

Minutes of the Hunter New England Local Health District Board

Tenth Meeting

30th May 2012

Venue: Calvary Mater Newcastle Hospital

Present

Associate Professor Lyn Fragar, Dr Felicity Barr, Professor Trevor Waring, Mrs Janelle Speed, Mr Ken White, Dr Helen Belcher, Mr Paul Henry, Dr Bruce Bastian, Ms Helen Staines Mr Fergus Fitzsimons and Professor Nik Bogduk

Apologies

Dr Ian Kamerman.

In Attendance

Mr Michael DiRienzo, Mr Todd McEwan, Mr Scott McLachlan and Ms Tracey Cambourn

Order of business: 1- 5.8; 6.1-6.6; 5.9; 8.1-8.2; 5.10; 9-10.1.

Board members were provided with a tour of Calvary Mater Newcastle led by Alison Lee, Assistant Director of Clinical Services (Medical), Ailsa Hawkins, Director of Clinical Services (Nursing), Todd Tobin, Acting Assistant Director of Clinical Services (Nursing) and a tour of Mental Health Services led by Jude Constable and Managers.

The Chair THANKED Mr Greg Flint and staff for the hospitality provided by the Calvary Mater Newcastle.

MEETING WITH LITTLE COMPANY OF MARY REPRESENTATIVES AND SENIOR MANAGERS

The Board was joined for Morning Tea by Chief Executive Officer, Little Company of Mary, Mr Mark Doran, Ms Brenda Ainsworth, National Director Public Hospitals, Little Company of Mary, Mr Greg Flint, General Manager, Calvary Mater Newcastle and Ms Jude Constable, District General Manager, Mental Health Services, Hunter New England Local Health District.

Mr Mark Doran, Managing Director, Little Company of Mary made a presentation to the Board that described the Little Company of Mary – its role, structures, governance, vision and values.

Its services include four public hospitals (including the Calvary Mater Newcastle) 11 private hospitals, 3 free standing day surgeries 1000 aged care beds 750 independent living units spread across Australia.

The motto of the organisation is “Being for others” “servants of social good”, and its strategic aims include expansion and improvement of palliative care services.

The services work more closely with Local Health Districts, Medicare Locals and other carers to: reduce the Interface issues between providers; focus on the provision of community carer services away from dependency to developing independence and self management; more effective management of the older patient in Emergency Department particularly in End of Life Care; imbed detection of self management of chronic disease in delivery models;

Mr Greg Flint outlined the following priorities for Calvary Mater Newcastle, including:

- Completion of the Service Agreement with Hunter New England Local Health District
- Budget sustainability with the Activity Based Funding coming next year
- Working closely with the District in areas such as patient flow and discharge, surgery management.
- Infection Prevention and Control and Hand Hygiene initiatives
- Appointment of key Clinical positions
- Four new chemo chairs will be up and running by next week.
- Care pathways opportunities with the Health District and Medicare Locals.
- A Community Advisory Board is now in place, in line with the Local Health Committees being instituted across the District.
- Calvary Mater Precinct Development is currently moving into a strategic planning phase.

The Chair THANKED Mr Doran, Ms Brenda Ainsworth and Mr Flint for their presentations, and requested that it be kept informed of the results of further discussions around community based end of life care and aged care services between Little Company of Mary and Hunter New England Local Health District.

ACTION BY: Chief Executive

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar opened the meeting at 11.00am and welcomed those present.

The Chair ACKNOWLEDGED the traditional owners of the land on which the meeting was held and elders past and present.

The Board ACCEPTED the apology of Dr Ian Kamerman.

2. Declarations of Conflict of Interest

The Board NOTED the declaration of Mr Ken White indicating his membership on the Anglican Care Board of Newcastle (Agenda Item 4.4).

3. Minutes of the Previous Meeting

Adoption of the minutes held on the 30th April 2012.

The minutes from the meeting held on the 30th April 2012 had been circulated. The minutes were ADOPTED by the Board as a true and accurate record with the following amendment:

The minutes of Item 4.4 be reworded as "The Board requested that a representative from the Board be included on the Clinical Services Plan Committee and that a flow chart around policy should be developed."

The minutes will be published on the Board section of the Hunter New England Health District website.

ACTION BY: Secretariat

4. Business Arising from Previous Meetings

4.1 Action Sheet – report on actions taken

The Board NOTED progress with actions agreed to be taken at previous meetings.

