



**Minutes of the Hunter New England Local Health Network**

**Governing Council**

**Fifth Meeting**

**Tuesday, 31<sup>st</sup> May 2011**

**Venue: Newcastle Headquarters**

**PRESENT**

Associate Professor Lyn Fragar, Mr Paul Henry, Mr Ken White, Dr Bruce Bastian, Dr Helen Belcher, Professor Trevor Waring,

**IN ATTENDANCE**

Mr Michael DiRienzo (Chief Executive), Dr Kim Hill, Mr Scott McLachlan, Dr Sue Carter, Mr Kim Nguyen, Ms Karen Kelly, Mr Mark Jeffrey, Ms Lauren Cruz, Mr Todd McEwan, Professor Trish Davidson, Ms Jackie Mandicos, Dr Murray Hyde-Page

**APOLOGIES**

Prof Nik Bogduk, Mrs Janelle Speed and Ms Helen Staines

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Order of business: 1-5, 11,6-8; 9-10; 12; 13-14

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## **BUSINESS OF THE MEETING**

### **1. WELCOME AND APOLOGIES, ACKNOWLEDGEMENT OF COUNTRY**

The Chair, Associate Professor Lyn Fragar, opened the Governing Council meeting at 9.00am and welcomed those present.

The Council ACCEPTED the apologies of Prof Nik Bogduk, Mrs Janelle Speed and Ms Helen Staines

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### **2. CONFLICT OF INTEREST DECLARATIONS**

#### **2.1 Conflict of Interest Relating to this Meeting's Agenda**

The Council NOTED the following declarations of conflict of interest relating to this meeting agenda:

Mr Ken White – participated in an interview panel for selection of General Manager, Calvary Mater Newcastle Hospital

Mr Ken White – indicated that he previously held the position of CEO of Manning Health Service

### **3. MINUTES OF THE PREVIOUS MEETING**

#### **3.1 Adoption of Minutes of Meeting Held on 6 May 2011**

The minutes from the meeting held on Friday 28<sup>th</sup> March 2011 had been circulated. The minutes were ADOPTED by the Council as a true and correct record.

The minutes in full will be published on the Governing Council section of the Hunter New England Health Network website

ACTION BY: Secretariat

#### **4. BUSINESS ARISING FROM THE PREVIOUS MEETING**

##### **4.1 Action Sheet – Report on Progress**

The Council NOTED progress with action agreed to be taken following previous meetings.

Review of delegations – pending

Executive to review strategies about how funding of Aged Care Facilities should be addressed with NSW Health.

It was NOTED that **Muswellbrook Aged Care Facility** is an 18 bed unit. Significant investment required for the service to be accreditable. Investigate strategy to divest ourselves from Muswellbrook with an aim to relocate the Emergency Department.

As an immediate measure, HNEH will change the way it describes Aged Care financial results. Cost centres will be remapped to clearly show that HNEH has a residential care sector and the financial burden associated with sustaining these services.

H Belcher noted that we need to consider how we engage the local community of divesting ourselves of these beds.

S Leeman will attend next Executive Leadership Team meeting to provide a presentation of the Master Plan and time frames.

**Maternity services Bathrooms** – M Di Rienzo noted that minor renovations of bathrooms across HNEH will be part of the budgetary process this year for minor renovations. It was noted that Muswellbrook and Tamworth bathrooms are a high priority. Utilise internal labour force.

**Integrated Service plan for Muswellbrook and Scone** - Discussion was held regarding an integrated service plan for Muswellbrook and Scone Hospitals.

Discussion was held regarding the requirement to revisit maintenance priorities and implementation of governance system for each hub maintenance unit. Facility General Managers need to be more engaged in the process

It was NOTED that L Fragar is Chair of the **NSW Health Taskforce Committee on Beds** which covers the definition of beds, audit of beds and occupancy. The Governing Council has requested that a count of beds be undertaken for each facility using the national definition of beds to determine the number of beds. It was noted that the Medical Staff Council will confirm that the bed number for the day is correct. L Fragar noted that the definition of a “bed” is a “bed which is funded and available for use on that day”.

#### **4.2 Final Committees Terms of Reference**

Nil to report.

#### **4.3 Report of Working Group on Community Partnerships**

Nil to report.

### **5. PROGRESS WITH TRANSITIONAL ORGANISATION**

The Governing Council had been provided with an update on progress in relation to the Health Reform Transition as it affects Hunter New England Local Health Network, and the Chief Executive provided a further update on the developments at state level.

The following reports were NOTED by the Governing Council:

L Fragar noted that HNE strongly recommended that its service structure remain in its current state. Feedback, to date, is that there will no longer be a Cluster with direction to be finalised by 30 June 2011

Recruitment to key leadership positions for the Executive has been filled. The next step will be to finalise recruitment to Tier 3 acting position ie., General Managers of Maitland, John Hunter and Tamworth Hospitals.

