in people coming to the hospital due to having a VMO.
- Staff morale is high and staff have a significant role in the community, the hospital being the biggest employer in the town.
- Concerns were raised around the availability of patient transport to take patients to larger hospitals when requested.
- The Committee has great support from management.
- Would like to make more use of telehealth services.
- It is difficult to recruit registered nurses to the area.
- The staff are very passionate about *Excellence*.
- There is an emphasis on falls prevention.

## **TOUR OF THE MUSWELLBROOK HOSPITAL**

The Board was provided with a tour of the Muswellbrook Hospital, including the new Emergency department, and the Maternity Unit.

## **BUSINESS OF THE MEETING**

### **PRELIMINARY**

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

The Chair, Professor Lyn Fragar opened the meeting at 9.30am on 17 May 2017 at Muswellbrook Hospital.

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 19<sup>th</sup> April 2017 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: 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:

- The Community Partnership Forums had been held in Tamworth and Medowie. The Chair THANKED Helen Belcher, the Communication Unit and the Community and Patient Partnership Committee for the organisation of these forums.

- The Chair had recently met with Dr Stephen Oakley who will remain as chair of the Medical Staff Executive Council.
- Professor Brian Kelly will now run the Board and ET session on Disruptive Technology at the October meeting of the Board.

### **1.6 Chief Executive's Report**

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

- Update on the Director Clinical Research and Translation.
- Update on the Maitland PPP Community Forum.
- Update on the Western Newcastle City Bypass.
- Update on the Service Agreement and Activity.
- 2017/18 Federal Budget.
- 2017/18 workers compensation renewal contribution.
- Update on Innovation Scholarship success.

The Board DISCUSSED and NOTED the Chief Executive's report

### **MORNING TEA WITH THE MUSWELLBROOK HEALTH COMMITTEE AT MUSWELLBROOK HOSPITAL**

The Board met with the Muswellbrook Health Committee at Muswellbrook over morning tea. The following was discussed and noted:

- Committee members enjoyed attending the forums.
- The Committee is looking to recruit new members, currently 7 members on the committee.
- Would like to have youth representation on the committee.
- Information sharing between the committee and hospital management.
- The Committee has an Aboriginal member on the committee.
- The community is very happy with the new Emergency Department.
- New aged care facility – the community is happy with this facility.
- There are two doctors with hospital appointments in Muswellbrook, doing very well, would like to attract more visiting specialists.

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

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

The minutes from the meeting held on the 18<sup>th</sup> April 2017 had been circulated in the business papers. The minutes were NOTED by the Board.

Dr Helen Belcher extended her thanks to the Communication Unit for arranging the forums. Appreciation was also extended to Dianne Kershaw for her help at the Tamworth Forum.

#### **2.2 Good Health Committee**

There were no papers for this meeting.

#### **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**

There was no further information relating to COMMUNITY – THE PEOPLE WE SERVE.

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

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

A brief and the minutes from the meeting held on the 12<sup>th</sup> April 2017 had been circulated in the business papers. The brief and minutes was 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**

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

### **3.4 For Information**

There was no further information relating to SERVICE – THE SERVICE WE PROVIDE.

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

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

A brief had been circulated out of session.

The brief was NOTED by the Board.

### **4.2 Patient Story**

The patient story was distributed in the business papers. The patient story was DISCUSSED and NOTED by the Board.

### **4.3 New Business**

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

### **4.4 For Information**

There was no further information relating to SAFETY AND QUALITY for this meeting.

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

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

The Finance Management reports for the month ending April 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 18<sup>th</sup> April 2017 had been distributed in the business papers.

The minutes were NOTED by the Board.

### **5.3 Audit and Risk Management Committee**

The minutes of the meeting held on the 11<sup>th</sup> April 2017 had been circulated in the business papers. The minutes were NOTED by the Board.

A discussion occurred around the recent global cyber attack. It was NOTED that the District IT department has been working to manage the risk and to reboot computers across Hunter New England.

#### **5.4 Work, Health and Safety Report**

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

There was a discussion around the amount of travelling undertaken by staff. The Chief Executive advised that the District is working towards reducing the amount of travelling required. It was NOTED that the use of teleconferencing and videoconferencing for meetings should be encouraged.

#### **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.

### **LUNCH WITH THE MUSWELLBROOK HOSPITAL CLINICIANS**

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

The following were DISCUSSED and NOTED:

#### **1. Staff reported achievements:**

- It is 100 days since a fall occurred.  
This will be celebrated later in the day with an afternoon tea for staff.  
Screening of patients on admission around falls occurs.  
It is reinforced to staff what not having a fall does for a patient.
- Telehealth is working well and numbers are increasing. Fracture clinic and foot clinics can be run this way.

#### **2. Implementation of Excellence**

- Follow up phone calls are going very well and achieving 80%.  
Patients appreciate having a follow up phone call and feel cared for.  
Follow up phone calls pick up any issues the patient is having. May have a question around medication.  
Patients have made suggestions for improvement through the phone calls.
- Hourly patient rounding is working well and involves the patient.
- Community health – rounding is important in the community and staff appreciate the traffic light report.

#### **3. Concerns and Challenges**

- My-Aged-care – having difficulties with the amount of time it is taking. Some patients have to stay in hospital longer due to services unavailable.
- Challenges with NDIS. The portal is effective.
- Staff safety due to the new Emergency Department is great.
- Concerns with ED isolation room during late hours as there are lower numbers of staff during this period. There is an escalation plan in place to call in extra staff if this is required.
- Potential lack of obstetric services.

#### **4. Recruitment**

- Currently have an agency registered nurse, next recruitment round occurring.
- Difficulty to recruit RN's in specialist areas.
- Community health – encouraging
- Allied health – encouraging, always have a number of applicants for allied health positions.

- New graduates – issues with staff wanting positions in the area who miss out. This process is not completed locally.

## **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**

#### **6.3.1 Strategic Plan Towards 2019**

A brief and draft plan had been circulated in the business papers.

The plan was DISCUSSED and NOTED by the Board.

### **6.4 For Information**

There was no new information relating to POSITIONING FOR THE FUTURE.

## **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.

### **7.3 For Information**

There was no further information relating to OUR STAFF AND WORKPLACE CULTURE

## **BOARD DEVELOPMENT**

### **8.1 Board Performance Report**

The Chair outlined the proposed process for the annual Board performance review.

She requested Chairs of Board committees to arrange for the annual review of their committee performance and development of the next work plan.

ACTION BY: Board committee chairs

### **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**

There was no further information relating to BOARD DEVELOPMENT.

### **9.2 Feedback from the April Meeting**

A paper 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 20<sup>th</sup> June 2017 at District Headquarters.