

Minutes of the Hunter New England Local Health District Board

Forty Sixth Meeting

19th August 2015

Venue: District Headquarters

Present

Associate Professor Lyn Fragar, Professor Trevor Waring, Mr Peter Johnston, Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines, Mr Fergus Fitzsimons, Mr Brad Webb and Dr Felicity Barr, Ian Kameron, Dr Bruce Bastian,

Apologies

Mr Ken White, Mr Fergus Fitzsimons, Ms Lynn Raines

In Attendance

Mr Michael DiRienzo, Ms Karen Kelly, Dr Tim Stanley, MS Kaye Burns, Dr Martin Cohen, Mr Kim Nguyen, Ms Susan Heyman and Dr Patricia Davidson

Order of Business: 1.1 - 9.3

TOUR OF THE FACILITY

No tour arranged for this meeting

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Associate Professor Lyn Fragar opened the meeting at 8.00am.

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

The Board NOTED the following declarations.

- Ian Kamerman declared that he is considering a position at Tamworth Hospital – Clinical Lead Hospital in the Home Project
- Janelle Speed declared that she is currently in a consulting role with Health Infrastructure in the redevelopment of Armidale Hospital providing advice on colours and designs
- Professor Trevor Waring informed that he has recently been appointed as Chair of the Board to Manning Valley Anglican College.
- There were no other conflicts of interest declared for this meeting.

1.3 Adoption of Minutes

The minutes of the meeting held on the 15th July 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 Kaye Burns

1.4 Action List

Progress on action items was NOTED by the Board.

1.5 Board Chair Report

The Board Chair reported the following:

- Recently attended Council of Board Chairs meeting in Sydney and the following points noted:
 - Minister advised of potential projects for some States to be involved in. e.g. structural changes to Ambulance
 - Changes over winter period to Emergency Treatment Performance (ETP) targets and performance. Hunter New England Emergency Treatment Performance Target is 81%
 - Minister informed about a Primary Health Care Advisory Group discussion paper. A copy to be obtained for discussion at a future Board meeting
 - Three Local Health Districts gave presentations around clinical engagement and culture
 - Overview of a Leadership model from a Medical leadership engagement workshop

ACTION BY: Ms Kaye Burns

1.6 Chief Executive's Report

The Chief Executive's report had been circulated in the business papers. Dr Martin Cohen who has recently been the acting Chief Executive provided the report. The report addressed the following:

- Update on service changes:
 - Transition of services into the new Tamworth Hospital completed
 - John Hunter Hospital Car Parking
 - Realignment of Executive Portfolios
 - Manning Hospital Review of Maternity Services
 - Aged Care Reforms
 - Combining Palliative Care Stream and Better End of Life Care Strategic Committee
 - Internal Audit Universe
- Aboriginal Health Workers (AHW) Guidelines
- Hunter New England Health Aboriginal Artwork and Language Guideline
- Commencement of Health Leadership Program, Tablelands Sector
- Innovation scholarship project – Glycaemic optimisation in cardiothoracic surgical patients
- Chief Executives to meet with Hunter New England Central Coast Primary Health Network
- Hunter New England Health sponsored Hunter Post Graduate Medical Institute Workshop
- NSW Governor's recent visit to Hunter Institute for Mental Health
- Call for applications to new Clinical Research Fellowship Program

In relation to the recruitment of the General Manager's position for Lower Mid North Coast the Chief Executive asked for support from the Board that if suitably qualified applicants do not apply for the position, that the position will be re-advertised.

It was AGREED to provide this support to the Chief Executive in this request

The following points were raised and discussed by those present.

- Health Leadership program model content and its alliance with the Hunter New England Health's commitment to Excellence
- Media release regarding missing schedule drugs. An overview of current District management and audit processes outlined
- Media release prompted discussion regarding the checking of toilets for incapacitated patients. Agreement to utilise tools already in place. e.g. Toolbox Talks and once detail, outcome and recommendations has been received Hunter New England Health will then consider what will be put in place
- Process for supporting new medical leaders and benefits and promotion of having a Department Head

The report was DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

There were no papers for this meeting.

2.2 Social Determinants of Health Committee Minutes

The minutes from the meeting held on the 4th August 2015 had been circulated in the business papers.

Professor Graham Vimpani is retiring. A Festschrift testimonial has been organised for the 25 August 2015 and all Board members are invited. Those present acknowledged his work and his contribution to the Social Determinants of Health Committee

The minutes were NOTED by the Board.