4.2 Final Plan Future Needs for Inpatient Beds in Mental Health

The Board had been provided with a report regarding Future Directions – HNE Inpatient Mental Health Services that was originally produced in 2009 and had been submitted to the Ministry of Health without endorsement of the Executive Leadership Team.

It was NOTED that this document would be used as background information in relation to the development of future directions and would be provided to the Board Mental Health Sub-Committee.

4.3 Work Health and Safety Policy and Procedures

The Board had been provided with a report regarding Work Health and Safety Policy and Procedures. Discussion occurred in relation to the communication of these Policy and Procedures to volunteers. It was advised that Work Health and Safety is a standing item on the Agenda for the Audit and Risk Management Committee.

The Board APPROVED the planned actions detailed in the briefing and it was AGREED that the Audit and Risk Management Committee would establish the timeline of the when the actions are to be completed.

ACTION BY: Chief Executive/
Audit and Risk Management Committee

4.4 State Government Residential Aged Care Facilities Divestment

The Board had been provided with a brief providing further information on the future divestment of three State Government Residential Aged Care Facilities. Advice was also provided to the Board by the Chief Executive that Hunter New England Local Health District is pursuing funding for the refurbishment of the Emergency Department at Muswellbrook Hospital.

The report was discussed and planned actions SUPPORTED by the Board.

4.5 Lower Mid North Coast Services Plan Flow Chart

The Board had been provided with a brief outlining the stakeholder communication that would occur as part of the Lower Mid North Coast Services Plan Flow Chart.

The Lower Mid North Coast Services Plan is due to commence in June 2012. Discussion was held in regards to how Local Community Advisory Committees will be included in the development of the plan. Review of the relationship between the Steering Committee, Working Group and reporting to the Board at key milestones be undertaken and built into the plan development framework.

It was AGREED that a report be provided to August 2012 Board meeting suggesting how the local Health Committees and communities and key stakeholders will be involved in health service planning and how and where the Board will be included in the development of the plan.

ACTION BY: Scott McLachlan/Chief Executive

5. STANDING ITEMS

5.1 Board Chair Report

The Chair provided verbal reports on the following:

- Attendance at the Ministry of Health Activity Based Funding Forum in Sydney. Education Sessions will be conducted at John Hunter Hospital and videoconference to other sites on Activity Based Funding.
- The Director-General is visiting the John Hunter Hospital Campus on Friday, 8 June 2012. The Chair and Deputy Chair will be attending the visit which includes meetings with Clinicians and Executive Leadership Team.

- The Ministry of Health Board Forum is to be held on 22 June 2012 in Sydney for all Board members to attend.

5.2 Chief Executive's Report

The Chief Executive report had been circulated to members in the business papers. The Board NOTED the report that summarised key current issues for the District. These included:

- John Hunter/Royal Newcastle Centre Ophthalmology Service – update on discussions regarding accreditation of registrars between with the College and Ophthalmology Department at John Hunter/Royal Newcastle Centre.
- Moree Health District Service Medical Workforce – meeting held on 11 May 2012 with Chief Executive and General Practitioners in Moree to discuss and develop strategies for future engagement of suitability qualified medical practitioners to provide services at the Moree Hospital.
- Mater Health Precinct – formal approval from the Ministry of Health has been granted to proceed with purchase of 3.4 hectares of land adjacent to Calvary Mater Newcastle for future development. A scoping study will now be developed.
- Raymond Terrace Health One/Super Clinic – development application for HealthOne Superclinic at Raymond Terrace has been approved.
- New primary care clinic Kurri - A new integrated multi disciplinary primary health care clinic will be established at Kurri hospital with the announcement of \$2Million in the federal budget.
- Health and Hospital Funding - Tamworth Hospital has been successful in obtaining funding of \$1.1 Million from the H&HF for a new Gamma Camera for the nuclear medicine department.
- New England Health Alliance - New England Health Alliance met on 17 May 2012 in Armidale.
- NSW Health Pathology - NSW pathology will commence operations on the 1st June 2012 and from that date the pathology service will be expected to operate as cost neutral or a cost benefit to NSW Health. NSW Health Pathology is developing a standard approach to pricing and costing of pathology services to the LHD's.
- Agency for Clinical Innovation - The ACI has completed its recruitment of clinical leads and Directors.
- Health Minister's Chief of Staff – appointment of Minister Skinner's new Chief of Staff Andrew Kirk.
- Chief Nursing and Midwifery Officer - Debra Thoms Chief Nursing and Midwifery Officer has resigned and will be taking up the position of inaugural Chief Executive of the newly formed Australian College of Nursing.
- St Vincent's Health Network - St Vincent's Health Australia Board has appointed Jonathan Anderson as Chief Executive of the St Vincent's Health Network.

