

Minutes of the Hunter New England Local Health District Board

Forty Seventh Meeting

16th September 2015

Venue: Meeting Room 3, Tamworth Rural Referral Hospital

Present

Associate Professor Lyn Fragar, Professor Trevor Waring, Mr Peter Johnston, Mrs Janelle Speed , Dr Helen Belcher, Ms Lyn Raines, Mr Brad Webb ,Dr Felicity Barr, Dr Ian Kamerman, Dr Bruce Bastian, Ms Lyn Raines

Apologies

Nil

Leave of Absence

Mr Ken White, Mr Fergus Fitzsimmons for both August and September 2015 meetings

In Attendance

Mr Michael DiRienzo, Ms Karen Kelly, Dr Tim Stanley, Ms Susan Heyman, MS Kaye Burns,

Order of Business: 1.1 - 9.3

TOUR OF THE FACILITY

A tour of the Tamworth facility was undertaken on the afternoon of the 15 September 2015

MEETING WITH LOCAL HOSPITAL COMMITTEE

A meeting with the Local Hospital Committee was held between 5pm and 6pm on the 15th September 2015 and the following points discussed:

- Public Health Network focus and role outlined by the Chief Executive
- Hospital Committee members involved in a non-smoking campaign with local Council
- Hospital Committee members active in a program with community in supporting and advocating for cancer services
- Hospital Committee reported positive public response to the new hospital
- Hospital Committee members involved with local Council promoting better access and services at facilities for people with disabilities, frail and aged
- Volunteer services and Hospital Auxiliary services are valued
- Integration with local General Practitioners. Health Pathways structure of services outlined to the Hospital Committee members
- Confirmation of Aboriginal representation on several local Committees
- Availability of Specialist Services in Tamworth discussed, noted that Ear Nose and Throat speciality as difficult to recruit at most sites
- Explanation of difficulties in arranging specialist training programs in rural areas

BUSINESS OF THE MEETING

The Board was made aware that correspondence had been received notifying of a Nursing and Midwifery industrial dispute meeting being held off site at 12.30pm on the day of the Board meeting in Tamworth

PRELIMINARY

1.1 Welcome, Apologies and Acknowledgment of Country

The Chair, Associate Professor Lyn Fragar opened the meeting at 8.00am.

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

1.2 Conflicts of Interest

No conflicts of interest were declared for this meeting

1.3 Adoption of Minutes

The minutes of the meeting held on the 19th August 2015 had been circulated.

The minutes were ADOPTED by the Board. The minutes will be published on the Hunter New England Health internet site.

ACTION BY: Ms Kaye Burns

1.4 Action List

Progress on action items was NOTED by the Board.

1.5 Board Chair Report

The Board Chair reported the following:

- Correspondence had been received from the NSW Nursing and Midwifery Association relating to Tamworth Hospital and response had been sent.
- The Chair had met with the Bureau of Health Information Expert Advisory Committee to finalise report on rural health and rural-urban performance
- The Chair, with Helen Belcher, had attended a forum organised by the Chief Executive where senior clinicians and managers were briefed on planning for services in the Lower Hunter. A brief on Lower Hunter Strategy proposal will be discussed at October Board meeting
ACTION BY: Chief Executive

1.6 Chief Executive's Report

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

- Update on Ministry of Health Senior Appointments.
- Executive Leadership Team update
 - Workforce Director – Kim Nguyen has been appointed to this position
 - Clinical Services Nursing and Midwifery – Elizabeth Grist appointed to this position. The admirable work done by Carol Azzopardi whilst acting in the Nursing and Midwifery role was acknowledged
- Appointment of the General Manager Tablelands Sector - Wendy Mulligan has been appointed to this position
- Update on recruitment to the position of General Manager Mid North Coast Sector
- Appointment of the Chair of the Primary Health Network. Jane Gray has also been appointed to the Primary Health Network Board together with Mr Michael DiRienzo
- Collaboration between Hunter New England Health and Hunter New England Central Coast Primary Health Network
- Winter Management update
- Treasury Managed Fund Performance Review completed (TMF)
- Overview of Centre for Comparative Effectiveness in Health Care
- 2015 HETI Rural Research Capacity Building Program
- Progress with *Excellence*
- Strategic Relations Unit(SRC) Update to Chief Executive

The report was DISCUSSED and NOTED by the Board.

