

Minutes of the Hunter New England Local Health District Board

Twenty-Seventh Meeting

26th and 27th November 2013

Venue: Glen Innes Hospital

Present

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

Apologies

Dr Ian Kamerman, Mr Todd McEwan and Professor Nik Bogduk

In Attendance

Mr Michael DiRienzo, Ms Susan Heyman and Ms Desiree Chymiak

Order of business:

1-5.7;8.1;5.8;5.11-5.14;8.2;6.1;5.9-5.10;9.0

Meeting with the Glen Innes Health Committee

The Board meet with the Chair and members of the Glen Innes Local Health Committee at 5.00 pm on Tuesday 26th November.

The following points were noted:

- The Local Health Committee meets on a bi-monthly basis.
- The Glen Innes Health Committee is continuing to campaign for a new health facility.
- The Committee liaises with the community and maintain their awareness on health issues, and the good work that the hospital does.
- The Committee is in the process of gaining approval for a helipad - currently liaising with the aviation department regarding a suitable site. Fundraising by the community will occur for the helipad once approval is gained.
- Current issues in the community include: access to Aboriginal Health, transport to Armidale and Tamworth, issues with recruiting staff to the area and the ageing workforce.
- New students are arriving next year which is very positive.
- A new doctor is starting in the new year.
- There are some gaps in clinical services in particular: Aboriginal Health, surgical, maternity and access to physicians and VMO's.
- Allied health is stretched between adults and children at Glen Innes.
- Staff are flexible and help each other out. There is a very positive culture. There is great community spirit.

Lunch with the Glen Innes Clinicians

The Board were joined by Glen Innes Clinicians for lunch on Wednesday 27th November at 12.30pm.

The following points were noted:

- Staff represented consider this to be a very nice place to work.
- Staff help each other and Glen Innes has a nice community spirit.
- The facility is being maintained well.
- The Community is happy with the services provided.
- Patient rounding is positive and positive feedback is received from the community.
- The new bathroom and disabled access to the hospital has been great and well appreciated.
- Have a low number of midwives – proactive in a midwifery model of care.
- Locums are bringing money into the service.
- Looking at dividing some rooms into single rooms which will generate money.
- Access to videoconferencing and teleconferencing is good.
- Staff feel that they are a part of a team.
- Staff are like family, everyone gets on well.
- Auxiliary – supportive and great fundraisers.
- Have some difficulties with transfers for scheduled patients.
- There have been instances where there are delays with ambulance transfers.
- Acknowledgements from the transport unit would be useful. Currently using a fax system with no acknowledgement received. The Chief Executive to look into this issue.

ACTION BY: Chief executive

- Recruitment and retention - difficult to attract people to the area. It is difficult to employ senior registered nurses.
- The new cultural respect program has received very positive feedback.

The Chair thanked the clinicians for their time and their hospitality shown to the Board during their visit.

BUSINESS OF THE MEETING

Tour of the campus: The Board were lead on a tour of the Glen Innes Hospital on the morning of 27th November.

1. Welcome and Apologies, Acknowledgement of Country

The Chair, Associate Professor Lyn Fragar, opened the meeting at 4.00 pm on 26th November.

The Chair ACKNOWLEDGED the traditional owners of the country on which the meeting was held and elders past and present, and Mrs Janelle Speed provided the Board with a brief overview of her peoples' country and history in Glen Innes.

2. Declarations of Conflict of Interest

No conflicts were reported in relation to any agenda items. The Conflict of Interest Register is to be updated based on advice from members and provided to the next meeting.

ACTION BY: Secretariat

3. Minutes of the Previous Meeting

The minutes of the meeting held on the 23rd October 2013 meeting 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

Action items were NOTED.

4.2 Conflict of Interest Register

The Conflict of Interest Register is to be provided to Board Members for updating.

ACTION BY: Secretariat

4.3 Counselling Review Progress Update

A paper had been circulated in the business papers providing an update on the progress of the Counselling Review.

The Board received the report and noted the progress outlined in the paper.

The Board NOTED negotiations with the Medicare Local and also noted the transition plan.

