



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

### **Governing Council**

### **Sixth Meeting**

**22<sup>nd</sup> June 2011**

**Venue: Tamworth Hospital**

**PRESENT**

Associate Professor Lyn Fragar, , Mr Ken White, Dr Bruce Bastian, Dr Helen Belcher, Mrs Felicity Barr, Ms Helen Staines

**IN ATTENDANCE**

Mr Scott McLachlan (Acting Chief Executive), Mr Todd McEwan, Dr Sue Carter, Ms Desiree Chymiak

**APOLOGIES**

Professor Trevor Waring , Mr Paul Henry , Mrs Janelle Speed, Mr Michael DiRienzo, and Professor Nik Bogduk

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Order of business: 1- 7, 11, 8-10, 12-13

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## **TOUR OF TAMWORTH HOSPITAL**

Council members and executive had been provided with a briefing paper describing the Tamworth Hospital, and were provided a tour of the Tamworth Hospital led by Mr Brad Hansen, Acting General Manager. Following the tour, Council met with members of the Local Health Advisory Committee and Mr Alec Noble, Patron the Tamworth Rural Referral Hospital.

The two key issues of concern raised related to lack of clarity around the role of the Local Health Advisory Committee and to the adequacy of car parking.

In discussion relating to the role of Local Health Advisory Committees, the intention of the Governing Council to strengthen local health decisions-making and input was discussed, and members of the Local Health Advisory Committee agreed to consider what role a local committee could play in providing advice and input into health services and programs aimed at improving health and service delivery for the community.

## **BUSINESS OF THE MEETING**

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

The Chair, Associate Professor Lyn Fragar, opened the Governing Council meeting at 10.00am 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 Council ACCEPTED the apologies of Mr Michael DiRienzo, Professor Trevor Waring, Mr Paul Henry, Mrs Janelle Speed and Professor Nik Bogduk.

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

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

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

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

#### **3.1 Adoption of Minutes of Meeting Held on 31st May 2011**

The minutes from the meeting held on the 31<sup>st</sup> May 2011 had been circulated. The minutes, as amended, 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 on actions not included in the agenda**

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

Item 5 - The Council NOTED that Grantly Hunt will provide a presentation on Activity Based Funding and the Role and Responsibility for Management Accountants at the July Meeting.

Item 7.6 – Scott McLachlan reported that a meeting between Michael DiRienzo, Scott McLachlan and David McGrath from the Department of Health occurred on the 20<sup>th</sup> June 2011 regarding the impact of referrals from Justice Health on the Opioid Treatment Program in Hunter New England. The District was advised that funding would not be available. A further update will be provided in August.

ACTION: Scott McLachlan

## **5. PROGRESS WITH STATE-LEVEL REFORMS**

The Chair had previously provided information to members on progress with appointment of Board members and with the state-wide health governance review. There was no further information to report at this meeting. The Chair and Chief Executive have been invited to further meetings later in the week.

## **6. CHIEF EXECUTIVE REPORT**

The Chief Executive report had been circulated to members in the business papers. The Governing Council NOTED the report that summarised key current issues for the Local Health District.

- HNE Executive Recruitment
- Executive Leadership Team
- Glen Innes, Inverell and Tenterfield Planning
- Commonwealth Hospital and Health Fund
- Quality System Assessment
- Forensic Mental Health Network
- Children Young People and Family Network
- Ageing for Clinical Innovation
- NSW Taskforces
- Young Doctors
- Budget
- Emergency Access Performance
- Surgery Wait List
- Minister Visit
- Increasing incidence of Swine Flu
- Flooding within the Hunter New England District and Health response

## **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 included information relating to:

- Planning for Mental Health Inpatient beds in Hunter New England. A final plan for future needs of inpatient mental health beds will be ready for consideration by the Governing Council at its July 2011 meeting.

ACTION: Dr Dinesh Arya

- Update on potential risk - lack of access to medium secure beds with plans to transition of 30 bed Kestrel Unit to the Forensic Mental Health Network .

The report was NOTED by the Governing Council.

## **7.2 Acute Networks**

The report provided by Mr Todd McEwan included information relating to:

- Policy Directive (PD2011 031) Inter-facility Transfer Process for Adults requiring Specialist Care. There is a requirement to implement the policy by end June, which poses difficulty for John Hunter Hospital with North Coast being included in its referring network.
- An incident on Friday 3 June 2011 in Recovery Unit of John Hunter Hospital where two (2) babies were administered adult influenza vaccine instead of neonatal Hepatitis B vaccine
- An update on Manning Rural Referral Hospital issues as reported to the Governing Council by Dr Murray Hyde-Page
- Greater Newcastle Master Plan 2011-2016 – development of the Plan began in September 2010 and will conclude in July 2011.

The report was NOTED by the Governing Council.

