

Minutes of the Hunter New England Local Health District Board

Fifty Ninth Meeting

18th & 19th October 2016

**Venue: Glen Innes District Health Service
and Inverell District Health Service**

Present

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

Apologies

Mr Peter Johnston, Dr Ian Kamerman and Dr Martin Cohen

In Attendance

Michael DiRienzo, Ms Susan Heyman, Dianne Kershaw

Order of Business: 1.1 – 9.3

TOUR OF THE GLEN INNES DISTRICT HEALTH SERVICE

The Board was given a tour of the Glen Innes District Health Service led by Acting Health Service Manager Penny Whan and Tablelands General Manager Wendy Mulligan.

AFTERNOON TEA WITH THE GLEN INNES HEALTH COMMITTEE AND HEALTH SERVICE STAFF

The Board was joined by the Glen Innes Committee and the Staff for afternoon tea.

Acting Local Health Committee Chair, Colin Price introduced the Health Committee.

The following were raised and DISCUSSED:

- Glen Innes Helipad – The Board was advised that the community were now very satisfied with the funding outcome and it was acknowledged that the issue had been dealt with well by the Health Service. It was noted that larger donations had been returned.
- The Hospital Auxiliary fundraising for equipment for the hospital has been outstanding this year. It was noted that Palliative Care beds had been purchased.
- Redevelopment of the Health Services was discussed. It was suggested by the Chief Executive that Capital Works could provide costing for demolition on the old unused brick building on the hospital site.
- Referral patterns and patient flow was discussed, the Committee indicated that it was happy with the processes with Armidale being the main referral hospital. More specialist services are coming to Armidale which will be of great benefit to the Glen Innes community.
- There is no Ear, Nose & Throat specialist visiting Glen Innes, most people travel to Coffs Harbour.
- It was noted that the upgrade to Tamworth and Armidale has provided great benefits to Glen Innes.
- Eco-cardiographs services are an issue for Glen Innes and the Telehealth services often have problems with the internet services.
- Difficulty in recruitment and retention of nursing staff particularly midwives. Bachelor of Midwifery with sponsorship has been offered.
- The need for access to Parkinson Disease nurse was highlighted.

TOUR OF THE INVERELL HOSPITAL

The Board was given a tour of the Inverell Hospital by Acting Health Service Manager, Hamish Yeates.

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, 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

Mr Fergus Fitzsimons advised that he has a potential conflict with regards to service contracts between CentaCare and the Primary Health Networks.

The Board NOTED the declaration.

1.3 Adoption of Minutes

The minutes of the meeting held on the September 2016 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: Desiree Chymiak

1.4 Action List

Progress on action items was NOTED by the Board.

- Update on the Bureau of Health Information report. The Board RESOLVED that the Chief Executive be requested to extend the Board's congratulations to Tamworth Hospital management on its performance.

ACTION BY: Chief Executive

- A presentation will be provided to the Board on how Public Private Partnerships (PPPs) work through planning to implementation processes. The Board AGREED that the presentation would be made to the December Board meeting.

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ACTION BY: Chief Executive

1.5 Board Chair Report

The Board Chair reported the following:

- The Secretary of Health had invited the Board Chair and Chief Executive to a meeting on 27th October to further discuss health partnerships.
- Board Chair expressed the importance of good communication between Board members and to have constructive working relationships, in light of recent changes to boards in the state.
- The Chair discussed the importance of the Board Induction program and to recognise that government and corporate boards are different.
- The Chair asked for Jodie Nieass and Catharine Death to present the Excellence Tour presentation from their trip to US to one of the upcoming Board meetings.

ACTION: Chief Executive

1.6 Chief Executive's Report

The Chief Executive's report had been circulated in the business papers. The report included the following:

- Acknowledgement of the work undertaken by Susan Heyman and Karen Kelly during his leave.
- Update on Medical Gases. The Chief Executive advised that the HNELHD has done an extensive job of auditing with no issues found. A guideline has been incorporated into a draft HNEH Policy Compliance Procedure and once this procedure has been embedded, Clinical Governance will conduct random audits to ensure ongoing adherence.
- Update on 2ND Call for Advanced Health and Research Translation Centres.
- Update on MyNetCare pilot – it was RESOLVED that the Board would like to see a demonstration of *MyNetCare* and how it interfaces with other health portals.

ACTION BY: Chief Executive

- Hunter New England and Central Coast 2016 Health Planning Compass provides a valuable picture of the current health and social landscapes across the Health District.

- Update on Maitland Hospital – five hospitals were selected as PPPs, Expression of Interest have gone out, and the Chief Executive has met with project director. HNELHD to set up Governance Committee, Executive Steering Committee and a set of Sub Committee. The Board was advised that a rally was to take place and expressed the need for clear communication with staff and community.
- Update on Inverell Redevelopment and the financial allocation to this project. The Chief Executive will provide a brief to the next Board meeting on the funding and the key priorities for the redevelopment.

ACTION BY: Chief Executive

- Update on District Plan which is now to be one document. It was agreed that the Premier's Top Twelve Priorities be noted in the plan. Finance measures also to be highlighted.

ACTION BY: Chief Executive

- The issue was raised as to the role and responsibility of the District in Environmental and Public Health matters. The Chief Executive will raise the question with the Chief Health Officer.

ACTION BY: Chief Executive

Individual items were DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

Dr Helen Belcher expressed the need to further explore the Diabetes Alliance - Patient Activated Measures and the Committee had asked for more clarification around the activation measure.

An update on the upcoming Community Partnerships Forum to be held in Muswellbrook on 17th November 2016 was provided.

The Board NOTED the information and draft agenda.