The Board NOTED that Hunter New England Local Health District need to be consistent and ensure no gaps in counselling services and that client's needs are met.

4.4 Social Determinants of Health

A paper had been circulated in the business papers. The Board was asked to approve the draft terms of reference and determine a Board member to chair the committee.

The Board ADOPED the terms of reference and DETERMINED that Mr Brad Webb would chair the committee.

4.5 Items Identified by Board Members for Consideration

A paper had been circulated in the business papers where the Board was requested to consider the proposed approaches and agree upon a program and schedule for it to consider identified issues.

The Board NOTED and ADOPTED the proposed actions outlined in the paper.

ACTION BY: Identified Board members and executive personnel

5 Standing Items

5.1 Board Chair Report (verbal)

The Board Chair reported the following:

- The Board Chair attended day one of the District Leadership Forum and provided a presentation on the Board's year in review.
- Dr Helen Belcher attended the Community Partnership Forum on behalf the Chair in Scone on the 1st November. Ms Helen Belcher noted that the Forum went well and was well received by attendees.

The Chair advised that Ms Desiree Chymiak has been requested to circulate all Annual reports of Local Health Services to each Board member. Each member was REQUESTED to: read all reports within their local health Cluster and one adjoining Cluster.

In an email to the Chair, advise of one new 'learning' from the reports and any item that should be drawn to the Board's attention.

Action: Secretariat
Each Board member

- The Board Chair attended a consultation meeting of the Mental Health Commission with leaders in the Drug and Alcohol Service. The need for integration of services was noted.

It was AGREED that the Chief Executive will discuss how Drug and Alcohol services are included in the Mental Health Plan and a presentation will be made to the Board in the new year.

ACTION BY: Chief executive

The Board Chair's verbal report was NOTED by the Board.

5.2 Chief Executive's Report

The Chief Executive's report was circulated in the business papers and NOTED by the Board.

The report addressed the following:

- Recruitment of the Director Operations District Hospitals and Community Health Services
- Recruitment of the Director Internal Audit
- Whole of hospital program update
- NEST update
- Update on the Community Partnerships Forum in Scone
- Hunter Medicare Local Chief Executive
- Resources for regions funding submissions update
- Update on Excellence

The Chief Executive report was 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.

Mr Fergus Fitzsimons reported the following:

- There were no overpayments in the month of October
- Recovery rates are improving in relation to overpayments.
- Unfavourable by \$1.9 million

The Finance and Performance report was NOTED by the Board.

It was AGREED that the Chief Executive will discuss the format and content of this report with the Director Finance Mr Mark Jeffrey.

ACTION BY: Chief Executive

5.4 Finance and Performance Committee

The minutes of the meeting had been circulated in the Business Papers.

The minutes were 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

A report had been circulated with the business papers.

The Chief Executive advised the Board that a second position for a Board Member representative is available for the Medical and Dental Appointments Advisory Committee. It was AGREED that Ms Lyn Raines would attend a meeting and determine whether it is appropriate for her to attend future meetings. Mr Trevor Waring to provide the committee details to Ms Lyn Raines.

ACTION By: Professor Trevor Waring,
Mrs Lyn Raines

5.8 Clinical Council

The minutes of the meeting held on the 16th October 2013 had been circulated in the business papers.

The minutes were NOTED by the Board.

A paper had been circulated in the business papers providing the Board with a report on the District Clinical Council. The paper asked the board to support the following:

1. The development of a key word list to facilitate documentation and coding for each speciality.
2. Support regular updates to the District Clinical Council and Hunter Alliance progress and development of the Alliance with New England Medicare Local.

The Board ENDORSED the above recommendations.

5.9 Medical Staff Executive Council Report

Professor Nik Bogduk was an apology for the meeting therefore no report for this meeting.

5.10 Member's report (verbal)

A paper had been circulated in the business papers by Dr Bruce Bastian which provided an update on the NSW Health Pathology Clinical Council that he attended. NOTED by the Board.

Dr Helen Belcher provided a brief report on the Community Partnership Forum and advised that a report would be forthcoming. NOTED by the Board.

