

## **Minutes of the Hunter New England Local Health District Board**

### **Fourteenth Meeting**

**26<sup>th</sup> September 2012**

**Venue: Cessnock Hospital**

**Present**

Associate Professor Lyn Fragar, Dr Felicity Barr, Professor Trevor Waring, Dr Bruce Bastian, Dr Ian Kamerman, Dr Helen Belcher and Mrs Helen Staines.

**Apologies**

Mr Paul Henry, Mr Ken White, Mrs Janelle Speed and Mr Fergus Fitzsimons

**In Attendance**

Mr Michael Dirienzo, Mr Todd McEwan, Mr Mark Jeffrey, Professor Nik Bogduk and Ms Desiree Chymiak

Order of business: 1- 4.3; 6.4-6.6; 5.1-5.3; 6.3; 5.4-6.2; 6.7-13

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## **TOUR OF THE FACILITY**

The Board were given a tour of Cessnock Hospital led by Ms Yvonne Patricks, MS Caroline Short and Ms Jennifer Whitting.

## **BUSINESS OF THE MEETING**

### **1. Welcome and Apologies, Acknowledgement of Country**

The Chair, Associate Professor Lyn Fragar, opened the meeting at 9.00am 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 apologies from Mr Paul Henry, Mr Ken White, Mrs Janelle Speed and Mr Fergus Fitzsimmons.

### **2. Declarations of Conflict of Interest**

The Board NOTED that there were no declarations of conflict of interest with respect to the agenda items.

### **3. Minutes of the Previous Meeting**

The minutes of the meeting held on 22<sup>nd</sup> August 2012 had been circulated.

The minutes were ADOPTED by the Board as a true and accurate record.

The minute will be published on the Board section of the Hunter New England Health District website.

ACTION BY: Secretariat

## **4. Business Arising from Previous Meetings**

### **4.1 Action Sheet – report on actions taken**

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

### **4.2 Social Determinants**

A paper was provided by Dr Helen Belcher on behalf of the Social Determinants Working Group.

The forum is scheduled for the 9<sup>th</sup> November 2012. Representation at this forum was discussed. Invitations will be sent out in the next couple of weeks.

### **4.3 Leadership Development in HNE Local Health District**

A briefing paper had been provided by Ms Glenda Dingwall. The brief updated the Board on Leadership Development in the HNE Local Health District including:

- The realignment of HNE Health's 'Advancing Leadership' strategy towards manager/leader development for the implementation of Excellence.
- The range of leadership development programs available to HNE staff.
- HETI's pending Clinician and Executive Team Leadership program

The brief was discussed and NOTED by the Board.

## **MORNING TEA WITH THE LOCAL HEALTH COMMITTEE**

The Board was joined for Morning Tea by members of the Cessnock Health Committee. Matters discussed included:

- There is a good relationship between the Cessnock Health Committee and Management at Cessnock Hospital.
- There is open communication with the community.
- Membership of the Local Health Committee is a concern. It is difficult to get young people involved as members.
- Transport is a key issue for patients who have to travel to Newcastle for treatment. Some patients have to rely on volunteers to provide transport.
- Stability in management has had a positive impact and has seen some progress within the cluster.
- There is a balanced approach between the hospital and Cessnock Council.
- There was discussion relating to the new hospital development, Committee members were encouraged to be involved in consultation during the current Health Services Planning process.

## **5. Standing Items**

### **5.1 Board Chair Report (verbal)**

The Board Chair reported that she had recently attended the Council of Chairs meeting in Sydney. This meeting included:

- Addresses by the Minister and Director General.
- A presentation on the role of Health Infrastructure and its relationship to Local Health Districts.
- A session on Clinical Variation – measurement and Strategy
- A discussion on medical officer engagement.
- A presentation on the Health Purchasing Model and Performance Framework.

It was noted that Board Members' responsibilities for Work Health and Safety will be on the agenda of the next Council of Chairs meeting.

In light of obligations that Board members have as 'Officers' under the Work Health and Safety Act, the Board AGREED that the routine report of activity relating to Work Health and Safety that is routinely discussed in meetings of District Executive Team, will be tabled at each following Audit and Risk Management Committee meeting.