It was AGREED that details on NSW Pathology and other Pillars will be sent by Michael DiRienzo to the Board for information.

ACTION BY: Chief Executive

5.3 Finance and Performance Report

A brief had been provided to the Board by Mr Mark Jeffrey which summarised the financial performance to April 2012 and activity performance to March 2012. The report was discussed and NOTED by the Board.

5.4 Finance and Performance Committee

The draft minutes from the 26 April 2012 had been circulated to the Board with the business papers for information. The minutes were NOTED by the Board.

5.5 Health Care Quality Committee

No minutes for this meeting.

5.6 Audit and Risk Management Committee

No minutes for this meeting.

5.7 Medical and Dental Appointments Advisory Committee

The minutes from the 27 March 2012 and draft minutes 24 May 2012 meetings had been circulated to the Board with the business papers for information.

The report was NOTED by the Board.

5.8 Clinical Council

The draft minutes from the 18 April 2012 had been circulated to the Board with the business papers for information. The minutes were NOTED by the Board.

5.9 Medical Staff Executive Council Report

There has been no meeting a report will be provided at the next meeting of the Board.

5.10 Members Reports

- Dr Felicity Barr had attended a health roundtable with a presentation by Dr Kerry Chant.
- A Research Strategic Plan is currently being prepared by Hunter New England Local Health District. This will provide a governance framework around medical research and ethics. It will identify what research is being undertaken and by whom. Dr Dinesh Arya is the Executive Sponsor. The framework draft is to be finalised shortly and then will be sent out for comment.

It was AGREED that a further report on this plan will be provided to the Board in September 2012.

ACTION BY: Dr Dinesh Arya

It was AGREED that Professor Michael Nilsson, Chief Executive of Hunter Medical Research Institute to be invited to a local meeting of the Board to present.

ACTION BY: Chief Executive

- Dr Helen Belcher approach discussed contact she had received from Dr Graeme Vimpani regarding social determinants and how this can be incorporated into the business of Hunter New England Local Health District. Fran Baum in Victoria is interested in talking to the District about this issue.

It was suggested that consideration be given to hosting a workshop to discuss about how we plan, how we evaluate and how we work better, work with Medicare Local. This could form part of the Equity section of the Strategic Plan and could be fed into programs of agencies already doing work in that area such as the Regional Leadership Forum.

It was AGREED that a discussion be held between Helen Belcher, Michael DiRienzo, Scott McLachlan and Manager's and report back to the Board with a proposal for further discussion.

ACTION BY: Chief Executive

- Helen Belcher enquired as to the status of syndicated leaders program and training of future leaders.

It was AGREED that a report would be provided to the Board in September 2012.

ACTION BY: Chief Executive

5.11 Mental Health Sub-Committee

Board members have met informally, and are working on a first meeting late in June 2012. Professor Trevor Waring has written to the Chief Executive outlining issues for consideration and response.

LUNCH WITH THE CALVARY MATER NEWCASTLE CLINICIANS

A number of clinicians joined the Board and Executive for lunch. The Board thanked the clinicians for joining them for lunch and for the work that they do.

Issues raised by clinicians with Board members and executives at the lunch included:

- Research - need for resourcing and integration of research. It is currently not clear on all the research being undertaken and the different groups undertaking research are not integrated.
- Role of Allied Health and the value that is placed on their role. It was felt that at times there is not enough recognition of their contribution.
- Discharge summaries - the suggestion was made that nurses could do these with medical input.
- Issues of team work between the John Hunter Hospital ICU and Calvary Mater Newcastle when high patient loads were raised.
- Transition of services from James Fletcher to Calvary Mater Newcastle site for mental health has been very positive and improved staff morale.
- New Management of Calvary Mater Newcastle has been very positive.
- Issues between transferring patients out of the Emergency Department at Calvary Mater or transferring patients into the mental health still some issues.