Mr Ken White advised the Board that pay office have made split payments into his account. Mr Ken White has approached the pay office for advice on this. The Chief Executive to ask Ms Glenda Dingwall to write to Mr Michael Walsh the Chief Executive of HealthShare to determine the process for Board member payments.

ACTION BY: Chief Executive

5.11 Mental Health Sub-committee

The draft minutes of the meeting held on the 15th November 2013 had been circulated in the business papers.

NOTED by the Board.

5.12 Strategic Leadership Committee

There were no papers to come forward at this meeting.

5.13 Work Health and Safety

The Work Health and Safety report for September was circulated in the business papers.

NOTED by the Board.

5.14 Patient Story

The patient story was circulated in the business papers.

There was a discussion around the importance of 24 hour follow up phone calls and the terminology used in responses back to complainants.

NOTED by the Board.

6 New Business

6.1 Communication Unit and Executive Support Service Restructure

A paper was distributed with the business papers by Ms Lauren Cruz advising the Board of the restructure of the Communication Unit and Executive Support Service.

The Board NOTED the changes.

6.2 Hunter New England Health Leader Development Program

A paper was distributed with the business papers by Ms Glenda Dingwall to update the Board on the implementation of the Hunter New England Health Leader Development Program.

The Chief Executive advised that falls are a major Work Health and Safety issue and prevention of falls will be a priority of Hunter New England Health.

The Board requested a copy of the Hardwiring Excellence book for their background reading. Ms Desiree Chymiak to arrange for a copy to be sent to each Board member.

ACTION BY: Ms Desiree Chymiak

6.3 Clinical Excellence Commission

A paper was distributed with the business papers by Professor Anne Duggan which summarised the role and function of the Clinical Excellence Commission and the linkage to Hunter New England Local Health District.

NOTED by the Board.

6.4 National Standards

A paper was distributed with the business papers by Professor Anne Duggan which summarised the results and provided an assessment of surveyor comments from the assessment which was completed over five sites across Hunter New England Local Health District.

There was a discussion around education for the Board around Standard 3. There was also a discussion about the Board being assured that we are meeting the standards.

It was AGREED that Dr Helen Belcher should organise a meeting to discuss what needs to be done by Hunter New England Local Health District to achieve the requirements of National Standards. Ms Susan Heyman should be included in this meeting.

ACTION BY: Dr Helen Belcher

6.5 Medical Officer Privileges to Quirindi

A paper was distributed in the business papers by Ms Susan Heyman

NOTED by the Board.

6.6 Recommendations for Building on the 2013 Quality and Scientific Program Diagnosis

A paper was distributed in the business papers by Professor Anne Duggan which outlined strategies for building on the 2013 Quality and Scientific Program.

NOTED by the Board.

6.7 Armidale Cardiac Rehabilitation Program

A paper was distributed in the business papers by Ms Susan Heyman to inform the Board of the commencement of the delivery of Phase 2 Cardiac Rehabilitation in Armidale.

The Board NOTED service changes and also noted the continued investment by Hunter New England Local Health District.

6.8 Attachmate – Licence Compliance

A paper was distributed in the business papers by Mr Warren Laurence.

The Board NOTED the information provided in the paper and requested further updates in the future.

6.9 Annual General Meeting of the Board

A paper was distributed in the business papers by Ms Lauren Cruz.

The Board AGREED to hold the Annual General Meeting on the 17th December 2013 in Newcastle. There was a discussion around the advertising of the Annual General Meeting to the public.

6.10 Proposed 2014 Meeting Schedule for the HNE LHD Board

A paper was distributed in the business papers by Mr Michael DiRienzo around the proposed meeting schedule for 2014.

The Board discussed and AGREED on the proposed dates and venues for 2014 meetings.

7 Correspondence

The correspondence was NOTED by the Board.

8 Presentations

There were no presentations at this meeting.

9 Feedback following August meeting

The Board NOTED and DISCUSSED several items raised in the feedback from the October meeting.

10 Next meeting

The next meeting will be held on Wednesday 18th December in Newcastle. The Annual General Meeting will be held on Tuesday 17th December in Newcastle.

The meeting closed at 1.40pm.