COMMUNITY – THE PEOPLE WE SERVE

2.1 Community and Consumers Partnership Committee Minutes

There were no papers for this meeting.

The meeting had been held earlier during the week and meeting papers will be available for the next Board meeting. Helen Belcher provided an overview and the following were NOTED:

- Scott White from PHN gave overview of Clinical and community engagement process
- Discussion on setting up of Health Committees in Greater Newcastle area – standardised approach, and consumer representation
- Next Community Partnership Forum scheduled for 19 November 2015 at Scone
- Scheduling and setting up of Sector Forums. To date Peel and Lower Mid North Coast have organised their own Forums.
- Request for Board members to attend their relevant Sector meeting and attend a combined forum towards end of the year

2.2 Social Determinants of Health Committee Minutes

There were no papers for this meeting. The following were NOTED and discussed by the Board.

- Next meeting scheduled for October 2015
- Considering the inclusion of Hospital Committees
- New initiative from Agency for Clinical Innovation (ACI). Formation of social determinants of health group from ACI. Recommend Hunter New England Health have strong representation. Mr Michael DiRienzo to provide information to Mr Brad Webb.

2.3 New Business

There was no new business relating to COMMUNITY for this meeting.

2.4 For Information

2.4.1 Letter re commencement of Hunter New England Central Coast Primary Health Network

A copy of a letter from the Chief Executive of the Hunter New England Central Coast Primary Health Network to Mr Michael DiRienzo provided for information

The letter was NOTED by the Board

SERVICE – THE SERVICE WE PROVIDE

3.1 District Clinical Council Minutes

The minutes from the 12TH August 2015 meeting had been distributed in the business papers.

The following were discussed:

- Recommendation that the structure of meeting be reviewed. e.g. number of presentations. Suggestion that presentations be more specific and include a learning outcome message to be included on first slide, slide listing issues for discussion and slide for summary
- Clarification of focus on Health Pathways and development of localised Pathways in New England

The minutes were NOTED by the Board.

3.2 Medical Staff Executive Council Report

There were no papers for this meeting.

Dr Tim Stanley provided a verbal report and the following were discussed:

- The committee had met in early September, moving towards holding quarterly meetings
- Clinical services issues discussed included:
 - John Hunter Precinct Plan
 - District Hospital Committee chairs raised
 - Scanning/imaging matters
 - Request research input back to Research Advisory Group e.g. low value health care
 - Medical Doctor (MD) program
 - Further development of safety and quality
 - Engagement with Media – senior clinician responsibilities

3.3 New Business

3.3.1 Industrial Relations Disputes Tamworth Rural Referral Hospital

A brief had been circulated in the business papers outlining the situation on the dispute with the NSW Nurses and Midwives Association involving Tamworth Rural Referral Hospital Emergency Department Staffing and Maternity Unit Staffing within the new facility.

The brief was DISCUSSED and the Board NOTED:

- Representatives from the Ministry of Health had visited Tamworth to review issues raised in the dispute relating to both Maternity and Emergency Departments in Tamworth earlier this week
- Agreement that the Maternity Unit has identified work practices that need reviewing .e.g. models of care
- Issues for the Emergency Department included the need for better communication, timing of the relocation. It was NOTED that the Emergency Short Stay Unit (ESU) was not yet operational
- Feedback on a local public meeting that was provided by Peter Johnston
- The Chair had received a letter from Tamworth NSW Nurses and Midwives Association representative regarding staffing issues at Tamworth Rural Referral Hospital. This letter was responded to by the Chair
- The current status on industrial relations with the industrial commission around these issues
- Leadership, management and accountability relating to these issues arising at Tamworth Rural Referral Hospital
- Response to media and new media

The Brief was NOTED by the Board

3.3.2 Ministry of Health Peak Activity Team

A brief had been circulated in the business papers outlining a strategy put in place by the Ministry of Health to review and improve continuous flow of patients through the State's hospital emergency Departments. Karen Kelly provided an overview of this initiative and an update on the current situation at Hunter New England major facilities to accommodate emergency and high dependency patients.