NOTED that the SEAB meeting will now be known as Senior Executive Forum. This forum will include CE's and the Clinical Leaders of Garling's Four Pillars. Discussion from Director-General held around current Governance Review and what the framework should be for Districts and secondly the relationship between Districts and District Boards.

Discussion held regarding the implementation of Board Structures, accountabilities and performance structures.

Discussion held regarding the governance structure of Health Support Services.

NOTED that the Governance Review will reinforce the principals are around focus of the patient, local say, access to information, best practice, reducing variation across system and the core values and no additional bureaucracy or costs.

Discussion held regarding the Victorian Model and the requirement for establishment of a "strong" board structure.

Chief Executive to report to the Board and be appointed and terminated by the Board. Consultation process will be undertaken over the next two weeks. CE's to meet again on 24 June 2011, with further information on the Governance Model.

Chief Executive provided overview of the Health Support Services Presentation. Copy of presentation regarding future direction to be forwarded to Governing Council.

Discussion was held regarding transparency of funding.

Discussion held regarding the implementation of the "Minister's Council of Board Chairs"

Governing Council requested Grantly Hunt present HNEH strategy for transitioning to ABF at next Newcastle meeting re: role and responsibility change for management accountants

Discussion held regarding the HNEH \$6M deficit since implementation of HSS. Mark Jeffrey indicated that HNEH will need to meet with HSS to determine our prices for the next financial year.

## **6. CHIEF EXECUTIVE REPORT**

The Chief Executive provided a report to the Governing Council that summarised key current Local Health Networks issues:

- Armidale Infrastructure Projects
- Calvary Mater Newcastle Hospital  
Discussion held regarding the relationship of the Governing Council with the Calvary Mater Newcastle Hospital Board. It was noted that the CMNH Board is now the Little Company of Mary Board to discuss key strategic issues. Once a HNEH Board is established, then we need to raise the issue with CMNH.
- HNE Executive Recruitment
- Cleansing and Disinfection of Transvaginal Ultrasound Probes
- Balanced Roster/Staffing Service
- Glen Innes/Inverell Planning
- Budget

The report was NOTED.

## **7. DIRECTORS' REPORTS**

Directors' reports had been circulated in business papers to members.

### **7.1 Mental Health Services**

The report provided by Dr Dinesh Arya was NOTED by the Governing Council. Members were invited to consider risks that loss of beds at the Kestrel Unit may present, and further strategies to mitigate risk. The Council AGREED to write to Forensic Mental Health to express concern and support action to mitigate risks.

ACTION BY: Chair

### **7.2 Acute Networks**

Nil report for this meeting

### **7.3 Nursing and Midwifery**

Nil report for this meeting

### **7.4 Communication and Stakeholder Engagement**

The report provided by Ms Lauren Cruz was NOTED by the Governing Council. The Governing Council endorsed the "John Hunter Hospital Young Doctors" Television Series

### **7.5 Workforce Development**

The report provided by Ms Glenda Dingwall was NOTED by the Governing Council.

## **7.6 Primary and Community Networks**

The report provided by Scott McLachlan and the following was NOTED by the Governing Council:

### **Management of patients referred from Justice Health to Hunter New England Pharmacotherapy Services who are requiring Opiate Substitution Treatment**

Typically funding comes from NSW Health with some funding internally. Latest advice is that there will be no funding in the most recent release of National Drug Funding.

Next step will be to have discussion with CE of Justice Health to try and identify funding and prioritise clients who are released from the prison system.

NOTED that the Governing Council is supportive of the approach for discussion with Justice Health to negotiate a better position for the district.

## **7.7 Clinical Governance**

The report provided by Dr Kim Hill was NOTED by the Governing Council.

The Clinical Governance Report to the 31 May 2011 Governing Council addresses:

- Clinical Practice Improvement – Focus on Introduction of New Interventional Procedures and Clinical Practice Innovations
- Evaluation of Safety and Quality – HNE Health Death Audit Program
- Collaboration, Capacity and Knowledge for Quality and Safety - 2011 HNE Health Annual Quality and Scientific Program
- Creating the Best Environment – Patient Experience and the NSW Patient Survey

Governing Council to consider participation in Quality Expo on 20 and 21 September 2011 at Tamworth. Circulate invitation and program to each of the members. Good interest was reported from the meeting. Summary documents/presentations will be available onsite via the Intranet.

## **7.8 Allied Health**

The report provided by Mr Kim Nguyen was NOTED by the Governing Council.

