

MINUTES

Wednesday, 14 May 2014

Port Macquarie Base Hospital – Education Room 1

& Videoconference: Coffs Harbour Health Campus – Edu20, Lismore – Mental Health

| ITEM / DESCRIPTION | |
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| A Attendance and Declarations | |
| <u>Welcome:</u> Warren Grimshaw, Chair | |
| Present: Warren Grimshaw Chair (WG), John Barrett (JB), Richard Buss (RB), Stephen Begbie (SB), Neville Parsons (NParsons), Neil Porter (NPorter), Jan Ryan (JRyan), Jo Sutherland (JS), David Kennedy (DK), Elizabeth Ruthnam (ER) | |
| Apologies: Janine Reed | |
| In Attendance: Stewart Dowrick (SD), Vanessa Edwards (VE), Lyn Lelean (LL), Paul Corben, Director Public Health (Item 1.1), Carolyn Guichard (Item 1.2), Mary Malouf (MM) | |
| Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <u>Continuing:</u> | |
| <ul style="list-style-type: none"> • Neville Parsons in relation to possible Credit Union Investment/s. • Richard Buss in relation to ICT review for both NNSW and MNC LHDs and Aboriginal Mental Health. • Neil Porter in relation to employment with Holiday Coast Credit Union (HCCU) • Neville Parsons in relation to a family member who has started work in Medical Imaging • Janine Reed in relation to Nambucca Valley Aged Care (in relation to aged care matters) | |
| <u>New:</u> | |
| B Presentations | |
| Item 1 | Presentations/Guests |
| 1.1 | Patient Story (Standing Item) – Paul Corben, Director Public Health |
| | <p><u>Background:</u> Matt is a 25 year old gentleman visiting his parents in the MNCLHD. Matt took ill and clinicians and CHHC diagnosed snake bite as the issue to be dealt with. Matt experienced respiratory difficulties and ended up on life support. He was in and out of consciousness for 10 days.</p> <p>Feedback from Matt in relation to his experience while in the MNCLHD was that the ED and ICU staff were wonderful and felt that he was kept informed of his situation.</p> <p>When he was able to be discharged from ICU he was moved to rehab and required dialysis. This caused some stress as nurses were not as readily available as they were in ICU. He felt the transition was a little too early.</p> <p>The Board noted that this is not an uncommon experience for people initially transferred from ICU after having a 1-1 nurse ratio.</p> <ul style="list-style-type: none"> • He noted that he also found the regimented food arrangements difficult in his situation. • Also discussion in relation to nurse-patient ratios. SD noted there is some flexibility in nurse-patient ratios and this could be scaled up if deemed necessary. This could particularly be considered with individual higher needs patients. |
| 1.2 | Strategic Focus: Health Literacy – Carolyn Guichard <ul style="list-style-type: none"> • Your Health Link update • HealtheTube is the online Corporate Communication Video Platform of the Mid North Coast Local Health District (MNCLHD). HealtheTube is available to employees 24/7 providing video based training, hyperlinks and other health related resources. |

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| | | <p>An update on the introduction/success of Your Health Link:</p> <ul style="list-style-type: none"> • Noted continuation of advertising via various media forums. • LL is in charge of the coordination of the Marketing Campaign. • Marketing will also be aimed at Pharmacies, GP's and other health providers across the District. • Noted that all schools in the District have been contacted and educated in relation to Your Health Link. • Various data is being captured from the site to identify the age group and other demographic information of people visiting the site. We are also able to capture data in relation to what information people are accessing while on the site. • There will be a function held in Port Macquarie similar to the launch that was held in Coffs Harbour to introduce people to Your Health Link. • Attempting to incorporate Your Health Link into the Innovation Awards. <p>An update on HealthTube:</p> <ul style="list-style-type: none"> • This training site has been widely used through staff in MNCLHD and is being expanded to private subscribers. • Now working to 'Music on Hold' scripts. • A Patient Education Chanel is being developed. This would potentially be shown in waiting rooms with information in relation to the processes involved in running the various campuses throughout the MNCLHD. • Although the site is being accessed across NSW and beyond no funding from the Ministry or the Pillars is presently available. <p>Resolution:</p> <ul style="list-style-type: none"> • The Board resolves to support any advantage in a state wide service of Your Health Link being run if there was a financial benefit to the arrangement. • Write to the Minister/Secretary regarding the outcomes/progress/potential of Your Health Link. • That the Governing Board endorse/note the information provided in Item 1. <p>CONFIRMED WITHOUT DISSENT</p> |
| C Minutes of Governing Board | | |
| Item 2 | 2.1 | Minutes of previous Meeting - Approval of Minutes from meeting of 9 April 2014 |
| | | <p>Resolution: The Board resolved the Minutes of the Governing Board's meeting of 9 April 2014 be confirmed as a true and accurate record.</p> <p>CONFIRMED WITHOUT DISSENT</p> |
| D Business Arising | | |
| Item 3 | Action Table and follow up | |
| | 3.1 | Action Table |
| | | Noted the update contained in the Agenda. |
| | | <p>Resolution: That the Governing Board note the update.</p> <p>CONFIRMED WITHOUT DISSENT</p> |
| E Chief Executive's Report | | |
| Item 4 | 4.1 | Chief Executive's Report for March 2014 (and attachments) |
| | | <ul style="list-style-type: none"> • The CE raised the issue of Oesophagectomies and Pancreatectomies surgery at Port Macquarie. • The Chair also tabled a letter from Port Macquarie MSC in relation to proposed discontinuance of these procedures. This issue created considerable discussion, including comment on the excellent outcomes achieved in relation to these surgeries, the needs of the community to access these procedures locally. • It seemed to be a reduction of services available to regional communities. |

