

Minutes of the Hunter New England Local Health District Board

Forty Ninth Meeting

18th November 2015

Venue: Armidale Hospital, 226 Rusden Street Armidale

**Preceded by a visit to Walcha Multipurpose Service
on 17th November 2015**

Present

Associate Professor Lyn Fragar (Chair), Professor Trevor Waring, Mr Peter Johnston, Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines, Mr Brad Webb. Dr Felicity Barr, Mr Ken White, Dr Bruce Bastian, Mr Fergus Fitzsimons

Apologies

Ian Kamerman, Ms Karen Kelly, Dr Mr Tim Stanley

In Attendance

Mr Michael DiRienzo, Ms Susan Heyman, Ms Leisa Hunt

Order of Business: 1.1 – 2.1; 4.4.2; 2.2- 9. 3

BOARD VISIT TO WALCHA MULTIPURPOSE SERVICE

On the afternoon preceding the Board meeting, the Board met at Walcha Multipurpose Service at 3,00pm and was given a tour of the Facility led by the Health Service Manager, Chris Smith.

Afternoon Tea with Walcha Health Committee and clinicians.

The Board met with the Walcha Health Committee (Chair Ms Janelle Archdale, Mayor Walcha Local Government Council) and clinicians over afternoon Tea.

Matters discussed included:

- The beautiful grounds and gardens maintained by Brenda Walker
- Sense of pride in the service demonstrated by all staff, patients and Health Committee members
- The Walcha Model of ED triage, subsequently taken up by the Agency for Clinical Innovation and branded as “Nurse Delegated Triage”
- HealthShare is providing what is needed for patient needs and care of the facility
- Transfer of care for patients with a mental health condition remains a problem
- Shortages of doctors in rural centres makes recruitment difficult.
- Ongoing difficulties with CHIME software.
- Aboriginal participation in the Health Committee

The Chair thanked the Committee members and clinicians for their work and participation in the Board discussions.

TOUR OF ARMIDAL FACILITY

The Board was taken on a tour of the Armidale Hospital led by General Manager, Wendy Mulligan and Acting General Manager Catharine Death, commencing at 8.00am on the 18th November.

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Associate Professor Lyn Fragar opened the meeting at 9.00am.

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

There were no conflicts of interest declared by Board members for this meeting.

1.3 Adoption of Minutes

The minutes of the meeting held on the 21st October 2015 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: Ms 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:

1.5.1 Council of Board Chairs Meeting

The Chair had attended the meeting of the Council of Board Chairs with the Minister For Health and the following were NOTED:

- The HNE Chief Executive had presented a summary of the NDIS pilot to Board Chairs
- The Minister asked all Districts to take up “Make Healthy Normal” as a key focus of public health.
- The Arts Health initiative
- Whole of Hospital & Peak Activity processes during Winter.

1.5.2 Committee charters for the Health Care Quality Committee & District Clinical Council

The Chair had met with the Chief Executive and Dr Helen Belcher and Professor Trish Davidson to discuss renewed committee charters for the Health Care Quality Committee & District Clinical Council meetings.

The document with the proposed charters was tabled and DISCUSSED.

It was AGREED that the proposed Charters be discussed at the next meetings of the Health Care Quality Committee and the District Clinical Council.

ACTION BY: Dr Helen Belcher and Chief Executive

1.6 Chief Executive’s Report

The Chief Executive’s report had been circulated in the business papers. The report addressed the following:

- Non-Emergency Patient Transport
 - Accreditation
 - Tamworth General Manager resignation
 - Rural Health Congress
 - eReferral
 - Ministry of Health/Primary Care Network Forum
 - University of Newcastle Work Integrated Learning Hall of Fame Award
 - Preliminary Activity Based Funding Pricing
- Following discussion it was AGREED that Grantly Hunt provide a presentation Teaching, Training & Research (TTR) funding arrangements in the New Year

ACTION BY: Chief Executive

- NSW Health Awards Success
- 2016 Innovation Scholarships and Kaleidoscope Scholarship
- University of Newcastle Priority Research Centres
- Strategic Relations and Communication – November 2015 meeting (October timeframe)

The report was DISCUSSED and NOTED by the Board.

