

Minutes of the Hunter New England Local Health District

Board

Third Meeting

28th September 2011

Venue: District Headquarters

PRESENT

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

IN ATTENDANCE

Mr Michael DiRienzo, Professor Nik Bogduk , Ms Desiree Chymiak, Mr Todd McEwan, Mr Scott McLachlan, Ms Karen Kelly and Mr Kim Nguyen

APOLOGIES

Dr Helen Belcher

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

MEETING IN-CAMERA

Board members met in camera prior to commencement of the open meeting. Matters discussed included:

1. Meeting protocol
2. Provision of short written reports by Board members participating as members in out-of-session activity
3. Authorship to be included in Board papers
4. Aboriginal Respect training
5. Performance Review of Chief Executive

The Chief Executive joined the meeting and plans for his performance review discussed and agreed.

The meeting moved out of camera, and into open session.

BUSINESS OF THE MEETING

1. WELCOME AND APOLOGIES, ACKNOWLEDGEMENT OF COUNTRY

The Chair, Associate Professor Lyn Fragar, opened the Board 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 Board ACCEPTED the apology of Dr Helen Belcher.

The Board congratulated Professor Trevor Waring on being awarded the President's Award for Distinguished Contribution to Psychology in Australia, and requested that his award be included in 'Health Matters'.

Action: Secretariat

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.

1. MINUTES OF THE PREVIOUS MEETING

3.1 Adoption of Minutes of Meeting Held on 24TH August 2011

The minutes from the meeting held on the 24th August 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 John Hunter Hospital Stresses

The Board was provided with a brief from Mr Todd McEwan in response to the issue being raised at the August Board meeting.

Professor Zolt Balogh, Director of Trauma Services had undertaken research into “Geriatric Hip Fractures”. The study recognised the increasing global evidence of hip fractures and acknowledged this to be a major cause of in hospital morbidity/mortality and resource utilisation.

The study, which covered the period from 2002 to 2009, reviewed a trend in 30 day mortality. In 2002 30-day mortality in these patients was 12% and in 2009 it was 6.5%.

Professor Balogh acknowledged organisational inputs such as increased emergency operating time from 2006 where patients with these fractures time to operating theatre improved to within 24 hours from 3-5 days.

The Board NOTED the information and was made aware of the totality of the research undertaken. Ongoing work is to be done by management to continue to improve the management of patients with hip fractures.

4.2 Board Evaluation

At the Board meeting held on the 24th August it was agreed that there is benefit to the Board undertaking a formal Board evaluation process and that a draft evaluation template be prepared by the Chair for consideration by the Board.

A Board Performance Evaluation Framework had been drafted and circulated to the Board.

The Board considered the Framework and AGREED upon the evaluation program and skills development program for 2011/12.

4.3 Action Sheet

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

5. UPDATE OF NSW STATE-WIDE DEVELOPMENTS

5.1 Report from Chief Executive and Chair

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

- The NSW Health Governance Review document (had been circulated to Board members) and progress with implementation.
- The NSW State Plan (had been circulated to members)
- Visit by Kathy Meleady to the Calvary Mater Hospital and meeting with Chief Executive and Chair
- Visit by Chair and Executive of the NSW Kids Expert Reference Group to John Hunter Children’s Hospital and Chair, Chief Executive and Senior Executive.

- Planned visit by Minister for Health to Maitland Hospital

6. CHIEF EXECUTIVE 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.

- Inverell and Glen Innes Planning and Consultation Sessions have been set for the 4th and 5th October to commence the development of local service plans.
- 2011/12 Financial Performance
- Human Resource Information System – will go live on 13th February 2012.
- Safe Hands Forum – one day conference organised by the Clinical Excellence Commission focusing on how effective teamwork can transform the performance of clinical units and organisations.
- NSW Health Governance Review has been completed. A Program Management Committee has been established to oversee the implementation of the structural changes.
- Northern Reform Transition Office – it is anticipated that the transfer of services back to the Local Health District will be completed by the 31st October 2011.

The report was NOTED by the Board.

7. DIRECTORS' REPORTS

Directors' reports had been circulated in business papers to members.

7.1 Acute Networks

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

- Progress on Armidale Rural Referral Hospital medical recruitment
- Status of the Manning Rural Referral Hospital Memorandum of Understanding with Tobwabba and Biripi Aboriginal Medical Service around the delivery of the birthing services.
- Director Medical Services appointment at Tamworth Hospital. Dr Ken Apen will now provide one session per week to the Director Medical Services position until the position is filled permanently.
- Palliative Care Services Tamworth Rural Referral Hospital
- Commencement of Operational Plan to open 14 transitional sub-acute beds at Belmont Hospital
- John Hunter Hospital – Limited access to ICU/HDU beds
- John Hunter Hospital- Coronial recommendations following inquest
- John Hunter Hospital – The Royal Australian and New Zealand College of Ophthalmologists – accreditation of training

The report was NOTED by the Board, and its recommendations were AGREED .