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| | <ul style="list-style-type: none"> In this discussion the CE outlined the basis of the underlying proposals being advanced by the cancer institute and the ACI. The CE also reported on progress and the deferment of implementation pending further discussion. The Chair noted the work undertaken by the CE in relation to the resolution of this issue. SD noted the positive outcomes achieving accreditation and commended the work carried out to achieve this result. Noted that there will be a formal commendation to staff at a later date. There is to be a joint meeting arranged with Hastings council regarding car parking at the PMBH. Further discussion in relation to car parking across various campuses. The application by Masonic Health Care to acquire part of the Bellingen site was also noted. The Chair indicated that he had discussions with the former Member of Parliament Garry Nehl in relation to this issue. Discussion in relation to budget impacts. Discussion in relation to private patients not utilising their private cover when admitted to public hospitals. Noted that we need to identify advantages to private patients utilising their private cover. CE to prepare a letter to Ministry in this regard. Noted that we should endeavor to secure financial support for upgrade at Macksville. <p>Resolution:</p> <ul style="list-style-type: none"> Chair to write to Chair of ACI, Brian McCaughan and/or Mary Foley, Secretary NSW Health in relation to the existing surgical procedure in the MNCLHD which is being considered for removal/cancellation. Confirmed that NCML agreement be signed – SD to write to NCML asking for an indication of demonstrated outcomes asap. Strategy documents to be developed collaboratively. <p>CONFIRMED WITHOUT DISSENT</p> |
| 4.2 | Chief Executive's Traffic Light Report |
| 4.3 | Chief Executive's Performance Indicator Report (Apr 2014) |
| | <p>Resolution: That the Governing Board endorse/note the information provided in Item 4.</p> <p>CONFIRMED WITHOUT DISSENT</p> |
| F Strategic Matters for discussion and/or endorsement | |
| Item 5 | Standing Items |
| | 5.1 Budget |
| | <p>Resolution: That the MNCLHD Governing Board approve the Chief Executive to accept an Activity Target from MoH at or above the current offer, subject to any final discussions and negotiations and advice as to the NWAU price.</p> <p>CONFIRMED WITHOUT DISSENT</p> |
| | 5.2 Governing Board Sub-Committee reports (see item 7) |
| | Other items |
| | 5.3 Brief – Mental Health CSP Implementation Update to Implementation Plan |
| | <ul style="list-style-type: none"> Chair commended John Leary on the work that has been carried out. Report noted. <p>Resolution:</p> <ul style="list-style-type: none"> That the MNCLHD Governing Board note the update to Mental Health Clinical Services Plan implementation. Commend John Leary on the work that has been carried out in relation to the Clinical Services Plan. <p>CONFIRMED WITHOUT DISSENT</p> |