The Brief was NOTED by the Board

3.4 For Information

3.4.1 Agency of Clinical Innovation Rounding on 31st July 2015

A Brief had been distributed for information in the business papers.

The Brief was NOTED by the Board.

SAFETY AND QUALITY – EXCELLENCE – EVERY PATIENT, EVERY TIME

4.1 Health Care Quality Committee Minutes

There were no papers for this meeting. The next meeting is scheduled in October 2015.

4.2 Patient Story

A presentation on the patient story had been circulated in the business papers and was presented to the Board by Tamworth Base Hospital nursing unit managers of units involved in its management at the previous afternoon session of the Board at 5pm on the 15th September 2015

The Board DISCUSSED the Patient Story with staff and thanked the Nursing Unit Managers for the presentation.

4.3 New Business

There was no new business relating to SAFETY AND QUALITY for this meeting.

4.4 For Information

There was no information relating to SAFETY AND QUALITY for this meeting.

4.5 Lunch time Open forum with local clinicians and staff

A lunch time meeting with local clinicians and staff was held at 12.30pm for an hour. This meeting was held in the UDRH Building with staff from medical, nursing and midwifery, allied health and administrative attending. IN discussion, the following were NOTED:

- Imaging – excellent imaging service and equipment e.g. CT scanner
- Outlined benefits if enhancement of a MRI scanner was possible
- Transition to new Hospital:
 - Staff acknowledgement of colleagues in collaborative efforts and support from all staff in the move to the new hospital
 - Staff acknowledgement in improvements of models of care since the move to the new hospital with the assistance of the Change Manager
 - Most notable improvements were the size of the wards, storage space and designated computer areas
 - Maternity and Gynaecology were the last to move and had the least amount of time for orientation. The new ward has water immersion facilities, and the design allows for moving patients safely and respectfully
 - Not all wards are in the new build, Orthopaedics and a surgery and medical ward still remain in the old building
- The newly arrived overseas orthopaedic doctor acknowledged the warm and inviting environment since his arrival. Noted very busy on-call and trauma work
- Community Health and hospital management informed about Aboriginal meeting groups and high cultural competency rates
- Aboriginal employment 4 ½ % that equates to 65 to 70 full time employees

During the debrief following the meeting with staff the following were NOTED:

- MRI situation outlined by Chief Executive. Request for a second Medicare license for Tamworth had been rejected by the Commonwealth. The Chief Executive following up on strategies to improve MRI services
- Staff feedback outlined positive comments on moving to the new building
- Noted Wards in Brudelin wing remain in need of upgrade
- Improved ease of access in the new build
- Aboriginal staff numbers and levels of aboriginal cultural respect training and enhancement of Aboriginal processes is pleasing.

RESOURCES – MANAGING OUR SERVICES WELL

5.1 Finance and Performance Report

The Finance Management reports for the month ending August 2015 had been circulated in the business papers.

The following were noted:

- Results for Tamworth Rural Referral Hospital
 - Additional Revenue strategies
 - Goods and services costs and additional running costs to the new hospital

The Board DISCUSSED and NOTED the Finance and Performance Report.

5.2 Finance and Performance Committee Report

The minutes from the meeting held on the 18th August 2015 had been circulated. Felicity Barr had chaired the last meeting held on 18 August 2015 and provided a verbal summary. The minutes were NOTED by the Board.

5.3 Audit and Risk Management Committee

There were no papers for this meeting.

It was AGREED that Mr Vic Lewis to be invited to Annual General Meeting for a formal 'thank you' for his service as Chair of the Audit and Risk Management Committee.

ACTION: Secretariat to invite Mr Vic Lewis

5.4 Work, Health and Safety Report

The monthly report had been distributed in the business papers.

There was discussion regarding the responsibility of HealthShare for safety of all Contractors.

Questions arose re the responsibility of the Board in regards to this. Assurance was provided to the Board that HealthShare staff participate in Safety education, and safety committee structures, activities in Hunter New England Health.

The report was NOTED by the board.

5.5 New Business

There was no new business relating to MANAGING OUR SERVICES WELL for this meeting.