2.3 New Business

There was no new business relating to COMMUNITY for this meeting.

2.4 For Information

There was no information relating to COMMUNITY for this meeting.

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The minutes from the 8th July 2015 meeting had been distributed in the business papers.

The following points were discussed:

- Provision of a Report routinely from the Research and Innovations Committee to the Hunter New England Clinical Council Committee
- Update on local lead concerns, highlighting improved results
- Research and Innovations
- Support for management of disturbed patients in Emergency Departments at smaller sites
- Enhancing capability for High Dependency and Intensive Care Units at John Hunter Hospital
- Presentation by Dr Martin Cohen on suicide

The Chief Executive to present to the Board when further information on enhancement of the John Hunter Hospital High Dependency and Intensive Care Units is known

ACTION BY: Mr Michael DiRienzo

The minutes were NOTED by the Board.

3.2 Medical Staff Executive Council Report

A report from Dr Tim Standley on the Medical Staff Executive Council had been distributed as a late paper.

The following points were discussed:

- John Hunter Hospital Medical Staff Council has met and approximately 30 clinicians attended
- The Research Sub-Committee met and is evolving. Dr Michael Pollack will be the Chair of the Research Sub-Committee
- Professor Patricia Davidson, Chair of the Strategic Education Committee and Dr Tim Stanley to meet to discuss medical staff mandatory education. Looking to develop a syllabus for each speciality group.
- Request from the Chief Executive that the John Hunter Hospital Medical Staff Council take a lead in resolving and role modelling mandatory training requirements for medical staff.
- Selection and credentialing processes to be reviewed by committee

The report was NOTED by the Board.

3.3 New Business

There was no new business relating to SERVICE for this meeting.

3.4 For Information

3.4.1 Hunter New England Local Health District Male Health Co-ordinator Progress Report

A Brief had been distributed in the business papers.

The Brief was NOTED by the Board.

3.4.2 My Aged Care (MAC) Reforms Implementation July 2015 updates

A paper had been distributed in the business papers.

Request from the Board to receive regular reports on My Aged Care (MAC) Reforms implementation

ACTION BY: Ms Susan Heyman

The paper was NOTED by the Board.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

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

The following points were raised and discussed by those present.

- Future direction of the committee, charter, membership, and length of membership to be reviewed
- In relation to falls report – Benzo diazepam use in one ward was not inappropriate use
- The project lead by Excellence Team focusing on falls preventions in 10 wards across sites where falls are most frequent should report to District Clinical Patient Care Committee with escalations up to Health Care Quality Committee
- Strengthening the District Clinical Patient Care committee and for that Committee to report to Health Care Quality Committee
- Continued work on medication incidents
- Root Cause Analysis (RCA) process - improvement to Recommendations to include:
1) root cause 2) quality improvements and 3) safety advice
- Professor Patricia Davidson informed about work undertaken by Children Young People & Families around insurance and Treasury Managed Fund (TMF) costs. Review highlighted that only 10% of litigation cases had any investigation. Review of such cases could further inform safety and quality
- Recent Dr Fairbanks/Clinical Excellence Commission (CEC) supported Seminar. Helen Belcher and Health Care Quality Committee to plan antidote to counteract that presentation

4.2 Patient Story

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

A brief was circulated in the business papers outlining actions being taken in regard to this month's Patient Story.

The Board ENDORSED the recommendations

4.3 New Business

4.3.1 Human Factors Seminars – Dr Terry Fairbanks Visit

A Brief was circulated in the business papers outlining content of the Seminars.

The Board NOTES the report and rather than adopt the recommendations the Board recommends that the Chief Executive scrutinises content to ensure alignment with Excellence before authorising external visitors who will provide presentations to Hunter New England Staff

4.4 For Information

There was no 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 July 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 meeting held on the 13th July 2015 had been circulated.

Felicity Barr chaired the last meeting held on 18 August 2015 and provided a summary highlighting the following:

- Overview of results and explanation of unfavourabilities
- Budget distribution, and efficiency dividends
- Cash management arrangements and enhancement of forward planning
- Chart of accounts for the restructure transition complete
- Performance reports to be included in Board papers

The minutes were NOTED by the Board.

5.2.1 Tamworth Rural Referral Hospital Financial Summary

A Brief was circulated in the business papers outlining a financial summary for Tamworth Rural Referral Hospital

- Discussed at previous finance and performance meeting and agreed to provide copy to the Board for information
- Same reporting also used for Manning Rural Referral Hospital
- Prior to visiting relevant sites provide a year to date report to the Board for information

The Brief was NOTED by the Board.

