

Minutes of the Hunter New England Local Health District Board

Thirty Fourth Meeting

16th July 2014

Venue: Morisset Hospital

Present

Associate Professor Lyn Fragar, Mr Fergus Fitzsimons, Mrs Janelle Speed, Professor Trevor Waring, Mr Peter Johnston, Dr Helen Belcher, Dr Felicity Barr, Mr Bradley Webb, Dr Bruce Bastian, Mr Ken White and Ms Lyn Raines

Apologies

Dr Ian Kamerman

In Attendance

Mr Michael DiRienzo, Ms Karen Kelly, Assoc. Professor Martin Cohen, Ms Susan Heyman, Mr Todd McEwan and Ms Desiree Chymiak

Order of business:

8.1; 1-5.8; 7.1, 5.8-6.4, 8.2-9.4

TOUR OF THE FACILITY

Board members had been provided with a Briefing Paper on Morisset Hospital and were given a tour of sections of the Morisset Hospital led by Nurse Manager PRS and Site Manager, Kate Simpson.

BUSINESS OF THE MEETING

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 10.00am.

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

2. Declarations of Conflict of Interest

There were no conflicts of interest declared by members.

Members were asked to update and sign their potential conflict of interest form that was provided, and return to Desiree Chymiak.

Action: All members

3. Minutes of the Previous Meeting

The minutes of the meeting held on the 18th June 2014 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the HNE internet site.

ACTION BY: Secretariat

4. Business Arising from Previous Meetings

4.1 Action Sheet – report on actions taken

Progress on action items were NOTED.

4.2 Counselling Services Update

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board. A minor addition will be made to the paper to indicate the benefits that have been achieved for patients and clients by the changes. This will be circulated out of session.

Action: Susan Heyman.

4.3 National Disability Insurance Scheme – Progress Report.

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board.

4.4 Glen Inness General Physician Clinical Update

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board.

5 Standing Items

5.1 Board Chair Report (verbal)

The Board Chair has been on leave recently and Dr Felicity Barr was acting during her absence. The Chair thanked Dr Felicity Barr for acting as the Chair whilst she was on leave. Members were requested to complete the Annual Board Performance Survey within the next few days to allow the Chair to collate and report for the Board performance Review meeting.

5.2 Chief Executive's Report

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

The report addressed the following:

- John Hunter Hospital and Calvary Mater car park extension.
- Update on the resources for regions funding
- Update on the Newcastle Western bypass.
- Armidale Hospital service planning.
- Opening of the Raymond Terrace Health One.
- Update on the Peel Cluster accreditation.
- NSW Health Plan.
- Wee Waa Health Services Plan.
- Update on Innovation.
- Hunter New England Health achievement awards.
- HNE Health quality awards.

The report was discussed and NOTED by the Board.

5.3 Finance and Performance Report

The Finance and Performance Report had been circulated to the members in the business papers. The Finance and Performance report was discussed and NOTED by the Board.

It was RESOLVED that the Chief Executive, the Executive Leadership Team and the finance team be congratulated on achieving the financial performance for the year 2013-1014, and that the Chief executive be requested to pass on the Board's congratulations.

Action: Chief Executive

5.4 Finance and Performance Committee

The minutes of the meeting had been circulated in the business papers.

The minutes were discussed and NOTED by the Board.

5.5 Health Care Quality Committee

There were no papers to come forward at this meeting.

5.6 Audit and Risk Management Committee

There were no papers to come forward at this meeting.

5.7 Medical and Dental Appointments Advisory Committee

There were no papers to come forward at this meeting.

5.8 Clinical Council

There were no papers to come forward at this meeting. A meeting had been held during the previous week, however the minutes were not yet available.

Dr Bruce Bastian provided a verbal report of the meeting which was NOTED by the Board.

5.9 Medical Staff Executive Council Report

A paper had been circulated in the business papers.

The paper was NOTED by the Board.

5.10 Strategic Leadership Committee

There were no papers to come forward at this meeting.

5.11 Social Determinants of Health Committee

A paper had been circulated in the business papers.

The paper was discussed and NOTED by the Board. The Committee was requested to revise the Strategic Plan format to ensure that planned actions and outcomes are clearer.

Action By: Brad Webb

5.12 Work Health and Safety Report

The Work Health and Safety report for May had been circulated in the business papers.

The report was NOTED by the Board.

5.13 Community and Consumers Partnership Committee

The minutes of the meeting had been circulated in the business papers.