5.6 For Information

5.6.1 Internal Audit Fact Sheets on Ethical Decision Making

A brief had been circulated in the business papers. The Fact sheets have been endorsed by the Executive Leadership Team and to be added to the Internal Audit intranet site and are being submitted to the Hunter New England Health Board for information and awareness.

The Brief was NOTED by the Board.

5.6.2 2015/2016 Service Agreement Performance Measures and KPIs

A Brief had been circulated in the business papers outlining the key performance indicators that are included in the NSW Health and Hunter New England Health annual Service Agreement.

The Brief was NOTED by the Board.

5.6.3 Feedback Letter relating to 2015 Asset Strategic Plan (ASP)

The Board had been circulated with a copy of a letter from Cathryn Cox A/Director Health System Planning and Investment Branch, Ministry of Health to Mr Michael DiRienzo acknowledging Hunter New England Health's submission of the 2015 Asset Strategic Plan.

The letter was NOTED by the Board.

POSITIONING FOR THE FUTURE

6.1 Innovation and Research Report

There were no papers for this meeting.

6.2 New Business

There was no new business relating to POSITION FOR THE FUTURE for this meeting.

6.3 For Information

There was no information relating to POSITION FOR THE FUTURE for this meeting.

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and Dental Appointments Advisory Committee

A Briefing paper had been distributed in the business papers.

There was discussion regarding appointment and promotion of Staff Specialists, including:

- The process for a staff specialists to be promoted to position of senior staff specialist. Current documentation available from Human Resources was acknowledged. It was AGREED that the process needs to be reviewed. The Board requested the Executive Leadership Team to review and provide clarity around this process to the Board upon completion

ACTION BY: Michael DiRienzo

The paper was NOTED by the Board.

7.2 Workforce Report

There were no papers for this meeting

7.3 New Business

7.3.1 Employee Assistance Program Realignment

A Brief had been circulated with the business papers outlining proposal to establish an external provider's model for the Employee Assistance Model (EAP)

The recommendation was SUPPORTED by the Board

7.4 For Information

7.4.1 Hunter New England Local Health District Executive Organisational Chart

A briefing paper had been circulated in the business papers informing of the completion of the Executive Organisational Chart following recent restructure

A verbal update on changes was provided to the Board by Karen Kelly and the following were noted:

- Changes to
 - Finance
 - Workforce and allied Health
- An update with addition of Executive sponsor responsibilities will be made to the organisational chart and provided to the Board upon completion

ACTION BY: Karen Kelly

The paper was NOTED by the Board.

7.4.2 Position Recruitment and Orientation (PRO) Survey

A briefing paper had been circulated in the business papers advising of a position recruitment and orientation (PRO) survey introduced into Hunter New England Health

The paper was NOTED by the Board

7.4.3 District Leadership Forum Brief and Evaluation

A briefing paper had been circulated in the business papers. A suggestion to video was put forward to capture some spontaneous moments at these forums.

The paper was NOTED by the Board

BOARD DEVELOPMENT

8.1 Board Performance Report

A Briefing paper had been included in the business papers on the Annual Review of Performance and Goals for 2014/2015 and proposed 2015/2016 Annual Work Plan. The Plan was DISCUSSED, amendments made and ADOPTED. The revised Action Plan will be circulated by the Chair.

ACTION BY: Board Chair

Board meeting venues for 2016 have to be determined. There was a request to schedule visits to Divisions at John Hunter Hospital during 2016.

ACTION BY: Chief Executive

8.2 Board Members Development Report

A proposed Board Education Plan had been circulated. The meeting amended and ADOPTED the plan. The revised Education Plan will be circulated by the Chair.

Board was included in the Board Action Plan adopted above.

ACTION BY: Board Chair

8.3 New Business

There was no new business relating to Board Development for this meeting.

MEETING REVIEW AND FEEDBACK

9.1 Members Issues Not Covered Elsewhere

There were no new items for this meeting.

9.2 Feedback from the August Meeting

Feedback from the August meeting had been circulated with meeting papers. The report was NOTED by the Board.

9.3 Next Meeting

The next Hunter New England Health Board Meeting is scheduled for 21st ~~October~~[November](#), 2015 at District Headquarters.