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| 5.4 | Brief nominating a Chair and membership of the Mid North Coast Health Research Collaborative Advisory Council |
| Endorse the proposition that the Chair is a member of the Board. | |
| <p>Resolution: That the Governing Board:</p> <ol style="list-style-type: none"> 1. Approve the recommended process for requesting MNCLHD clinical nominations to Advisory Council 2. Identify a preferred option for community membership nominations 3. Identify a preferred option for requesting Senior Executive nominations 4. Nominate a preferred method of nominating a Chair. 5. Endorse the proposition that the Chair is a member of the Board. Agree in principal and present a proposal to the Board. SD and Chair to develop a paper and present to Board. <p>CONFIRMED WITHOUT DISSENT</p> | |
| 5.5 | Brief – Completion of Literature Review on Rural Mental Health Service Models Literature Review – complete document |
| The Board noted this review with appreciation and asked that further advice be tendered to assist the Board in progressing strategies on this issue. | |
| <p>Resolution: That the MNCLHD Governing Board noted the information submitted.</p> <p>CONFIRMED WITHOUT DISSENT</p> | |
| 5.6 | Feedback – Deputy Premier official visits <ul style="list-style-type: none"> • Kempsey District Hospital (9 May) and • Bellingen River District Hospital (14 May) |
| <p>Resolution: That the MNCLHD Governing Board noted official visits.</p> <p>CONFIRMED WITHOUT DISSENT</p> | |
| 5.7 | MNCLHD Governing Board – reappointment process/MSC |
| <p>Action: Letter from the Minister to be circulated to Board Members.</p> <p>VE noted that forms have been circulated to members whose terms expire this year. All forms have been returned. These will be forwarded to the Minister to go through the approval process.</p> <p>Action: Write to each individual MSC inviting them to apply for appointment to the Board of MNCLHD. Advertise publicly also.</p> <p>Resolution: That the MNCLHD Governing Board that for members with a term expiring Dec 2014, EOI will be required.</p> <p>CONFIRMED WITHOUT DISSENT</p> | |
| 5.8 | Appointment to Sub-Committees – new Board member |
| It was agreed that the new board member Elisabeth Ruthnam will be appointed to “Workforce Health and Safety” and “Close the Gap” committees. | |
| <p>Resolution: That the MNCLHD Governing Board note the appointment of Elisabeth Ruthnam to the ‘Workforce Health and Safety’ and “Close the Gap” committees.</p> | |

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| CONFIRMED WITHOUT DISSENT | |
| 5.9 | District Clinical Development <ul style="list-style-type: none"> Hospital Performance and Outcome Data |
| <p>The paper submitted by Board Member JS in relation to recent actions following recent reports from the BHI was discussed extensively. The fact that there would be more transparent and public reporting in respect of performance was noted and the suggestion that a leadership clinician group be established to examine this data was supported. This group would report to the CE and the Board.</p> <p>In addition to this function, the group would also be a vehicle for better understanding overall development of the Districts' medical profile including surgery and act as a sounding board for these issues.</p> <p>Resolution: That the MNCLHD Governing Board approve of the establishment of a clinician leadership group to examine the data and advise on the overall</p> | |
| CONFIRMED WITHOUT DISSENT | |
| G Directorate Updates | |
| Item 6 | Directorate Updates |
| | 6.1 Mental Health & Drug and Alcohol |
| | 6.2 Allied Health & Hosted Clinical Services |
| | 6.3 Public Health |
| | 6.4 Aboriginal Health & Primary Partnerships Noted appreciation of these reports. |
| | 6.5 Nursing, Midwifery & Workforce |
| | 6.6 Clinical Governance & Information Services |
| | 6.7 Financial Operations <ul style="list-style-type: none"> Brief – ABM Portal |
| | 6.8 Executive Support & Strategic Relations <ul style="list-style-type: none"> PMBH Expansion Project Community Update |
| | 6.9 Hastings Macleay Clinical Network – no report this month |
| | 6.10 Capital Works (no items) |
| <p>Resolution: That the Governing Board receive and note the information provided in Item 6. That the Board express an appreciation of these reports.</p> | |
| CONFIRMED WITHOUT DISSENT | |
| H Recommendations from Governance Committees | |
| Item 7 | Finance and Performance Committee |
| | 7.1 Confirmed Minutes of Meeting – 29 April 2014 <ul style="list-style-type: none"> Note that the April 2014 Minutes included in the Agenda have not yet been adopted by the Committee. Further noted that March 2014 Minutes need to be included in June Agenda. |
| | 7.2 Chair – Summary |
| | Health Care Quality Committee |
| 7.3 Confirmed Minutes of Meeting | |

