

Minutes of the Hunter New England Local Health District

Board

Fourth Meeting

26th October 2011

Venue: Manilla Health Service

PRESENT

Dr Felicity Barr , Dr Bruce Bastian, , Ms Helen Staines, Professor Trevor Waring , Dr Ian Kamerman, Mr Fergus Fitzsimons, Mr Ken White, Mr Paul Henry

IN ATTENDANCE

Professor Nik Bogduk , Ms Desiree Chymiak, Mr Todd McEwan, Ms Karen Kelly and Dr Debbie Jagers

APOLOGIES

Associate Professor Lyn Fragar, Mr Michael DiRienzo, Dr Helen Belcher and Mrs Janelle Speed

Order of business: 1- 4, 11.1, 5-10, 11.2-13

TOUR OF THE FACILITY

The Board and Executive Members were provided with a tour of the new Manilla Health Services led by Ms Susan Heyman and Mr Damion Brown.

The Board was impressed with the new facilities and the staff accommodation.

MEETING WITH THE LOCAL HEALTH ADVISORY COUNCIL

The Board was joined by members of the Local Health Advisory Council. The following issues were raised:

- The LHAC has very good representation however it is difficult to recruit young people.
- The LHAC had the opportunity to be involved in the planning of the development of the new MPS and were satisfied with the outcome.
- The aged care area is a very good design.
- The Local community is very supportive of the LHAC and the MPS
- The Aboriginal community is very happy with the MPS and feels culturally supported.
- There are problems with recruiting and retaining staff in the Manilla area.

Later in the meeting, a member of the LHAC, Dr John Fraser, who had been unavailable during the morning meeting, joined the Board for a brief discussion. Dr Fraser raised his concerns regarding delays in repairing or replacing faulty equipment, recruitment and training issues for health professionals in rural areas and arrangements for medical staff in the HealthOne centre.

The Board NOTED his concerns and REQUESTED that management look into the local issues raised.

BUSINESS OF THE MEETING

1. WELCOME AND APOLOGIES, ACKNOWLEDGEMENT OF COUNTRY

The Acting Chair, Dr Felicity Barr, opened the Board meeting at 11.00am and welcomed those present.

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

The Board ACCEPTED the apologies of Associate Professor Lyn Fragar, Mr Michael DiRienzo, Dr Helen Belcher and Mrs Janelle Speed.

2. CONFLICT OF INTEREST DECLARATIONS

2.1 Conflict of Interest Relating to this Meeting's Agenda

No conflicts of interest were reported for this meeting. Dr Kamerman reminded the Board he had previously declared an interest in the operation of GP services in the Manilla HealthOne facility.

1. MINUTES OF THE PREVIOUS MEETING

3.1 Adoption of Minutes of Meeting Held on 28th September 2011

The minutes from the meeting held on the 28th September 2011 had been circulated. The minutes were ADOPTED by the Board as a true and correct record.

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

ACTION BY: Secretariat

4. BUSINESS ARISING FROM THE PREVIOUS MEETING

4.1 Board Education Program

At the Board meeting held on 28 September 2011 it was agreed that a Board skills development program be undertaken, to include Board members and senior executive.

It was agreed that the November 2011 regular meeting of the Board be dedicated to an introductory Board education program and initiation of the Strategic Planning process.

The Chair has been negotiating with a consulting firm to deliver an introductory Board education program and to facilitate a preliminary strategic planning session to take place in Newcastle on the afternoon of 22 November, and 23 November.

The Board NOTED the plan for the education program.

4.2 Local Community Partnership Forum

The Community Partnerships Forum will take place on Wednesday 16 November 2011 at the Muswellbrook RSL Club from 9.30am – 4.00pm. The Forum will bring together representatives from the 42 Local Health Committee (LHC) groups from across the District.

Since the last Board meeting, a number of discussions and planning sessions have taken place to further progress the Community Partnerships Forum.

Correspondence from the Board Chair with each of the LHC Chairs has now taken place, and invitations to the forum have been issued.