2.2 Social Determinants of Health Committee Minutes

- A Good Health Committee has been established and a brief is to be prepared for the Board, with a logic model and evidence.

ACTION BY: Susan Heyman

2.3 New Business

There was no new business relating to COMMUNITY- THE PEOPLE WE SERVE.

2.4 For Information

There was no further information relating to COMMUNITY – THE PEOPLE WE SERVE for this meeting.

MORNING TEA WITH INVERELL HEALTH COMMITTEE

The following were raised and DISCUSSED:

Mr Bob Dasey (Chair) introduced the Committee members and the following were raised and NOTED:

- The general feeling from the community was that they would like more regular information on progress of the hospital redevelopment.
- Need for clarification into the community that this is not a new hospital project but a redevelopment of existing infrastructure.

- Chief Executive expressed the need to work together with LHC to ensure that Inverell's health needs are address within the redevelopment.
- Key messages and communication plan will be developed to keep the community and staff well informed.

ACTION BY: Chief Executive

- Include on the agenda for the Community Partnerships Forum – 17th November.
- Encouraging community representation and interest in LHC.
- Recognition that the Health Service Manager plays a critical role with meeting the communities' expectations, and the suggestion that the Health Service Manager develop a work plan with input from the community.
- Need for comprehensive explanation of the health service budget. Chief Executive advised of a change in budget allocation process.
- Importance of medical workforce discussion happening within the community - the value of empowering the community to talk to the doctors regarding hospital based services.

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

A brief and the minutes from the meeting held on the 14th September 2016 had been distributed. The Report and minutes were NOTED by the Board.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

3.3 New Business

There was no new Business for SERVICE – THE SERVICE WE PROVIDE.

3.4 For Information

There was no further information for SERVICE – THE SERVICE WE PROVIDE.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

There were no papers for this meeting.

Dr Helen Belcher asked for Ms Liz Grist to be invited to attend the next Health Care Quality Committee meeting.

ACTION BY: Ms Desiree Chymiak

4.2 Patient Story no story

There was no patient story presented for this Board Meeting.

4.3 New Business

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

4.4 For Information

There was no further 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 August 2016 had been circulated in the business papers.

The following NOTED by the Board

- There will be quarterly adjustments to budgets.
- Board Work Plan – New board members Induction Program to cover finance and performance.
- It was AGREED that Committee chairs would prepare a small presentation for new members Board members as part of the induction.

The Board DISCUSSED and NOTED the Finance and Performance Report.

5.2 Finance and Performance Committee Report

The minutes of the meeting held on the 20th September 2016 had been distributed in the business papers.

The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

There were no minutes for the meeting.

5.4 Work, Health and Safety Report

The report was distributed in the business papers.

The Board AGREED that the Minutes of Executive Safety Committee be included in the Board papers

ACTION BY: Desiree Chymiak

The report was NOTED by the Board.

5.5 New Business

There was no new business relating to RESOURCES – MANAGING OUR SERVICES WELL

5.6 For Information

5.6.1 BHI Report

The report was distributed in the business papers.

5.6.2 Transfer of Care Performance Report was distributed in the business papers.

5.6.3 Finance and Performance Delegations Manual was distributed in the business papers and the Board NOTED that the Delegations Manual had been updated and approved by the Chief Executive and the Finance & Performance Committee.

There was no further information for RESOURCES – MANAGING OUR SERVICES WELL.

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.

6.3 For Information

There was no further information relating to POSITION FOR THE FUTURE.

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A paper had been distributed in the business papers.

The paper was NOTED by the Board.

7.2 New Business

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

7.4 For Information

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

MEETING WITH INVERELL CLINICIANS AND STAFF

The following issues were raised and DISCUSSED:

- GP Clinic – community very appreciative of this service and it is filling an important gap in GP services. The GP Clinic tender is in the process of being finalised.
- Telehealth Fracture Clinic – working very well, lot of savings generated over the past two years. They have received an Excellence Award. Susan Heyman was requested to discuss with David Healy about Tamworth being involved in the Clinics.

ACTION BY: Susan Heyman

- Excellence - staff embracing the program and learning to use it effectively. Follow-up phone calls going well.
- Patient transport is a concern – NEPT issues need to be logged when they arise.
- Mental Health patients needing transfer become an issue with police and ambulance.
- Patient Flow Unit working very well and getting positive feedback
- Problems with accessing CT scans and Ultrasounds.
- Staffing of the Emergency Department was raised.

BOARD DEVELOPMENT

8.1 Board Performance Report

8.2 Board Members Development Report

The Board Chair updated the work plan and education plan for 2016 Board ENDORSED work plan and education plan.

8.3 New Business

There was no new business relating to BOARD DEVELOPMENT for this meeting.

8.4 For Information

8.4.1 Technology into the Future - it was suggested by Felicity Barr that Brian Kelly to be invited to come to Board and speak about technology into the future and relating it back to medical technology.

Board ENDORSED this action.

ACTION BY: Felicity Barr

8.4.2 Staff Medical Council representation on the Board will be discussed further in the New Year.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

There was no new business raised for this meeting.

9.2 Feedback from the September Meeting

Feedback from the 21st September 2016 meeting had been circulated with meeting papers. The feedback was NOTED by the Board

9.2.1 Working Draft Meeting Schedule and Work Plan 2016-2017

It was RESOLVED that Susan Heyman would talk to Lauren Cruz about consumer stakeholder representation at forum and financial reimbursement.

ACTION BY: Susan Heyman

It was NOTED the following actions to be included in the work plan:-

- Strategies and Operations - March
- New Service Agreement – May
- Budget process – July

9.3 Next Meeting

The next meeting will be held on the 16th November 2016 at Gloucester.