

Minutes of the Hunter New England Local Health District Board

One hundred and twenty eighth meeting

15 March 2023

Venue: meeting room 2, District Headquarters Building / MS Teams

Present

Dr Martin Cohen (Chair), Dr Patrick Farrell, Mr Robert Hawes, Ms Meagan Hudson (MS Teams), Ms Anita Kauffmann, Dr Kirsten Molloy, Ms Elizabeth Nicol (MS Teams), Prof Peter O'Mara, Dr Stephen Pryde, Ms Lyn Raines, Prof Penelope Paliadelis and Mrs Wendy Wilks.

Apologies

Mr Kevin Dupè and Dr Rob Pickles.

In attendance

Ms Tracey McCosker, Dr Mary Morgan and Ms Kylie McNamara.

BUSINESS OF THE MEETING

PRELIMINARY

1.1 Welcome, apologies and acknowledgment of country

The Chair, Dr Martin Cohen opened the business meeting at 9:05am. The Chair ACKNOWLEDGED the traditional owners of the country on which members were participating, and paid respects to Elders past, present and future.

The Chair welcomed the acting Chief Executive, Ms Tracey McCosker, to the meeting. Ms McCosker introduced herself to the Board, giving a verbal update in relation to her professional background.

The A/CE provided an update on her first few weeks in the role. During this verbal report the following was DISCUSSED with the Board:

- workforce shortages across the state.
- the value of allied health employees being present in emergency departments.
- Topics addressed in the Executive Leadership Team meeting .
- Consideration being given to identifying and supporting emerging leaders and providing coaching support for some General Managers, given how challenging their roles are.
- Extending the hours of the Patient Flow Unit.

1.2 Conflicts of interest

There were no conflicts of interest declared by Board members.

1.3 Adoption of minutes

The minutes of the meeting held on 15 February 2023 had been circulated. The board resolved that the minutes are a true record of the meeting, and the minutes were adopted by Dr Patrick Farrell and seconded by Ms Lyn Raines. The minutes will be published on the Hunter New England Health internet site.

ACTION: Ms Kylie McNamara

1.4 Action list

Previous action items were DISCUSSED and NOTED by the Board.

The Board CONFIRMED receipt of information received by eHealth in relation to business continuity in the event of a cyber security ransomware attack. This correspondence is to be uploaded to diligent for board member's reference.

ACTION: Ms Kylie McNamara

1.5 Board chair report

The Board Chair and Deputy Board Chair DISCUSSED the below, which was NOTED by the Board:

- An update in relation to the Governance Review working party:
 - Scope of work and briefing document provided to approved third party to complete the Governance review.
 - Interviews and surveys with stakeholders will be held examining escalation and feedback on raising of clinical issues.
 - The review focus is governance processes, any operational matters that come to light will be addressed by the Executive team as appropriate.
- A potential opportunity later in 2023 for the Board to hold a meeting off-site, focussing on responsibilities and core values of NSW Health.

- The opportunity for all Board member to have access to HNE employee training.
ACTION: Ms Kylie McNamara
- The opportunity for all Board members to be observers on committees for the Board.
- Acknowledgement to the ministry of health for their support.
- The prospect of the Board travelling across the District, to hold meetings in a variety of facilities.
- A date for the Board members conference / induction held by the Ministry is yet to be confirmed.
- Terms of reference for the Board, and all committees to be uploaded to Diligent.
ACTION: Ms Kylie McNamara
- Service profiles to be updated across the District.

1.6 Chief executive's report

The Chief Executive's report had been circulated in the business papers and were DISCUSSED. Matters included:

- Regional health division.
- Child and adolescent mental health services (CAMHS) mural art project.
- SafeScript NSW.
- Residential eating disorders treatment centre.
- Keeping consumers and healthcare teams on the same page.
- Starting the conversation about violence.

PRESENTATION

There was a presentation given by Dr Chris Levi, Executive Director, John Hunter Health and Innovation Precinct, in relation to the partnerships, innovation capability, research and driving better health outcomes.

The Board DISCUSSED the opportunities presented by the precinct, the naming of the precinct, and the richness of the research institutes within the District. The Board ENDORSED the vision for the precinct, and THANKED Dr Levi for his presentation.

The Board REQUESTED a presentation in relation to the medi-hotel, and how will it cater for financially disadvantaged members of the community.

ACTION: Dr Ramsey Awad

PRESENTATION

There was a presentation given by Ms Susan Heyman, Executive Director, Rural and Regional Health Services, in relation to My Emergency Doctor. Ms Sarah Reay, Senior Finance Accountant, Rural and Regional Health Services joined Susan Heyman for the presentation. Sarah is the project lead for My Emergency Doctor.

My Emergency Doctor is a service that provides on demand virtual access to Australian Trained Emergency Physicians accredited by the Australian College of Emergency Medicine (FACEMs).

