

Minutes of the Hunter New England Local Health District Board

One hundred and thirty fifth meeting

18 October 2023

Venue: Armidale Hospital, 22 Rusden Street, Armidale | MS Teams

Present

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

Apologies**In attendance**

Ms Tracey McCosker (MS Teams), Dr Mary Morgan and Kylie O'Meagher (MS Teams).

BUSINESS OF THE MEETING

A tour of Armidale hospital was given to the Board by Lisa Ramsland, General Manager, Tablelands Sector.

1. By consent item registration

The Board DISCUSSED if there were any items for attention from the Board committee reports.

2. Acknowledgement of country, declaration of conflicts of interest, welcome invitees/executive

The Board Chair, Dr Martin Cohen opened the business meeting at 9:20am. The Chair ACKNOWLEDGED the traditional owners of the country on which members were participating, and paid respects to Elders past and present.

The Board Chair ACKNOWLEDGED the recent referendum held, which was in order to amend the Constitution to establish the Aboriginal and Torres Straight Island Voice. The Board DISCUSSED the outcome of the referendum.

Dr Kirsten Molloy DECLARED a conflict of interest advising her appointment to the John Hunter Health and Innovation Precinct (JHHIP) Council. It was CONFIRMED there were no other new conflicts of interest to be declared.

3. Confirmation of previous minutes, review of action log

The minutes of the meeting held on 20 September 2023 had been circulated. The Board resolved that the minutes are a true record of the meeting, inclusive the below amendment to agenda item 13 within the minutes:

- A review into the 'Excellence Tool' was DISCUSSED, including the areas where Excellence has been implemented well, as well as some areas that require further focus and support to be implemented positively. It was CONFIRMED the Executive Leadership team will explore options in relation to refreshing Excellence.

The minutes were adopted, by Ms Elizabeth Nicol and seconded by Dr Stephen Pryde. The minutes will be published on the Hunter New England Local Health District internet site.

ACTION: Ms Kylie O'Meagher

Previous action items were DISCUSSED and NOTED by the Board.

4. Chief Executive update

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

- Executive Leadership Team performance reviews
- Hunter Valley sector leadership day
- Single Digital Patient Record (SDPR)
- Chief Executive town hall meeting
- Presentation by HealthShare's Patient Transport Service

- Executive Director, Mental Health
- Mental health facility for Maitland announced
- Residential Eating Disorders Treatment centre
- Rural SEF in Tamworth in November
- NSW Premier's awards
- 2023 NSW Health awards
- Virtual reality used to improve stroke care
- Creating a pipeline of allied health workers in regional and rural NSW
- Public Information Disclosure Act 2023
- Finance and performance meetings
- WHS report
- Strategic relations and communications report

The Board Chair discussed the workforce challenges that were DISCUSSED with staff in Armidale. Specifically, concerns in relation to access to training and support/supervision for medical staff. It was CONFIRMED this would be discussed at the upcoming Board | ELT planning session.

The lost time injuries (LTI) were DISCUSSED from the data included within the work, health and safety report. It was requested that an analysis be presented to the Board covering:

- what injuries are occurring
- where the injuries are occurring
- how significant the injuries are
- whether they are high potential events, or low level events

ACTION: Mr Kim Nguyen

The Board DISCUSSED the SRC report provided by the Chief Executive. It was CONFIRMED the Chief Executive will provide a verbal update to the Board on a monthly basis, in relation to any specific controversial or pressing issues that arise.

ACTION: Ms Tracey McCosker

5. Board Chair report

The Board Chair, Dr Martin Cohen, provided a verbal update to the Board, including:

- Board Chairs meeting update.
- Emphasis on community engagement.
- NSW Health Secretary update.
- Rural and regional workforce challenges. The Board DISCUSSED the possibility of recruitment of clinicians from overseas, reviewing models of care, partnerships with metropolitan hospitals.

The Board Chair THANKED the Chief Executive for visibility across the District.

Bob Hawes left the meeting at 10:00am

6. Presentation | Showcase

Ms Nadia Trustrum (ED Stream Lead), Ms Emma Burgess (ED Stream Coordinator) and Ms Sarah Dennis (Critical Care Network Manager) provided a presentation to the Board in relation to:

- Emergency Department admissions.
- Priorities for the Emergency Department stream.
- Key performance indicators.
- Virtual health care.
- Ambulance and transfer of care.
- Emergency Department stream priorities for 2023 | 2024.

The presentation was NOTED by the Board. The Board DISCUSSED Emergency Department short term escalation plans. The Board Chair THANKED the team for the informative presentation, and the innovative thinking of the team.

The presentation is to be uploaded to diligent for Board member reference.

ACTION: Ms Kylie O’Meagher

Ms Melissa O’Brien joined the Board meeting at 11:20am.

7. HNELHD 2022-23 Safety and Quality Account

A brief and the Safety and Quality Account were distributed in the Board papers. The account was ENDORSED for submission by the Board.

8. HNELHD Risk Appetite Statements

A brief and the HNELHD Risk Appetite Statements were distributed in the Board papers. The statements were ENDORSED by the Board.

The Board DISCUSSED the statements, specifically strategic outcome 4 relating to staff workforce challenges.