7.2 Primary and Community networks

The report provided by Mr Scott McLachlan included Information Relating To:

- An Update On The COAG Exemption Initiative – Better Access to Primary Care Services in Rural Areas.

- Surgical services at Moree District Health Service – The VMO based in Moree has tendered her resignation effective 31st October 2011. The surgical roster after the 31st December 2011 is yet to be finalised.
- Bulahdelah Hospital – The VMO is currently on sick leave for an extended period of time leaving the Bulahdelah Community without a GP. Staff meetings have been held to discuss concerns of staff, in the meantime staffing levels will be maintained.

The report was NOTED by the Board.

7.3 Nursing and Midwifery

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

- Implementation of staffing arrangements provisions of the Public Health System Nurses and Midwives State Award. In the NSW state budget handed down on the 6th September, \$1.7m was announced for the employment of 107 extra nurses in the Hunter New England LHD area. An implementation plan is currently being drafted.
- Decentralisation of the Staffing Service at Adamstown – it is envisaged that the staff service will be decanted by February 2012.

The report was NOTED by the Board, and recommendations AGREED .

7.4 Mental Health Services

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

- Exploration of options to enhance Youth Mental Health Services in HNE – a total of \$481m as part of the 2011/12 state budget 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:

- Aboriginal and Torres Strait Islander Employment – HNE LHD now employs 400 Aboriginal staff equating to 2.6% of the total workforce.
- Balanced rostering
- Human Resource Information System

The report was NOTED by the Board.

7.6 Communication and Stakeholder Engagement

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

- Local Health Advisory Committee Forum – scheduled for the 16th November 2011. The forum will bring together representatives from the 42 Local Health Advisory Council groups from across the district.

The report was NOTED by the Board, and discussed. Board members will be welcome to participate in the Local Health Advisory Committee Forum.

7.7 Allied Health

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

- The Occupational Therapy Conjoint Appointment Process
- Honorary appointment of University of Newcastle School of Psychology staff to undertake clinical work in the HNE District.

- Alternative caseload management for paediatric speech pathology services at Tamworth Community Health Centre

The reported was NOTED by the Board.

7.8 Clinical Governance

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

- Clinical Practice Improvement - World Health Organisation Surgical Safety Checklist. In 2009 health ministers across Australia endorsed the WHO Surgical Safety Checklist which was implemented nationwide on the 1st July 2011.
- Evaluation of Safety and Quality.

The report was NOTED by the Board.

7.9 Children Young People and Families

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

- Children, Young People and Families services governance framework. The framework builds on clinical network already established between HNE clinicians and managers and on the formal processes established by Kaleidoscope and the Children, Young People and Families Clinical Network.
- Paediatric and Neonatal Intensive Care
- Successful Paediatric update
- Violence Prevention and Care Manager

The report was NOTED by the Board.

7.10 Information Technology

Nil report this month.

7.11 Finance

A summary of Financial Performance for the month ending 31st August 2011 was provided to the Board.

- The LHD's financial position in terms of cash is still reasonable.
- Focus on FTE management remains pivotal in achieving budget in 2011/12
- Health Support Services have accumulated a backlog of creditors in August 2011, this issue is being escalated within Health Support Services.
- 2011/12 budget process is underway.

The report was NOTED by the Board.

7.12 Balanced Scorecard Report – year to date performance

Nil report this month.

8. COMMITTEE REPORTS

An update on progress with Sub-committees was provided to the Board.

It was AGREED that Intranet pages be developed that will house the Committee Charters and terms of Reference, meeting calendars and membership.

The Board AGREED that when nominations for membership of the Governing Board for the Health Support Services, the nomination of Michael DiRienzo be submitted.

1. Audit and Risk Management Committee

The report from Dr Barr and draft minutes of the 13th September 2011 meeting were tabled to the Board.

The Board NOTED the report and minutes, and SUPPORTED the planned actions.

2. Health Care Quality Committee

A report from the Chair and the draft minutes of the 6th September 2011 meeting were circulated to the Board.

The Board NOTED the report and minutes, and SUPPORTED the planned actions.

3. Finance and Performance Committee

The Committee has been renamed to its current title in accordance with the Bylaws.

A report from the Chair and the draft minutes of the 29th August 2011 meeting were circulated to the Board.

The Board NOTED the report and minutes, and SUPPORTED the planned actions.

9. CORRESPONDENCE

Board members had been circulated the correspondence for the period August-September 2011 with the business papers.

Late correspondence was received by the Chair which included:

- Release of Governance Review report.
- Instrument of delegation annual performance review of Chief Executive.
- State Plan, NSW 2021 – a plan to make NSW number one
- GP Access – requesting a meeting with the Chief Executive and the Board Chair.
- Letter from the Director General regarding financial support.

The correspondence was NOTED by the Board.

10. CURRENT ISSUES

10.1 Chief Executive

1. Service Agreement 2011/12 for approval and signing

The revised Service Agreement between NSW Health and Hunter New England Local Health District had been received and was tabled. The Board NOTED that the District priorities had been included in the Agreement.