Morning Tea with Armidale Health Committee

The Board met with members of the Armidale Health Committee over morning tea.

The following were discussed:

- Committee representation: Aboriginal representatives, universities, schools etc.
- Community engagement
- Communication strategies
- Rejuvenation of Committee

- It was AGREED that a report on the Armidale Health Committee rejuvenation be provided at the Community and Consumers Partnership Committee Meeting on 19 May 2016.

ACTION BY: Susan Hayman

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

There were no minutes for this meeting.

A late paper proposed Community Partnerships Forums dates for 2016. The following were AGREED by the Board.

- 19 May 2016 – Tamworth
- 25 May 2016 – Maitland
- 17 November 2016 – Scone

2.2 Social Determinants of Health (SDoH) Committee Minutes

The minutes from the 30th October 2015 had been distributed in the business papers, with a covering Brief included in the meeting papers. The Committee proposed that:

1. The current social Determinants of Health Committee be disbanded.
2. A new Committee be convened, with a new Charter that references a focused contribution in the areas of Strategic Oversight and Review, Advocacy, and Communication and Networking.
3. The Committee's aligns its strategic oversight and review with existing indicators from the current Service Agreement Measures and Key Performance Indicators, which are reflective of social determinants of health and their impact.

The report was DISCUSSED and NOTED by the Board.

Following discussion, the Board AGREED that a small Working Group comprising the Board Chair, the Chief Executive, Brad Webb and Dr John Wiggers meet to consider a terms of reference for a committee of the Board with a broader role relating to the District's role in improving the health of the Hunter New England population and access to effective care.

Such a Committee would assume responsibility for key functions recommended by the SDoH Committee, and assist the Board and Chief Executive in the good governance of those population health functions for which the Board and District has responsibility.

The Working Group will be requested to consider inclusion of:

- Equity and Social Determinants of Health
- Public health and Population Health programs, including 'Making Healthy Normal' and programs included in the Service Agreement
- The health of vulnerable populations - including Multicultural health, Closing the Gap, Refugee Health, NDIS
- Community-based services, including domestic violence

ACTION BY: Chair and Chief Executive

2.3 New Business

There was no new business relating to COMMUNITY – THE PEOPLE WE SERVE for this meeting.

2.4 For Information

2.4.1 NDIS Hunter Trial Site

The Chief Executive presented a paper that described the NDIS Hunter Trial Site. The presentation had been provided to the Council of Board Chairs to provide background information as the program is rolled out state-wide over the next 12 months.

The Board DISCUSSED and NOTED the information provided.

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The minutes from the 14th October 2015 meeting had been distributed in the business papers.

The following points discussed at the meeting were noted:

- Risk management in obstetrics - WHAM (Women's Health and Maternity Network) acknowledged
- Electronic Prescribing and Administration Project
- MRI needs of Base hospitals
- National Disability Insurance Scheme (NDIS)

The minutes were NOTED by the Board.

There was discussion over the quality of the toilet paper within facilities. Michael DiRienzo will raise this with Health Share.

ACTION BY: Chief Executive

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

3.3 New Business

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

3.4 For Information

3.4.1 Midwifery and Nursing Senior Clinical Authentication and Role Alignment (MANSCARA) Project – Fact Sheet

The fact sheet was NOTED by the Board.

3.4.2 Sydney Morning Herald Article

The article was NOTED by the Board.

3.4.3 NSW Health submission to Primary Health Care Advisory Group

The submission was NOTED by the Board.

3.4.4 Letter from the Secretary – Winter 2015

The letter was NOTED by the Board.

Lunch with Clinicians

The following points were raised at the lunch time meeting with Armidale clinicians:

- CHIME software issues
- Governance processes for alternative therapies associated with oncology therapy in Hunter New England

- Reducing Pre-Operative Starvation project
- Mental Health Transport

The discussion was NOTED by the Board.