ACTION: Chief Executive

### **5.2 Chief Executive's Report**

The Chief Executive's report had been circulated to members in the business papers. The Board NOTED the report that summarised key current issues for the District. These included:

- An update on Muswellbrook Aged Care
- An update on Muswellbrook Nursing Industrial Issues
- An update on rural workforce
- An update on an MRI unit for Tamworth Rural Referral Hospital

### **5.3 Finance and Performance Report**

A brief had been provided to the Board by Mr Mark Jeffrey which summarised financial performance to August 2012.

The report, along with challenges posed by the 2012/13 Budget (Item 6.3) was discussed and NOTED by the Board.

### **5.4 Finance and Performance Committee**

The minutes from the meeting held on the 23<sup>rd</sup> August 2012 were provided to the Board for information.

The report was NOTED by the Board.

### **5.5 Health Care Quality Committee**

Dr Helen Belcher tabled a memo providing an outline of the meeting held on the 13<sup>th</sup> September 2012. The minutes for this meeting will be provided at the next Board meeting for information.

The report was NOTED by the Board.

### **5.6 Audit and Risk Management Committee**

The minutes from the meeting held on the 19<sup>th</sup> June 2012 were provided to the Board for information.

The report was NOTED by the Board.

### **5.7 Medical and Dental Appointments Advisory Committee**

A brief was provided by Professor Trevor Waring for the information of the Board.

The report was NOTED by the Board.

### **5.8 Clinical Council**

The minutes from the meeting held on the 15<sup>th</sup> August 2012 were provided to the Board for information.

The report was NOTED by the Board.

### **5.9 Medical Staff Executive Council Report**

Nil to report.

### **5.10 Members' Reports (verbal)**

- Dr Helen Belcher advised that she will provide a written report at each Board meeting around the progress of planning for the Hunter Valley Hospital.
- Dr Ian Kamerman attending the small rural hospital meeting recently where a presentation was given on National Healthcare. Dr Kamerman will send this report to the Board for their information.
- Dr Felicity Barr reported that work is still being done on the Communication Plan.

### **5.11 Mental Health Sub-committee**

Professor Trevor Waring provide a report on the progress of this committee for the Board's information.

The report was NOTED by the Board.

## **6. New Business**

### **6.1 District Clinical Council Agenda Evaluation and Membership**

A brief was provided by Professor Trish Davidson. A review of the membership and charter was undertaken at the meeting of the District Clinical Council on the 18<sup>th</sup> July as part of the committee evaluation.

The review of the committee deemed that the current membership was not appropriate to fulfil its purpose. It was agreed that there is a need to have greater geographical and inter-disciplinary membership and to ensure that those people who are on the clinical council have the time available to commit to attending on a regular basis.

The Board SUPPORTED the redrafted charter and the process of the expression of interest for new members.

### **6.2 Achievement Awards**

The Board was provided with a brief by Ms Carina Bates. The 2012 Achievement Awards Gala Dinner was held on the 12<sup>th</sup> September where 184 staff and volunteers attended the event at which winners from nine staff achievement awards categories and six quality awards categories were announced.

The Board NOTED the information provided.

### **6.3 2012/13 Budget**

The Board was provided with a brief from Mr Mark Jeffrey. The brief provided an update on Activity Based Funding, Allocation of Budgets and outlined the challenges the District is facing around the budget.

The Board NOTED the information provided.

### **6.4 Closing the Gap**

The Board was joined by Ms Jane Gray, Mr Tony Martin and Ms Aimee Smith who made a presentation on Closing the Gap and the Evaluation of the HNE Aboriginal Health Partnership Plan.

Ms Jane Gray provided information around the *Closing the Gap* strategy for Hunter New England Local Health District.

The Board NOTED the information provided, and SUPPORTED the approach and programs being implemented, noting the significant achievements to date.