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| 7.4 | Chair – Summary |
| MDAAC | |
| 7.5 | Confirmed Minutes of Meeting - 10 April 2014 |
| 7.6 | MDAAC Recommendations Approval & Critical Action Compliance Declarations |
| 7.7 | Chair – Summary |
| Workforce, Health & Safety Committee | |
| 7.8 | Confirmed Minutes of Meeting (meeting to be held in May) |
| 7.9 | Chair – Summary |
| Health Services Development & Innovation Committee | |
| 7.10 | Confirmed Minutes of Meeting |
| 7.11 | Chair – Summary April 2014 Noted that some staff members will be recognised in relation to their contribution. |
| Close the Gap Committee | |
| 7.13 | Draft Minutes of Meeting |
| 7.14 | Chair – Summary from meeting 25 February 2014 <ul style="list-style-type: none"> Aboriginal Health Report Card CTG Sub Committee TOR <p>Note the Chair’s report and Aboriginal Health Report Card, and that the Board note acceptance of the CTG Sub Committee TOR with the removal of naming the Chair of this committee. SD noted the positive results in relation to the aboriginal employment figures in MNCLHD.</p> |
| Community Engagement Committee | |
| 7.15 | Confirmed Minutes of Meeting – 5 March 2014 |
| 7.16 | Community Reference Group |
| 7.17 | Community Connections Report |
| 7.18 | Chair – Summary |
| <p>There was discussion in relation to the lack of administrative support for Community Engagement.</p> <p>Resolution: The matter of resourcing for Community Engagement is referred to SD. CE to present recommendations to service these responsibilities/duties.</p> <p>CONFIRMED WITHOUT DISSENT</p> | |
| <p>Resolution: That the Governing Board receive and note the reports provided in Item 7.</p> <p>CONFIRMED WITHOUT DISSENT</p> | |
| I Workplace Culture Action Plan | |
| Item 8 | 8.1 People Matter Survey <ul style="list-style-type: none"> Response Results for MNCLHD (3.2% after two days) <p>The Board noted that the response results to date are 11.2%.</p> <p>Resolution: That the Governing Board receive and note the information provided in Item 8.</p> <p>CONFIRMED WITHOUT DISSENT</p> |

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| J Quality & Safety (no items) | | |
| Item 9 | 9.1 | RCA Summary Report <ul style="list-style-type: none"> • RCA 029 • RCA 051 • RCA 069 Chair noted that the presentation from KR to last meeting was very valuable. It is recommended that these presentations are held regularly. KR to give another presentation to the June 2014 Meeting. |
| | 9.2 | Accreditation review (Kathleen Ryan) <ul style="list-style-type: none"> • Message from CE to all staff |
| | Resolution: That the Governing Board receive and note the information provided in Item 9. CONFIRMED WITHOUT DISSENT | |
| K For Information of the Board (Discussion by exception) | | |
| Item 10 | Items to be noted | |
| | 10.1 | New Ministry NSW – April 2014 |
| | 10.2 | Government Sector Employment Arrangements 23 April 2014 |
| Resolution: That the Governing Board receive and note the information provided in Item 10. CONFIRMED WITHOUT DISSENT | | |
| L General Business | | |
| Item 11 | General Business, Correspondence & Questions on Notice | |
| | 11.1 | Confidentiality (Standing Item) |
| | 11.2 | Draft Correspondence to Mary Foley – Integrated Care |
| | 11.3 | Draft Correspondence to Minister Skinner - Governance |
| | The Board endorsed the correspondence to Mary Foley – Integrated Care and the correspondence to Minister Skinner – Governance. These will both prepared for the signature of the Chair and forwarding to the individual parties. | |
| Resolution: That the Governing Board receive and note the information provided in Item 11. CONFIRMED WITHOUT DISSENT | | |
| M Upcoming visits and events | | |
| Item 12 | 2014 | |
| | Board meeting – 11 June (Port Macquarie Community Health Campus – Sam Sangster, Health Infrastructure in attendance) - Board Dinner – and tour of the campus | |
| | MNCLHD Innovation Awards – proposed date 12 June 2014 (Port Macquarie) | |
| | 2014 LHD Board Members Conference – Friday 20 June 2014 | |
| | Board meeting – 9 July (Dorrigo Multipurpose Service) | |
| | Board meeting – 13 August (Coffs Harbour Health Campus) | |
| | Board meeting – 10 September (Coffs Harbour Health Campus) - NB time 2pm-5pm | |
| | Board meeting – 8 October (Bellinger River District Hospital) | |
| Board meeting – 12 November (Port Macquarie Base Hospital) | | |

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| | Board meeting – 10 December (Coffs Harbour Health Campus) |
| General Business | |
| | <p><u>Quality</u> SD noted that \$16,000 in cash has been generated as sponsorship. This is mainly from sporting donations. These will be auctioned online etc.</p> <p><u>Fitpass</u> SD noted that approx. 1,000 staff responded to this survey. This is still being finalized.</p> <p><u>Chair attended Bellingen MSC yesterday</u> The Chair noted there are no complaints from MSC in Bellingen. Noted that CE meeting will be at the next Bellingen Meeting.</p> |
| Item 13 | Meeting closed at 6.20pm |