The minutes were NOTED by the Board.

5.14 Members Report

Dr Felicity Barr provided a briefing on the Government Sector Employment Act.

The briefing was NOTED by the Board.

5.15 Patient Story

The patient story had been circulated in the business papers and was DISCUSSED and NOTED by the Board.

Lunch with the Clinicians

During lunch with clinicians of Morisset Hospital, the following were raised and discussed:

1. Morisset Hospital is a happy place to work and focuses on care more than technology.
 - Approach to patients matters most, compassionate care is very evident here.
 - Not focussed on tasks but focussed on looking at what we can do for the patient.
 - Staff try to do a good job. There is a focus on people rather than systems that need to be dealt with.
2. *Excellence* is a focus and staff are grasping *Excellence*.
 - People see the commitment of staff and the care provided.
 - Staff are not frightened of change eg *Excellence*.
 - Staff are taking on and using the *Excellence* principles.
 - Hourly rounding in the cottages is conducted differently due to patients attending TAFE, University and paid employment.
 - Need flexibility in Mental Health for *Excellence* eg hourly rounding.
 - Patient boards are being used in Kestral and other units at Morisset.
 - Weekly and daily tasks are put onto the careboards which keeps patients focussed.
 - CORE values are in place – staff are encouraged to challenge below the line behaviours. What you permit you promote approach.
 - *Excellence* has encouraged staff interactions.
 - Staff are aware of their accountabilities and expectations for the day. *Excellence* provides structure for this to happen. Useful for staff to determine trends and behaviours.
3. Official visitors comment – clear that staff know their patients needs.

4. Care coordination meetings – families and consumers are involved in these meetings. Families are also invited to Tribunal meetings.
 - Engaging with patient families is core business.
5. Proud of the work that Kestral do under challenging circumstances.
6. Dedication of the staff is evident.
7. Aboriginal Liaison Officer – sometimes Aboriginal patients are not represented at tribunal hearings. More Aboriginal patients are being admitted to the facility and the need for an Aboriginal Liaison Officer is becoming greater.

6 New Business

6.1 Service Agreement

The proposed Service Agreement for 2014-2015 had been circulated in the business papers.

The Board discussed and ADOPTED the recommendation for the Chief Executive and the Board Chair to sign the Service Agreement once final details had been negotiated.

Action by: Chair and Chief Executive

6.2 Armidale Hospital Service Statement

A paper had been circulated in the business papers.

The Board NOTED the paper and ADOPTED the recommendation in the paper.

6.3 The New Maitland Hospital

A paper had been circulated in the business papers.

The Board ENDORSED the high level clinical service and patient flow scenarios and the draft role delineation to facilitate the finalisation of the HNE Health New Maitland Hospital service statement.

A further update will be provided to the Board in August 2014.

6.4 Gloucester Aged Care

A paper had been circulated in the business papers.

The Board NOTED the information.

7 Presentations

7.1 PPP Project for Northern Beaches

Ms Vicki Taylor and Mr Philip Hoyle attended the meeting and made a presentation on the PPP Project for Northern Beaches.

The Board requested that further updates are provided by Ms Taylor and Mr Hoyle as they progress further.

The Board thanked both Ms Taylor and Mr Hoyle for the informative session and taking time to attend and present.

8 Meeting Feedback

8.1 Meeting Feedback

A summary of members and attendees feedback from the June meeting was provided with the business papers.

The Board NOTED the feedback from the June meeting. It was AGREED that members will email the Chair each month prior to the Board meeting with any item that they wish to raise in the 'Members' Report" section of the meeting.

Action by: All Board members

9 For Information

9.1 Workforce Report

A paper had been circulated in the business papers for the Board's information.

The paper was NOTED by the Board.

9.2 Media Clips

A paper had been circulated in the business papers for the Board's information.

The paper was NOTED by the Board.

9.3 Letter from Minister Skinner to Lyn Fragar

A paper had been circulated in the business papers for the Board's information.

The paper was NOTED by the Board.

9.4 Thank you letter from Minister Skinner – John Hunter Hospital Visit

A paper had been circulated in the business papers for the Board's information.

The paper was NOTED by the Board.

10 Next meeting

The Board and Executive Leadership Team will meet on Tuesday afternoon 19 August for the Annual Board performance review meeting.

The next Board meeting will be held on Wednesday 20th August in Kurri Kurri.