The following were AGREED:

The Chief Executive, Susan Heyman and Warren Lawrence will discuss the issues raised in relation to CHIME.

ACTION BY: Chief Executive

The Chief Executive and Susan Heyman and Workforce will investigate current governance process for oncology therapy

ACTION BY: Chief Executive

Susan Heyman to provide feedback to Martin Cohen re request for providing communication back to clinicians for Mental Health Transport issues.

ACTION BY: Susan Hayman

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

There were no papers for this meeting.

4.2 Patient Story

The patient story had been circulated in the business papers and was DISCUSSED and NOTED by the Board. Key issues of note included:

- Emergency Department Assessment and Management
- Clinical Handover, communication and documentation
- The Clinical Emergency Response System (CERS) Protocol
- Ventilation during and after the cardiac arrest
- Medical and nursing governance
- Quality of family communication

The Board NOTED the story and the recommendations

4.3 New Business

There was no new business relating to SAFETY AND QUALITY for this meeting.

4.4 For Information

4.4.1 The Hunter New England Junior Medical Officer (JMO) Quality and Safety Committee

The Board DISCUSSED and NOTED the Hunter New England Junior Medical Officer (JMO) Quality and Safety Committee Report.

4.4.2 Falls Pilot Project Presentation

A presentation on the Armidale Falls Project was provided to the Board at 11.00am. The presentation was discussed and NOTED by the Board.

It was AGREED that a report on the Falls Pilot Project be presented at District Health Care Quality Committee at conclusion of Project.

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending October 2015 had been circulated in the business papers.

The Board DISCUSSED and NOTED the Finance and Performance Report.

It was AGREED that Finance Recovery Plan for Tamworth Hospital to be tabled at next meeting.

ACTION BY: Chief Executive

5.2 Finance and Performance Committee Report

The minutes from the meeting held on the 20th October 2015 had been circulated in the business papers.

An overview report was provided by Mr Fergus Fitzsimons. The following points were highlighted:

- The District remains “on budget”
- The Rural and Regional portfolio has ongoing complexities with Tamworth
- ABF Inpatient Acute Activity v’s Target

The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

There were no papers for this meeting.

5.4 Work, Health and Safety Report

The report was distributed in the business papers.

The report was NOTED by the Board.

5.5 New Business

There was no new business relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

5.6 For Information

There was no new information relating to RESOURCES – MANAGING OUR SERVICES WELL for this meeting.

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 POSITIONING FOR THE FUTURE for this meeting.

6.3 For Information

6.3.1 Foundational Clinical Leadership Program Participants and their projects for 2013 and 2014

The report was NOTED by the Board.

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A Brief had been distributed in the business papers.

The paper was NOTED by the Board.

7.2 Workforce Report

The report was distributed in the business papers.

The report was NOTED by the Board.

7.3 New Business

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

7.4 For Information

There was no information relating to OUT STAFF AND WORKPLACE CULTURE for this meeting.

BOARD DEVELOPMENT

8.1 Board Performance Report

There were no papers for this meeting

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.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

The following issues were DISCUSSED by the Board:

9.1.1 Health Insurance Policy Surveys

Helen Belcher will advise Community Partnership Forum participants how to access survey opportunities to comment on proposed changes to Private Health insurance.

9.1.2 Aboriginal staff engagement and management commitment

There was discussion relating to a number of Aboriginal staff reporting issues of concern.

It was AGREED that the Chief Executive will liaise with Cherie Williams and arrange an audit of matching of appointment of Aboriginal Workers to funding from external sources for Aboriginal staff

ACTION BY: Chief Executive

9.2 Feedback from the October Meeting

Feedback from the October meeting had been circulated with meeting papers

The feedback was NOTED by the Board

9.3 Next Meeting

The next meeting will be held on the 16th December in Newcastle, to be followed by the Annual General Meeting.