5.3 Audit and Risk Management Committee

The minutes from the meeting held on the 23rd June 2015 had been distributed in the business papers.

- The Board was informed that the Audit Universe will not be ready for approval until November/December this year.

The minutes were DISCUSSED and NOTED by the Board.

5.3.1 Audit and Risk Management Committee endorse release of Hunter New England Health Financial Statements

The minutes of the Audit & Risk Management Committee – Endorse release of Hunter New England Financial Statements.

The minutes were NOTED by the Board and the attached report ENDORSED by Peter Johnston

5.4 Work, Health and Safety Report

The report was distributed in the business papers.

The Board asked that Mr Kim Nguyen acknowledge the quality of the report to relevant Workforce staff

The report was DISCUSSED and NOTED by the Board.

5.5 New Business

5.5.1 Hunter New England Local Health District Organisation Structure

A briefing paper had been circulated in the business papers.

The Brief and recommendation was ACCEPTED by the Board

5.6 For Information

5.6.1 Manning Rural Referral Hospital – copy of presentation

A presentation had been distributed in the business papers.

The presentation 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 POSITION FOR THE FUTURE for this meeting.

6.3 For Information

6.3.1 Hunter New England Health Clinical Fellowship Program 2015-2016

A paper had been distributed in the business papers.

The following points were highlighted to the Board:

- The Program trial was conducted in the John Hunter Children's Hospital and included the Calvary Mater and Pathology North

MOTION from the Chair to congratulate the team for putting together and progress thus far

MOTION SUPPORTED: Peter Johnston

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.

Professor Trevor Waring provided an overview and the following points noted:

- Special meeting scheduled for 2nd September to address issues as follows:
 - Charter
 - Reforming Quinquennium process
 - Process for promoting Senior staff specialist positions
 - Carer Medical Officer (CMO) Scope of clinical practice database (SCOPRAC) appointments
 - Development of a Policy and implementation for clinical observers
- The Director of Medical Workforce has been requested to develop a Framework to manage overseas medical staff and credentialing

The paper was NOTED by the Board.

7.2 Workforce Report

There were no papers for this meeting

7.3 New Business

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

7.4 For Information

7.4.1 Leadership and Management Development within Hunter New England Health

A briefing paper had been circulated in the business papers.

The following points were mentioned and discussed.

- Linking excellence has been well done
- Lead for Excellence Graduation Ceremony held on 14 September attended by Acting Chief Executive Martin Cohen who commented on the high quality of work and presentations that validated the excellence program
 - Invite Board members to attend next Lead for Excellence Graduation Ceremony
- Developing medical leadership skills and early identification of these people, engagement and provision of support to internally grow skills and development

Invite two recent graduates to attend September 2015 Board meeting in Tamworth

ACTION: Susan Heyman

Invite recent graduate to attend and present to October Board meeting held in Newcastle. Professor Patricia Davidson to consult and nominate one graduate

ACTION: Professor Patricia Davidson

Provide a list of graduates and projects from the Lead for Excellence Graduation Ceremony to the Board

ACTION BY: Ms Kaye Burns

The paper was NOTED by the Board.

BOARD DEVELOPMENT

8.1 Board Performance Report

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.

8.3.1 HNE LHD Board Conflict of Interest Register

The Board Members discussed the following point noted:

- Review of Board Member profile
- Noted Management of conflict of interest and potential conflicts of interest - process for appropriate management for individual conflicts
- Apologies to Director of Internal Audit for delay in response

The Board RECOMMENDS that a template be provided by the Chair to members for completion to update their profile

ACTION BY: Ms Lyn Frager

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

- Ian Kamerman- Outlined concerns with Rural Generalist Program next year in Tamworth. Advised Tamworth has missed out on three generalist trainees.

HNE Health to be In dialogue now with Tamworth doctors to determine what needs to be put in place to co-ordinate for next year and to have discussions with HETI. Clarity to be provided about the situation

ACTION BY: Mr Kim Nguyen

- Helen Belcher invited to attend Public Health Network Community Advisory Committee as a representative for the Board.

This business was NOTED by the Board

9.2 Feedback from the July Meeting

- Feedback for the July Meeting to be emailed to members

ACTION BY: Ms Lyn Frager

9.3 Next Meeting

The next meeting will be held on the 16th September 2015 at Tamworth Rural Referral Hospital