The Board DISCUSSED the service, the training provided by the service and access to the service for the general public. The Board THANKED and CONGRATULATED Ms Heyman and Ms Reay for their very informative presentation, and the positive way this system has been deployed and rolled out.

The Board REQUESTED a follow up presentation in 2024, inclusive formal evaluation and KPIs.

ACTION: Ms Susan Heyman

RESOURCES

2.1 Finance and performance report

The Finance Management reports for the month ending February 2023 had been circulated in the business papers. The report was NOTED by the Board.

Ms Anita Kauffmann gave a verbal update to the Board in relation to KPIs, outcomes and additional reporting items to be advised to the Board moving forward. The Board DISCUSSED the collaborative care model.

2.2 Finance and performance committee

A brief and minutes from the meeting held on 14 February 2023 had been distributed in the Board papers. The brief and minutes were NOTED by the Board.

2.3 Audit and risk management committee

There were no papers for this meeting.

2.4 Work, health and safety report

A report had been distributed in the business papers. The report was NOTED by the Board.

The Board DISCUSSED the aggression noted in the report. Further information is to be provided to the Board.

ACTION: Mr Kim Nguyen

2.5 New business

There was no new business relating to RESOURCES.

2.6 For information

There was no new information relating to RESOURCES.

COMMUNITY

3.1 Community and patient partnership committee

There were no papers for this meeting.

Ms Lyn Raines CONFIRMED the meeting took place on Tuesday 14 March 2023. The brief and minutes will be tabled at the April 2023 Board meeting.

3.2 Aboriginal health committee

A brief and minutes from the meeting held on 15 February 2023 had been distributed in the Board papers. The brief and minutes were NOTED by the Board.

It was CONFIRMED the District will be advertising for an Executive Director of Aboriginal Health. The successful candidate will be a member of the Executive Leadership Team.

3.3 New business

There was no new business relating to COMMUNITY.

3.4 For information

There was no new information relating to COMMUNITY.

SERVICE

4.1 District clinical council

A brief and minutes from the meeting held on 8 February 2023 had been distributed in the Board papers. The brief and minutes were NOTED by the Board. A verbal update was given to the Board by Dr Patrick Farrell.

The Board DISCUSSED The rural generalist program. The Board REQUESTED a brief in relation to the program, outlining details of the program.

ACTION: Mr Kim Nguyen

The Board DISCUSSED vaping. The Board REQUESTED a brief in relation to vaping, and measures around managing negative health outcomes as a result of vaping within the LHD.

ACTION: Ms Elizabeth Grist

4.2 Medical staff executive council

Dr Mary Morgan introduced herself to the Board, giving a verbal update in relation to her professional background. The Board Chair welcomed Ms Morgan to the meeting.

4.3 New business

There was no new business relating to SERVICE.

4.4 For information

There was no new information relating to SERVICE.

SAFETY, QUALITY AND PATIENT EXPERIENCE

5.1 Health care quality committee

A brief and patient safety report had been distributed in the Board papers. The brief and report were DISCUSSED and NOTED by the Board.

Ms Liz Nicol provided a verbal update to the Board. It was CONFIRMED there is now new leadership in the Clinical Excellence Commission (CEC). There is a project being undertaken by the CEC in relation to how the CEC can engage with HCQC committees across the state, in terms of each committee being setup for success.

5.2 New business

There was no new business relating to SAFETY, QUALITY AND PATIENT EXPERIENCE.

5.3 For information

5.3.1 Cyber security governance obligations

A letter, response plan and NSW Cyber Security Policy had been distributed in the Board papers. The letter, plan and policy were NOTED by the Board.

5.3.2 Serious adverse event review (SAER) recommendations for 2022

A brief had been distributed in the Board papers. The brief was NOTED by the Board.

POSITIONING FOR THE FUTURE

6.1 Sustainability

There were no papers for this meeting. Dr Patrick Farrell provided a verbal update to the Board.

6.2 New business

There was no new business relating to POSITIONING FOR THE FUTURE.

6.3 For information

There was no new information relating to POSITIONING FOR THE FUTURE.

OUR STAFF AND WORKPLACE CULTURE

7.1 Medical and dental appointments advisory committee

A brief from the meeting held on 28 February 2023 had been distributed in the Board papers. The brief was NOTED by the Board.

7.2 New business

There was no new business relating to OUR STAFF AND WORKPLACE CULTURE.

7.3 For information

There was no new information relating to OUR STAFF AND WORKPLACE CULTURE.

BOARD DEVELOPMENT

8.1 Board performance report

There were no papers for this meeting.

8.2 New business

There was no new business relating to BOARD DEVELOPMENT.

8.3 For information

There was no new information relating to BOARD DEVELOPMENT.

MEETING REVIEW AND FEEDBACK

9.1 Member's issues not covered elsewhere

There were no papers for this meeting.

9.2 Next meeting

The next meeting will be held on Wednesday 19 April 2023 at meeting room 2, District Headquarters Building / MS Teams.

The Board Chair, Dr Martin Cohen closed the meeting at 1:30pm.