## **7.3 Nursing and Midwifery**

The report provided by Ms Karen Kelly included information relating to:

- Rostering Review Progress report
- Implementation of the Patient Flow Portal - launched in Hunter New England in June 2010 within acute facilities, and will be rolled out within Primary and Community facilities in the next few months.

The Governing Council requested a presentation on the Patient Flow Portal at its November meeting.

ACTION: Ms Karen Kelly

The report was NOTED by the Governing Council.

## **7.4 Communication and Stakeholder Engagement**

The report provided by Ms Lauren Cruz included information relating to:

- Staff Achievement Awards (a key staff recognition program)
- Progress of the Young Doctors television series
- Planning for the Managers Forum to be held 19/20 July 2011

The Governing Council NOMINATED Dr Helen Belcher to be the Governing Council Member to be on the judging panel for the achievement awards.

The report was NOTED by the Governing Council.

## **7.5 Workforce Development**

The report provided by Ms Glenda Dingwall provided an update on activities of the Centre for Medical professional Development, including:

- The Workplace Based Assessment Project
- The International Medical Graduate Program
- The Hospital Skills Program
- The Senior Hospitalist Program (Master of Clinical Medicine, Leadership and Management)
- The Professional Development Program for Specialists – January 2011

In discussion it was noted that there has been some 'push back' by supervising clinicians in these programs and that integration with recruitment is needed.

The report was NOTED by the Governing Council.

## **7.6 Primary and Community Networks**

The report provided by Mr Scott McLachlan included a description of the COAG Section 19(2) Exemption Initiative – Better Access to Primary Care Services in Rural Areas. An update will be provided to the September meeting.

ACTION: Mr Scott McLachlan

The report was NOTED by the Governing Council.

## **7.7 Allied Health**

The report provided by Mr Kim Nguyen included information relating to:

- Implementation update of Garling Recommendations Allied Health Project Team
- Home Enteral Nutrition (HEN) feeding management transition from local Program of Aids for Disabled People (PADP) to Enable NSW.

Further information regarding the total cost to Hunter New England of subsidising the costs to clients for this service was requested.

ACTION: Mr Kim Nguyen

The report was NOTED by the Governing Council.

## **7.8 Clinical Governance**

The report provide by Dr Kim Hill included information relating to:

- Clinical Practice Improvement – Report on Correct Patient/Procedure/Site Initiatives and Introduction of Surgical Safety Checklists
- Evaluation of Safety and Quality – the Collaborating Hospitals Audit of Surgical Mortality (CHASM) Program
- Collaboration, Capacity and Knowledge for Quality and Safety - 2011 Royal Newcastle Hospital Heritage Trust Oration by Professor Patrick McGorry  
Further information about the public oration was requested by members of the Governing Council

ACTION: Dr Kim Hill

- Creating the Best Environment – Compliments and Complaints Management for Quality Improvement

The report was NOTED by the Governing Council.

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

The report provided by Professor Trish Davidson included information relating to:

- Activities undertaken by staff working in paediatric, child health and violence prevention and care services within Hunter New England Local Health District
- Paediatric Intensive Care initiatives
- John Hunter Children’s Hospital Neonatal Intensive Care Unit capacity
- Planning for Hunter new England Children, Young people and Families Services
- Community Child and Family Health
- Aboriginal Child Health Programs

The report was NOTED by the Governing Council.

### **7.10 Finance**

A summary of Financial Performance for the 10 months ending 30<sup>th</sup> April 2011 was provided to the Governing Council.

The report provided by Mr Mark Jeffrey included information relating to:

- The financial position of Hunter New England Local Health District in terms of cash and NCOS is still reasonable.
- Increased focus has been applied to controlling levels of FTE's.
- Known unquantified risks for the next 2 months are;
  - Workers Comp Hindsight, confirmation of value pending
  - Patient Flow adjustment
- Offsetting the above risks and YTD unfavourability there is \$4.6m in reserve.
- The District is still forecasting to achieve full year budget which will be a significant achievement in the current environment.
- Creditors are being settled within 35 day Department benchmark; although Health Services Support (HSS) has a significant processing delay and invoices on hold have deteriorated. This issue has been escalated within HSS and the Department.
- 2011/12 Budget process is underway, pending advice from the Department regarding additional funding or actions required by the District to achieve savings. This advice is not expected until September 2011.

The report was NOTED by the Governing Council.

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

The Health System Performance Report for April 2011 was provided to the Governing Council for information.

The report was NOTED by the Governing Council.

### **LUNCH WITH CLINICIANS**

A small number of clinicians joined the Governing Council for lunch. Issues raised included:

- Improved relationships
- Ongoing recruitment issues
- Issues with retention of staff in paediatrics
- Need to look at succession planning

The issue of the number of operating theatres in the Development Plan for the hospital will be reviewed and reported back to local clinicians.

ACTION: Todd McEwan

## **8. COMMITTEE REPORTS**

At its meeting on 9 February 2011, the Council adopted the current committees, pending a review of the core committees, including committee charters. The Governing Council is currently receiving monthly progress reports on implementation of the governance committees.