In addition to the LHC representatives, a number of other key staff from across the district will also be in attendance to participate in the forum, including ELT members Todd McEwan and Debbie Jagers (Acting for Scott McLachlan), Cluster Managers and Acute Hospital General Managers. Special guest Melinda Pavey, Parliamentary Secretary for Regional Health, will also attend.

Board Members are also invited to attend and take part in the forum.

The following Board members have accepted the invitation to attend: Ms Helen Staines, Mr Ken White, Dr Felicity Barr and Mr Fergus Fitzsimons.

4.3 Action Sheet

The Board NOTED progress with action agreed to be taken at previous meetings, deleted several completed items and made adjustments to the due dates for further items, so as to stagger presentations across more meetings.

5. UPDATE OF NSW STATE-WIDE DEVELOPMENTS

5.1 Report from Chief Executive and Chair

The Acting Chair and Acting Chief Executive provided an update on state-wide developments on relevance to the District. Matters drawn to attention included:

- Dr Kerry Chant has been appointed as Chief Health Officer and Ms Karen Crawshaw as Deputy Director General at the NSW Ministry of Health.
- Dr Tim Smyth – Deputy Director General Ministry of Health has resigned.
- Nothing further around Board payments has been received from the Director General.
- Part of population health is returning to the Local Health District however details are yet to be finalised.
- The Executive Assistants who moved to the HRTO will return to the Local Health District.

6. CHIEF EXECUTIVE REPORT

The Acting 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.

- Forensic Medicine – investigations are underway into the clinical reporting of a forensic pathologist. Treasury Managed Fund has been notified together with other relevant parties including the NSW Ministry of Health, ASMOF and the MCCC. The Board NOTED with concern and asked to be kept informed on the matter.
- Bulahdelah Hospital – the hospital is still without a GP. Alternative short term staffing arrangements for the night shift have been implemented with the service downturn overnight.
- Cessnock GP's – 17 GP's have notified HNE Local Health District that they will not continue to provide coverage overnight between 11.00pm and 8.00am from 1st November 2011 on Sundays, Mondays, Tuesdays and Thursdays. Negotiations are occurring.
- Industrial Dispute at Maitland Hospital Regarding Security Arrangements – the Health Service Union notified a dispute to the Industrial Relations Commission relating to security arrangements at Maitland Hospital. The matter will return to the Industrial Relations Commission on the 1st November.
- Evaluation of Safety and Quality – the survey is in progress and will focus on Paediatric Management, Clinical practice Guidelines, Management of Sepsis, Delirium, Suicide Risk and Patients with Mental Health Co-morbidities.
- NSW Health Quality Awards – HNE was very successful receiving 3 awards.

The report was NOTED by the Board.

7. DIRECTORS' REPORTS

Directors' reports had been circulated in business papers to members. Some items included in Directors' Reports were discussed during the Acting Chief Executive's report and are not repeated below.

7.1 Acute Networks

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

- Progress on the Regional Cancer Care Centre and Stage 2 Redevelopment of Tamworth Hospital.
- Progress on Armidale Rural Referral Hospital Medical Recruitment
- Loss of Medicine Registrar Position at Armidale Rural Referral Hospital
- Progress on capital works at Armidale Rural Referral Hospital.

The report was NOTED by the Board.

7.2 Primary and Community networks

The report provided by Dr Debbie Jaggers included information relating to:

- Medical Outreach Assistance Program, Indigenous Chronic Disease – HNE Local Health District has been successful in gaining funding through the Department of Health and Ageing.

The report was NOTED by the Board.

7.3 Nursing and Midwifery

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

- Nursing and Midwifery recruitment – NSW Health has approved an implementation plan for the recruitment of additional nurses and midwives to meet the new award obligation.
- Progress on the decentralization of the staffing service at Adamstown

The report was NOTED by the Board.

7.4 Mental Health Services

The report provided by Dr Dinesh Arya included information relating to:

- Potential risk of reduced access to medium secure beds as a result of transition of 30 medium secure beds at Kestrel Unit.
- Progress on options to enhance Youth Mental Health Services

The report was NOTED by the Board.