## **7.9 Children Young People and Families**

The report provided by Professor Trish Davidson was NOTED by the Governing Council.

Discussion held regarding strategy for overarching State-wide council for each District to have its own strategic leadership group.

Discussion held regarding specialist versus sub-specialties. T Davidson noted that sub-specialists need to be credentialed in the care of children.

Specific issue around “organ specialties” versus “general specialties” was noted.

## **7.10 Finance**

The report provided by Mr Mark Jeffrey was NOTED by the Governing Council.

- Awaiting advice for final budget for 2011/12 in September 2011
- \$2M for workers comp hindsight back to HNEH
- Funds yet to come back from Transition Organisation – no issues were noted
- M DiRienzo noted that he is confident that we will have a balanced budget
- Review May result which will be available on 8 June 2011
- Budget process for 2011/12 has already commenced.
- A number of the units are close to finalising their budgets
- It was noted that the Finance and Resource Committee will need to review the draft budget
- 2011/12 will be a challenging year. There are currently a number of demands and commitments which had been made by the previous Chief Executive which needs to be reviewed.

M DiRienzo noted the issue off a budget under the District which is unfavorable versus the budget under the Northern Transition Office which is favorable

Discussion held about Operation Plan being linked back to the budget

## **7.11 Balanced Scorecard Report – year to date performance**

Nil report for this meeting

## **8. COMMITTEE REPORTS**

### **8.1 Audit and Risk Management Committee**

The Governing Council was provided with the draft minutes of the Audit and Risk Management Committee for their information and noting.

The minutes were NOTED by the Council and the Council resolved that the planned actions resolved by committees be ENDORSED.

### **8.2 Finance and Resource**

The Governing Council was provided with the draft minutes of the Finance and Resource Committee for their information and noting.

The minutes were NOTED by the Council and the Council resolved that the planned actions resolved by committees be ENDORSED.

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

The Governing Council was provided with the draft minutes of the Medical and Dental Appointments Advisory Committee for their information and noting.

The minutes were NOTED by the Council and the Council resolved that the planned actions resolved by committees be ENDORSED.

ACTION: Clarity to be sought around the reason for short term temporary arrangements for medical staff.

ACTION: Trevor Waring



#### **8.4 GPAAC**

The Governing Council was provided with a verbal report of the GPAAC Meeting held at Scone on 25 May 2011.

#### **9. CORRESPONDENCE**

The list of correspondence received had been circulated to the Governing Council for their information. The correspondence was NOTED by the Governing Council.

#### **10. CURRENT ISSUES**

##### **10.1 Chief Executive**

Media is focusing on miscarriages at Maitland. Media is referring to cases as far back as 2009. HNEH has not yet responded to the media. NSW Health has requested a brief around miscarriage issues. Audit needs to be undertaken to ensure that those limited guidelines are put in place. Issue around are our staff and ED's appropriately equipped and qualified to deal with such cases. Required to identify the following:

1. Identify if we are clinically appropriate and whether or not we are following procedures and policies and secondly, look at the culture of how staff address women
2. Review of information will be undertaken and strategy to ensure that appropriate information is provided to patients.

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##### **10.2 Medical Staff Executive Council – Discussion Paper – Manning Base Hospital**

Dr Murray Hyde-Page attended the meeting, and the following issues were reported:

Services Plan developed by Tim Mooney was tabled at the meeting by Dr Hyde-Page

M DiRienzo tabled Issues and Actions document for information of meeting.

Dr Hyde-Page noted the following:

##### **1. Staffing and Recruitment of Medical Staff**

- Accreditation is at risk due to the lack of medical registrar to supervisor junior medical staff
- 150 senior medical staff vacancies across the District
- Discussions held with Mayo Private Hospital regarding public/private partnership, in particular attracting senior medical staff

M Di Rienzo reported that there is considerable work underway for recruit senior medical staff at Manning and noted the following:

- ENT surgeon will commence on 14 June 2011
- Approval to recruit additional registrars underway

M Di Rienzo noted that the Oncology Unit will be developed at Manning under the Cancer Network. \$2M project .

Need to identify why we cannot attract senior medical staff to the Emergency department  
Barriers to accreditation

Discuss the need for an onsite stroke service with Chris Levi.

Action: ongoing negotiation between M DiRienzo and Manning Hospital

## **2. Infrastructure and Planning**

Dr Hyde-Page noted that there is interest in a public meeting.

It was noted that the Rural Referral Plan has been undertaken for our referral hospitals to identify the minimum standards. In order for Service Plan to be done, then background work needs to be undertaken ie., population growth, community need, changes in service structure and NSW Health etc.