### **6.5 Evaluation of HNE Aboriginal Health Partnership Plan**

The Board was provided with a brief from Mr Tony Martin. The current HNE Aboriginal Health Partnership Plan has been formally evaluated. One of the recommendations is for a new plan to be developed in partnership with Aboriginal Community Controlled Health Services and to also consider the formation of a tri-partite partnership to include Medicare Locals in the plan development process.

The Board NOTED the evaluation and SUPPORTED the development of the new plan for this important program of work.

### **6.6 Cultural Respect Education Program Internal Review**

A brief was provided by Mr Tony Martin. The first stage of the Cultural Respect Education Program Internal Review is now complete. A steering committee for the review has made draft recommendations to this committee based on the review findings. The feedback given to the review reflected the high level of complexity regarding the program and the issues involved in Closing the Gap for Aboriginal people.

The Board NOTED the information presented and there was discussion and feedback provided to the presentation team relating to:

- The need to ensure participants are adequately informed before attending the program
- The possibility of a more 'staged' approach

There was further discussion relating to the interpretation of the Review Report findings.

In light of these comments, the Committee was requested to take the Board members comments into account and provide a revised plan in due course.

ACTION: Mr Tony Martin  
Strategic Leadership Committee

## **6.7 A New Model of Health Service Delivery at Bulahdelah**

A brief had been provided to the Board by Mr Scott McLachlan outlining a proposed model of Health Service Delivery at Bulahdelah. The proposed model would require some changes to the existing staffing and services, and the sensitivities and impacts of the model have been considered and communication and workforce strategies are currently being developed. Exact impacts on staff are yet to be determined until firmer decisions are made about proposed directions.

The Board appreciated the brief and asked the Chief Executive to thank those involved.

The Board ENDORSED the new model of care for Bulahdelah and gave approval to progress the implementation of this model.

## **LUNCH WITH CLINICIANS**

The Board was joined by Cessnock clinicians over lunch. The following discussion points were noted:

### **Emergency Department (ED)**

- Achievements with the Rural ED Guidelines Training
- High Dependency Unit and ED have 3 staff working in both areas.
- Webcam – has been very useful and great that retrieval can occur online, very reassuring for doctors and nurses.

### **Community Health**

- Provide child and family health.
- Very successful New Directors program
- Sustained home visiting
- Very good palliative care team that has developed a new model of care which has looked into primary healthcare of palliative care patients.
- Community nurses – a team that is proud of its services, including providing high school immunisation, foot care clinics
- Receive approximately 90 new referrals per month on average.

### **Allied Health**

- The Occupational Therapy Department have developed a home modification book which is presented to each client.
- Speech –space issues at Cessnock

## **7. Correspondence**

There were three items of late correspondence that had been circulated to the Board by the Chair:

- From Ms Karen Crawshaw, Ministry of Health, requesting nominees from the Medical Staff Executive Council for appointment to the Board
- From the Director General regarding Chief Executive Annual Performance Review and Agreement
- From the Director General requesting the Board to endorse a locally developed action plan outlining how the District will address improving whole of hospital patient flow for the ensuing 12 months

It was AGREED that the Chief executive will provide the Action Plan for the next Board meeting

ACTION; Chief executive

## **8. Presentation Closing the Gap**

See 6.4-6.6.above

### **9. Meeting feedback**

The Board NOTED the meeting feedback following the August meeting.

### **10. Board Evaluation**

The Board NOTED the Board Evaluation Report for the 2011-2012 provided by the Chair, and ADOPTED the recommendations made therein.

### **11. 2013 Meeting Schedule**

A draft meeting schedule was circulated to the Board. It was AGREED that further consideration should be given to the venues prior to the dates being approved.

ACTION: Chief Executive

### **12. Next Meeting**

The next meeting is scheduled for Wednesday 24<sup>th</sup> October 2012 at District Headquarters commencing at 8.00am.

### **13. 'In Camera' session**

The Board moved into an 'In camera' session with Board members and the Chief Executive, and briefly with the Chief Executive absent.

Matters discussed included:

1. Arrangements for review of the Chief Executive performance. This will be undertaken with similar arrangements to the previous evaluation by the Chair, with assistance of the Deputy Chair and Dr Ian Kamerman.
2. Plans for strengthening the Board Secretariat.