7.5 Workforce Development

The report provided by Ms Glenda Dingwall included information relating to:

- NSW Health Workforce Culture Survey – results will be released on the 28th October 2011.
- Progress on medical workforce
- Nursing and Midwifery and Workforce- 2 trainees will participate in Tamworth Enrolled Nurse Cadetship Program funded by NSW Health to complete the Diploma of nursing over a 2 year period.
- Update on the quinquennium 2012-2017

The report was NOTED by the Board.

7.6 Communication and Stakeholder Engagement

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

- Communication Unit Changes – the unit will be moving away from the existing account management model to a functional model offering staff a simpler and more efficient way to request communication services.

The report was NOTED by the Board.

7.7 Allied Health

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

- Update on speech pathology competencies

The reported was NOTED by the Board.

7.8 Clinical Governance

The report provide by Professor Anne Duggan included information relating to:

- An update on clinical practice improvement – Between the Flags Program

The report was NOTED by the Board.

7.9 Children Young People and Families

Nil report this month.

7.10 Information Technology

Nil report this month.

7.11 Finance

A summary of Financial Performance for the month ending 30th September 2011 was provided to the Board.

- The LHD's financial position in terms of cash is still reasonable.
- The HNE portion of the transition office is \$1.0 m favourable YTD, this will be included in HNE's result in the month ending 30th November 2011.
- Focus on FTE management remains pivotal in achieving budget in 2011/12
- Health Support Service backlog of creditors has not been rectified at this stage.
- 2011/12 budget process is underway, facility budget letters will be distributed by 31st October 2011.

The report was NOTED by the Board.

7.12 Balanced Scorecard Report – year to date performance

Nil report this month.

8. COMMITTEE REPORTS

The following matters are reported as of October 2011:

1. Audit and Risk Management Committee

Dr Barr reported that the members of the ARMC had met informally with clinical governance and internal audit staff to resolve issues regarding future arrangements for risk management. Further details will be provided when new arrangements are fully in place.

2. Health Care Quality Committee

At the last meeting of 6 September 2011, the current Committee framework, depicting sub-committees was tabled and discussed. It was AGREED a review of the framework would be undertaken with a view to complete the framework and HCQC Terms of Reference by 31 December 2011. It was AGREED to reconstitute the Clinical Quality and Patient Safety Committee.

The Board NOTED the report.

3. Finance and Performance

A written report was provided by Mr Paul Henry.

4. Clinical Council

A draft Clinical Council Charter was developed and circulated for comment - a final version was issued late September to members.

Hospital Clinical Council – Peer Selection process

The Peer Selection process has concluded. HNE Health received, as at 5 October 2011, 275 votes. The voting closed on Sunday, 9 October 2011 and advice is to be provided to the Chief Executive's about the successful candidates.

5. Medical and Dental Appointments Advisory Committee

Professor Trevor Waring provided a verbal report on the meeting held the day before.

6. Progress with Implementation Action Plan

Nil further updates.

9. CORRESPONDENCE

The following correspondence is provided to the Board for their information.

23/9/11	General Secretary NSW Nurses Association	Short term changes to health services at Bulahdelah. Inviting attendance of Chair to Community meeting	Chief Executive advised of attendance by members of Senior Executive Team
28/9/11	Elizabeth Varughese	Re: Gynecological surgery at Tamworth Base Hospital (email)	Referred to the Chief Executive
6/10/11	Director General Manning Council	Requesting Chair to conduct performance review of Chief executive and finalise performance agreement by 1 November 2011. Redevelopment of Manning Hospital	To be discussed during In-Camera session

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

A written report was provided by Professor Nik Bogduk outlining Medical Staff Council concerns throughout the District.

The Board discussed the issues raised and NOTED the report.

10.3 Chair

The Acting Chair drew members' attention to comments made in the feedback sheets from the previous meeting. The Board NOTED that procedural changes reflecting members' suggestions had been made in the meeting.