6. NEW BUSINESS

6.1 MRI - Manning Rural Referral Hospital

A brief had been provided by Todd McEwan in the Board business papers on the approach by Mid North Coast Diagnostics and the Manning Hospital Medical Staff Council to investigate the possibility of establishment of an MRI at the Manning Rural Referral Hospital.

The Chief Executive has written to Dr Murray Hyde-Page with copy of the Business Case to invite the Medical Staff Council to provide input into the business case.

The Board NOTED the information.

It was AGREED that the Chief Executive would write to Mr Robert Oakeshott regarding the matter and provide him a copy of the letter sent to Dr Murray Hyde-Page and the business case.

It was AGREED that a briefing to be provided to the Board about status of the MRI matter prior to the Board meeting in June 2012, including why the MRI machine cannot be located in the heritage building on the site as suggested by Medical Staff Council.

ACTION BY: Chief Executive

6.2 External Review – Morisset Hospital

The Board had been provided with a briefing regarding the External Review at Morisset Hospital by the Chief Executive. The review is expected to take 3 months once the committee is appointed. The Mental Health Sub-Committee will be kept informed about this Review.

The Board NOTED the information provided.

6.3 Service Agreement with the Calvary Mater Newcastle

A Brief had been provided by Ms Jenny Jennings.

Hunter New England Health has entered into a 2011/2012 Service Agreement with Calvary Mater Newcastle. The agreement was discussed and it was NOTED that this document comes from the NSW State template and there were delays in that template being available.

It was agreed that the 2012/2013 agreement should include that it is “intra-district networks” and not “inter-district networks” as it is stated on Page 14 and 15 of the agreement.

The report was ACCEPTED by the Board and APPROVED the signing of the agreement by the Chief Executive and Chair.

6.4 Quinquennium Report

The Board ENDORSED the report and expressed their appreciation to the Staff and Panels for their efforts.

6.5 April 2012 Community Partnerships Forum

The Board were provided with a report regarding the recent Community Partnerships Forum held in Tamworth on 24 April 2012. The forum was well attended and positively received. Presentations from the day are now available on the Internet and Intranet under the Community Engagement section.

The Board ENDORSED the report and NOTED that the next Community Partnerships Forum will be held in November 2012.

6.6 Health Services in Boggabilla and Toomelah

The Board was provided with a report regarding the provision of services to the community of Toomelah and Boggabilla and current strategies to enhance services in those communities.

The Chief Executive advised that he and other senior staff will be visiting these Communities in June 2012. Ms Janelle Speed offered her assistance to participate in the meetings if required.

The Board NOTED the report and asked to be kept informed of the progress.

ACTION BY: Chief Executive

7. Correspondence

Board members had been circulated with correspondence from:

- Hunter New England Health District to Dr Zoran Bolevich at the Ministry of Health regarding Local Health District preliminary activity projects for 2012/2013.

The correspondence was discussed and NOTED by the Board. It was AGREED that further information and updates will be provided to the Board as the information becomes available.

ACTION BY: Chief Executive

- Briefing regarding changes to the Public Interest Disclosures Act from the Internal Audit Manager.

The Board NOTED the briefing.

- Copy of letters sent to Local Members of Parliament regarding the Neuro-interventional Network – John Hunter Hub Funding from Dr Chris Levi

The Board NOTED the correspondence and agreed with the priority.

It was AGREED that the Chief Executive will send copies of correspondence to the Board Chair and Chair will then determine important items that will be forwarded to all Board Members. Any issues or concerns that the Board has should be directed back to the Chief Executive.

ACTION BY: Chief Executive

8. HNE Health Policy

8.1 Risk Management

The Board were joined by Professor Anne Duggan who gave the Board a presentation on Risk management. The Board NOTED the information that was presented, and discussion centred around the utilisation of the risk reporting system, and integration with work health and safety reporting. The Board THANKED professor Duggan for her presentation.

8.2 Mental Health

The Board were joined by Ms Jude Constable who gave the Board a presentation on Mental Health Services. The Board THANKED Ms Constable for her presentation.

9. Next Meeting

The next Board meeting will be held on Wednesday 27 June 2012, Manning Rural Referral Hospital, Taree.

10. Meeting Evaluation

Members were requested to complete a meeting feedback on the SurveyMonkey link to be circulated by the Chair after the meeting.

ACTION BY: All members and meeting participants

The Chair advised that the Board Evaluation Report would be an item on the next Agenda for discussion.

The meeting closed at 3.54pm