Governing Council noted its commitment to Manning as an important rural referral centre

ACTION: Review planning agenda, with specific review of rural referral hospitals.  
Further information to be provided on Rural Referral Hospital Plan for next meeting.

ACTION: M DiRienzo to present Garling Recommendation and outcome of this work

ACTION: Add Manning on the schedule of visits for Governing Council

### **10.3 Chair**

There were no further issues to report that had not been addressed.

### **10.3 Members**

T Waring noted that we need to give guidance to the Directors about the information that we require for the Governing Council. L Fragar noted that is a requirement that the Governing Council is aware of issues around Governance and not operational issues. In terms of our responsibility, we need to monitor performance and feedback information from Directors on areas which we are achieving very well or areas where we may have issues in meeting our performance targets/strategic objectives. There will also be things about changing strategy or policy.

### **Director's Reports**

Directors to consolidate reports into one document. Use ISBAR format.

It was noted that the Chief Executives report should be derived from the Strategic Plan

### **11.0 Presentation on Clinical Governance by Dr Kim Hill**

Presentation provided by Dr Kim Hill and was NOTED by the Governing Council.

Discussion held regarding Concerns or Complaints about clinicians and it was noted that any significant issues where it can affect service delivery or the reputation of the hospital, should be reported to the go to the Governing Council.

Governing Council requested that Kim Hill present Trend Data on MCCC for next meeting of Governing Council

Action: Copy of Kim Hill's presentation to be forwarded to Governing Council

Discussion held regarding SAC 1 events and the availability of medico-legal advice.

Action: Kim Hill to develop brief regarding medico-legal advice

**12. NEXT MEETING**

The next Governing Council meeting is scheduled for 22 June 2011 and will be held at Tamworth Rural Referral Hospital.

Governing Council requested that a lunchtime meeting with LHAC and local clinicians be held.

**13. MEETING EVALUATION**

The summary of the February meeting evaluation had been circulated.

Members were requested to complete the meeting evaluation form for the current meeting and return these to the Chair.

The meeting closed at 4.05pm.

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**Professor Lyn Fragar**  
**Chair**

**Date**

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**ACRONYMS**

CE	Chief Executive
LHN	Local Health Network
COO	Chief Operating Officer

**Hunter New England Health Network Governing Council  
Action List**

<b>Date of Meeting</b>	<b>Item Number</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status as at 3<sup>rd</sup> May 2011</b>
09.02.11	9	Review current delegations and report to future meeting of Governing Council.	Chief Executive	Pending
11.03.11	7	The Chair and Chief Executive to revise Governing Council meeting plan to meet the goals for the interim period	Chair and Chief Executive	In train
28.03.11	6	Finalisation of terms of reference of committees.	Chief Executive	On agenda for 6 <sup>th</sup> May 2011
28.03.11	8.4	Working group to be established to review the current local community arrangements and recommend an approach and plan for strengthening community participation.	Chief Executive	A meeting planned for the 9 <sup>th</sup> May 2011.
28.03.11	9.5	Development of network strategic plan	Chief Executive and Chair	Pending
06.05.11		The Chief Executive to review the planning processes for Muswellbrook and consider short and longer term needs  Executive to review strategies about how funding of Aged Care Facilities should be addressed with NSW Health.	Chief Executive	Underway
06.05.11	7.7	Dr Kim Hill to provide a more detailed briefing around policy and guidelines development, implementation systems and related legislated compliance	Dr Kim Hill	
06.05.11		Maternity services Bathrooms – M Di Rienzo noted that minor renovations of bathrooms across HNEH will be part of the budgetary process this year for minor renovations. It was noted that Muswellbrook and Tamworth bathrooms are a high priority. Utilise internal labour force.	Chief Executive	Pending
06.05.11		Governing Council requested Grantly Hunt to present HNEH strategy for transitioning to ABF at next Newcastle meeting re:	Chief Executive	Pending

		role and responsibility change for management accountants		
06.05.11		Management of patients referred from Justice Health to Hunter New England Pharmacotherapy Services who are requiring Opiate Substitution Treatment. Update to be provided by Scott McLachlan at next meeting.		Pending
06.05.11		Trevor Waring to notify Governing Council regarding Concerns or Complaints about clinicians where there are any significant issues where it can affect service delivery or the reputation of the hospital, should be reported to the go to the Governing Council.	Trevor Waring	
06.05.11		Governing Council requested that Kim Hill present Trend Data on MCCC for next meeting of Governing Council		
06.05.11		Copy of Kim Hill's presentation to be forwarded to Governing Council		
06.06.11		Kim Hill to develop brief regarding availability of medico-legal advice to our clinicians		
		Next Meeting to be held at Tamworth Lunch time meeting with LHAC and Clinicians Trevor Waring apology Helen Belcher away		