10.3 Members

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

LUNCH WITH CLINICIANS

The Board were joined by clinicians at the Manilla MPS.

The following issues were raised:

- Staff are very happy with the new facility
- Need to recruit more nursing staff as there is an increase in activity since the opening of the new MPS
- Lack of doctors in the Manilla area.
- Bed average is approximately 11 days due to the complexity of illnesses.
- There is no Occupational Therapist in the area however services are provided by Tamworth Hospital.
- Midwifery – approximately 1 birth per month, Manilla receive a lot of support from Tamworth.
- Manilla currently has 98% hand hygiene compliance

MEETING IN CAMERA

At the commencement of the afternoon session, the Board met for a short time in camera.

Matters discussed included:

1. Performance review of Chief executive
2. Plans for the strategic planning day and training session
3. Board powers and limitations.

11. PRESENTATIONS

11.1 Telehealth

The Acting Chair welcomed to the meeting Ms Jane Gray who provided a presentation on Telehealth. The following was noted:

- A directory will be developed showing services and the integrated scheduling system is the priority.
- Discussions around systems have occurred with rural GP network
- Link to training and teaching would be a major benefit

The Board AGREED to raise awareness and demonstrate their support for Telehealth when visiting sites.

12. NEXT MEETING

The Board Training and Strategic Planning days are scheduled for the afternoon of the 22nd November 2011 and the 23rd November 2011.

13. 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 meeting closed at 3.15pm.

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
HSS	Health Support Service
ACI	Agency for Clinical Innovation

**Hunter New England Health Network Governing Council
Action List as at November 2011**

Date of Meeting	Item Number	Action	Responsibility	Status as at October 2011
09.02.11	9	Review current delegations and report back to the District Board.	Chief Executive	December 2011
28.03.11	9.5	Development of Local Health District strategic plan	Chief Executive and Chair	Pending
06.05.11		Present aged care strategic plan to District Board.	Chief Executive	December 2011
22.06.11	7.3	Presentation to the District Board on the Patient Flow Portal and Patient Flow Strategies	Chief Executive	Karen Kelly to present at the December Board 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 District Board.	Chief Executive	Dinesh Arya to present in 2012
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.	Chief Executive	Scott McLachlan to present to the Board in December.
22.06.11	11	Executive Team to review the current health services plan (facility/services profile) and provide a report/recommendations to the Board regarding health services role delineation and capabilities	Chief Executive	Chief Executive to provide a report at the November meeting.
27.07.11	5.2	Performance Management Framework – The Chief Executive to prepare a document that describes the performance management framework for the District, with scheduled timeframes for monthly performance review in association with Board and committee meetings.	Chief Executive	Pending, awaiting final service agreement and performance management timetable.
27.07.11	7.7	EnableNSW be requested to: <ul style="list-style-type: none"> • Review their guidelines for assessment and supply of products to ensure patients have a safe level of support for HNE consumables. • Lobby manufacturers of HEN consumables to produce 	Executive	Director Allied Health to update the Board October 2011.

		re-usable HEN supplies.		
24.08.11	7.6	Request to be made to NSW Health regarding the status of the current funding for the Geriatric Evaluation Management, Palliative Care, Community Rehabilitation and Psychogeriatric projects/services	Chair and Chief Executive	Date to be determined for 2012
28.09.11	10.3	Risk management A request was made to have the organisation's Risk Management Strategy and processes presented to the Board at a future meeting.	Secretariat	Date to be determined for 2012
28.09.11	10.3	NSW Workplace Health and Safety Act and Regulation A request was made for the Chief Executive to contact the relevant Director in the Ministry for Health to receive a copy of the legal advice obtained by the Board of the Childrens' Hospitals Service relating to Board members' liabilities under the Workplace Health and Safety Act and Regulations that will take effect from 1 January 2012.	Chief Executive	Date to be determined for 2012
26.10.11	??	Manilla equipment issues Acting CE, Karen Kelly was requested to ensure issues regarding faulty equipment at Manilla were investigated.	Acting Chief Executive	Report to next meeting.