The Governing Council NOTED the progress made on committee structures and governance for the Governing Council, and ADOPTED the Charter for the Health Care Quality Committee.

### **8.1 Health Care Quality Committee**

The Governing Council was provided with the draft minutes of the Health Care Quality Committee held on 7<sup>th</sup> June 2011.

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

### **8.2 Finance and Resource**

The Governing Council was provided with the draft minutes of the Finance and Resource Committee held on 24 May 2011.

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

## **9. CORRESPONDENCE**

There was no correspondence to report at this meeting.

## **10. CURRENT ISSUES**

### **10.1 Chief Executive**

There were no further issues to report that had not been addressed earlier in the meeting.

### **10.2 Medical Staff Executive Council**

There was no report for this meeting.

### **10.3 Chair**

There were no further issues to report that had not been addressed earlier in the meeting.

### **10.3 Members**

The issue of how Governing Council members are paid and their employment status with Hunter New England was discussed. It was AGREED that further information regarding options should be distributed to members.

ACTION: Secretariat

## **11.0 PRESENTATION**

Dr Sue Carter provided a presentation that covered:

- The Hunter New England Rural Referral Hospitals Plan Framework,
- The Health Services Facility Plan
- The Role Delineation process

There was discussion regarding the status of the Health Services Plan, and the degree to which community and clinicians had been involved in the process. It was AGREED that the document should be presented to the District Executive Team as a Review Report with recommendations. The Board will receive a report once the District Executive has considered the document.

ACTION: Chief Executive

The Governing Council NOTED the information provided in the presentation, that will be distributed to members and to Dr Murray Hyde-Page.

ACTION: Secretariat



**12. NEXT MEETING**

The next Governing Council meeting is scheduled for 27<sup>th</sup> July 2011 and will be held at Newcastle Headquarters.

**13. MEETING EVALUATION**

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

The meeting closed at 4.40pm.

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

**Date** \_\_\_\_\_

## ACRONYMS

CE	Chief Executive
LHD	Local Health District
HSS	Health Services Support
DOH	Department of Health
HNE	Hunter New England

**Hunter New England Health Network Governing Council  
Action List as at 22<sup>nd</sup> June 2011**

<b>Date of Meeting</b>	<b>Item Number</b>	<b>Action</b>	<b>Responsibility</b>	<b>Status as at 31st 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	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
31.05.11	5	The Governing Council requested that Grantly Hunt present the Hunter New England District strategy for transitioning to Activity Based Funding at the next Newcastle meeting re: role and responsibility change for management accountants.	Chief Executive	Grantly Hunt is scheduled to present at the July meeting.
31.05.11	6	There was discussion regarding the relationship of the Governing Council with the Calvary Mater Newcastle Hospital Board. It was noted that arrangements should be made for the District Board to meet with representative/s of the Calvary Mater Newcastle Board (now the Little Company of Mary) to discuss key strategic issues.	Chief Executive	Pending – the Chief Executive is planning on meeting the new Chief Executive of the Calvary Mater Newcastle
31.05.11	8	Executive were ADVISED to provide a response that described how the Hunter New England Local Health District currently operated through its Clinical Streams and Networks.	Executive Team	Pending

22.06.11	7.3	Patient Flow Portal – Karen Kelly to make a presentation to the Governing Council in November	Karen Kelly	Pending for November meeting
22.06.11	7.6	Justice Health - Scott McLachlan reported that a meeting between Michael DiRienzo, Scott McLachlan and David McGrath from the Department of Health occurred on the 20 <sup>th</sup> June 2011 regarding the impact of referrals from Justice Health on the Opioid Treatment Program in Hunter New England. The District was advised that funding would not be available. A further update will be provided in August.	Scott McLachlan	Pending for August meeting
22.06.11	7.1	Planning for Mental Health Inpatient beds in Hunter New England. A final plan for future needs of inpatient mental health beds will be ready for consideration by the Governing Council at its July 2011 meeting.	Dinesh Arya	Pending for July meeting
22.06.11	7.6	COAG Section 19(2) Exemption Initiative – Better Access to Primary Care Services in Rural Areas. An update will be provided to the September meeting.	Scott McLachlan	Pending for September meeting
22.06.11	7.7	Home Enteral Nutrition (HEN) feeding management transition from local Program of Aids for Disabled People (PADP) to Enable NSW.  Further information regarding the total cost to Hunter New England of subsidising the costs to clients for this service was requested.	Kim Nguyen	Pending for July meeting
22.06.11	11	There was discussion regarding the status of the Health Services Plan, and the degree to which community and clinicians had been involved in the process. It was AGREED that the document should be presented to the District Executive Team as a Review Report with recommendations. The Board will receive a report	Chief Executive	Pending

		once the District Executive has considered the document.		
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