It was RESOLVED that the Service Agreement be signed and returned the Director General.

ACTION BY: Chair and Chief Executive

2. Corporate Governance Statement for Hunter New England Local Health Network

The Board had been circulated with a proposed Corporate Governance Statement for its endorsement.

It was AGREED that the statement should be changed to indicate that the relevant governing body as at 30 June 2011 was the Governing Council, not the Board.

It was RESOLVED that proposed statement, with revisions, be ENDORSED.

ACTION BY: Chief Executive

10.2 Medical Staff Executive Council

A written report was provided by Professor Nik Bogduk outlining Medical Staff Council concerns at John Hunter Hospital, Manning Base Hospital and throughout the District.

The Board AGREED that the ongoing problems relating to recruitment and retention of medical staff must remain a high strategic and management priority. To be incorporated into the strategic and operational planning processes.

The Board found the written report from the Chair of the Medical Staff Executive Council very useful and would like to continue receiving these with the business papers.

The Board NOTED the report.

10.3 Chair

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

10.3 Members

The following issues were raised by Board members:

1. Aboriginal Respect training

It was AGREED that Janelle Speed meet with the Chief Executive and Director Primary and Community Networks to discuss concerns relating to Aboriginal Respect training.

ACTION BY; Chief Executive, Janelle Speed

2. Hunter Area Pathology Service (HAPS) proposed withdrawal of hard copy reporting of pathology results

Concerns were raised that a plan to withdraw hardcopy pathology reports by HAPS would pose significant risk for patients receiving specialist medical care. While the specific issue is being addressed, the incident raises the wider concern regarding governance of the Pathology Service, and its relationship to clinicians using the service.

The Board REQUESTED the Chief Executive to continue to make representation of Hunter New England and clinicians' interests as the state-wide service is established.

ACTION BY: Chief executive

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.

ACTION BY: Secretariat

4. 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.

ACTION BY: Chief Executive

11. PRESENTATIONS

11.1 Clinical Streams and Networks

The Chair welcomed to the meeting Professor Trish Davidson and Mr Phil Way who provided a presentation on Clinical Streams and Networks. The following were noted:

- There are good relationships across the area
- Improved access
- Improved flows
- Improved relationships between management and clinicians. Better clinician/management interface
- Improved models of care
- Greater standardization of policies and procedures
- Has assisted in workforce issues and attracting clinicians

The Board NOTED the presentation, and requested a copy to be distributed.

ACTION BY: Secretariat

11.2 Health Pathways

The Chair welcomed to the meeting Ms Jane Gray, Ms Tracey Tay and Dr Mark Foster of GP Access, who made a presentation on the joint Health Pathways initiative.

The presentation included information relating to:

- What is the Health Pathways Project
- Why are we doing it and the concepts
- Guiding principles for ambulatory care
- Service principles for ambulatory care
- Pathway development teams

The Board NOTED the presentation.

There was further discussion with Mark Foster relating to progress with establishment of the Medicare Local. The initial activities and priorities for the Medicare Local include establishment of the organisation, undertaking a Primary Health Care needs assessment, after-hours medical care.

It was NOTED that the Chair and Chief Executive will meet with the representatives of GP Access on 10 October 2011.

12. NEXT MEETING

The next Board meeting is scheduled for the 26th October 2011 and will be held Manilla.

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 4.00pm.

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 October 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	November 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	November
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 November 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 at a date to be determined
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 November.
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	11.2	Board Evaluation: Chair will prepare a draft evaluation template for use by the HNE Local Health District Board.	Chair	November 2011
24.08.11	7.2	Presentation on training processes and programs.	Secretariat	To be determined
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	To be determined
24.08.11	10.3	Audit and Risk Management committee be requested to provide the Board with advice as to how payment to be made in accordance with current government policy.	Chief Executive	To be determined
24.08.11	10.3	Dr Bruce Bastian raised the following issues: <ul style="list-style-type: none"> • Priorities and efficiency of clinics using the Royal Flying Doctors Service • The evolving role of John Hunter Hospital in taking on higher and more complex role and the need to relook at the planning process and use of feeder hospitals. • How Medical Staff Council should give and receive advice. <p>The Chief Executive discuss these further with Dr Bastian.</p>	Chief Executive	To be determined
28.09.11	10.3	Hunter Area Pathology Service (HAPS) proposed withdrawal of hard copy reporting of pathology results Concerns were raised that a plan to withdraw hardcopy pathology reports by HAPS would pose significant risk for patients receiving specialist medical care. While the specific issue is being addressed, the incident raises the wider concern regarding governance of the Pathology Service, and its relationship to clinicians using the service.	Chief Executive	To be determined

		The Board REQUESTED the Chief Executive to continue to make representation of Hunter New England and clinicians' interests as the state-wide service is established.		
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	
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	To be determined
28.09.11		Board Training - The District executive review and update the organisation charts - including management, clinical streams and committees., and present to the Board for information and further consideration."	Chief Executive	To be determined