It was CONFIRMED the risk appetite statements will be tabled at the Audit and Risk Management committee for feedback.

Ms Melissa O’Brien left the Board meeting at 11:45am

STANDING ITEMS – COMMITTEE REPORT (by exception discussion)

9. Finance and performance

The Finance Management reports for the month ending 30 September 2023 have been circulated in the business papers.

Ms Anita Kauffmann provided a verbal update to the Board covering off:

- Operational budget.
- Current NWAU.
- Capital budget.
- Service agreement.
- Community engagement.
- Endorsement of amendments to the delegation manual.

It was SUGGESTED a workshop be held in relation to establishing a dashboard that reports key financial performance, and key performance indicators (KPIs).

The update was NOTED by the Board.

10. Health Care Quality Committee

The Health Care Quality Committee brief for the meeting held on 27 September 2023 had been circulated in the business papers. Ms Elizabeth Nicol provided a verbal update to the Board, including:

- Review of M&M meetings.
- Innovation projects.
- Discharge summaries.
- Clinical innovation and transformation report.

- Patient safety report.
- Health acquired complications (HACs).
- Michael Nicols, CEC CE, observed the meeting and provided positive feedback to the committee.

The brief and verbal update were NOTED by the Board.

Dr Stephen Pryde left the meeting at 12:25pm.

11. Medical Staff Executive Council

Dr Mary Morgan provided a verbal update to the Board. It was CONFIRMED representatives from Medical Staff Councils across the District will be re-established, with a view to meet quarterly, and the Chief Executive be invited to the meeting.

Single Digital Patient Record (SDPR) was DISCUSSED by the Board.

The Board CONFIRMED communication with medical staff is a priority, in order to ensure inclusion for medical staff with respect to the John Hunter Health and Innovation Precinct. Meeting with Ramsey Awad to be arranged for discussion.

ACTION: Ms Kylie O’Meagher

12. Report by exception only: Discussion items

- Medical and Dental Appointments Advisory Committee
- Audit and Risk Management Committee
- District Clinical Council
Paul to discuss DCC structure at Board planning day (include in his session on the agenda)
- Community and Patient Partnership Committee
- Aboriginal Health Committee
Peter O’Mara provided a verbal update in relation to the National trend around aboriginal children immunisation is down, due mainly to workforce.
- Sustainability Committee
Bob Hawes new chair of sustainability committee

13. Items without notice

There were no items without notice for this meeting.

OTHER BUSINESS

Ms Di Allen and Ms Cherie Williams joined the meeting at 12:45pm.

14. Audit and Risk Management Committee update

Ms Di Allen provided a verbal update to the Board, including:

- Andrew Gill has been newly appointed to the committee.
- As part of the audit process, rural sectors have had a refresher to document actions taken.
- Engagement of Ernst & Young to undertake a cyber security review. Constant engagement with the audit office will occur to ensure continued cyber security is suffice.
- Response to controls around legislation.
- Thank you to Liz Nicol for the insight provided in relation to risk.
- Thank you to Anita Kauffman for attendance at the committee.
- Ms Di Allen’s term on the committee concludes in December 2023.

The Board Chair ACKNOWLEDGED the significant contribution of Di Allen.

Ms Di Allen and Ms Cherie Williams left the meeting at 1:00pm.
Mr Bob Hawes left the meeting at 1:00pm.

**15. Notice of motion
Local Health Committees**

A notice of motion had been circulated in the business papers and DISCUSSED by the Board. The Board remains committed to creating and supporting community engagement through various mechanisms including local health committees.

The Board REQUESTED a current list of local health committees across the District, which will be collated and forwarded to the Board via the Community and Patient Partnership committee (CPPC).
ACTION: CPPC Chair

Prof Penny Paliadelis left the meeting at 1:25pm.
Prof Peter O'Mara left the meeting at 1:30pm.

FOR INFORMATION

- 16. Finance and Performance Committee meeting minutes**
A brief and minutes from the meeting held on 14 September 2023 had been distributed in the Board papers. The brief and minutes were NOTED by the Board.
- 17. Health Care Quality Committee meeting minutes**
Minutes and patient safety report from the meeting held on 27 September 2023 had been distributed in the Board papers. The brief and report were NOTED by the Board.
- 18. Medical and Dental Appointments Advisory Committee meeting**
A brief from the meeting held on 26 September 2023 had been distributed in the Board papers. The brief was NOTED by the Board.
- 19. Audit and Risk Management Committee**
A brief and minutes from the meeting held on 31 August 2023 had been distributed in the Board papers. The brief and minutes were NOTED by the Board.
- 20. District Clinical Council Committee meeting minutes**
A brief and minutes from the meeting held on 9 August 2023 had been distributed in the Board papers. The brief and minutes were NOTED by the Board.
- 21. Urgent Care Centre update**
A brief had been distributed in the Board papers. The brief was NOTED by the Board.
- 22. Public Information Disclosure (PID) Act 2023**
A brief had been distributed in the Board papers. The brief was NOTED by the Board.
- 23. Local Health Committees**
A brief had been distributed in the Board papers. The brief was DISCUSSED and NOTED by the Board.

The Board Chair, Dr Martin Cohen closed the meeting at 2:00pm.