

MEETING MINUTES CONFIRMED

Wednesday, 12 October 2016

Commencing 3.00pm

FOCUS AREA: PERFORMANCE

Kempsey District Hospital – ED Meeting Room

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
A Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Jan Ryan (JRyan), David Kennedy (DK), Jo Sutherland (JS), Gail Whiteford (GW), Janine Reed (JR), Neville Parsons (NParsons)		For Noting	Chair	
Apologies: John Barrett (JB), Elizabeth Ruthnam (ER), Neil Porter (NPorter), Stephen Begbie (SB)		For Noting	Chair	
In Attendance: Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean (LL),		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions		For Noting	Chair	
<ul style="list-style-type: none"> Janine Reed noted her recent election to the Nambucca Shire Council. Quarterly update due in February. 				
B Presentations (1 hour)				
Item 1	Presentations/Discussions			
1.1	<p>Patient Story – Mary MacNamara, Gail Saul, Janet Roberts</p> <ul style="list-style-type: none"> Nervousness at night with male security staff. Could be addressed by midwife accompanying Security Officer during brief round. If a female Security Officer on duty prefer her presence on rounds for maternity. Issue with allowing exit and re-entry at night for breaks. Discussed need for security issues but staff to be mindful that patients do feel awkward being asked to be let out and back in at night. Outcomes: Feedback has been given at Ward meeting with discussion of the Patient Story and actions. Positive and negative feedback will be given to all staff involved in the presentation and birth. <p>ACTION: Standard question for reports submitted to HCQC – how is patient feedback incorporated into clinical operations.</p>	For discussion	Chair	1.1
1.2	<p>Presentation – Carmen Rechbauer HealthShare Food and Patient Support Services</p> <ul style="list-style-type: none"> Presentation covered the current process for delivery of food services and the proposal for future provision to increase responsiveness and increased food choice. <p>RESOLUTION: Board noted the presentation and thanked Carmen for her attendance.</p> <ul style="list-style-type: none"> Proposed changes look to make a positive impact. Possibly look at an education process for patients as to what we will provide from a nutritional point of view. 			1.2
Resolution: That the Governing Board receive and note the information provided in Item 1.				

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.	
C Minutes of Governing Board					
Item 2	2.1	Minutes of Meeting 14 September 2016	For Endorsement	Chair	2.1
	<p>Resolution: That the Minutes of the Governing Board's meeting of 10 August 2016 be confirmed as a true and accurate record.</p> <p>ENDORSED</p>				
D Business Arising					
Item 3	Action Table and follow up				
	3.1	Action Table	For Noting	Chair	3.1
	3.2	<p>Brief: Strategic Directions</p> <ul style="list-style-type: none"> Final Version <p>Resolution: That the Governing Board endorses the Strategic Directions document for publication</p> <p>CONFIRMED</p>	For Endorsement		3.2 3.2a
	3.3	<p>Brief: Hospital in the Home</p> <ul style="list-style-type: none"> HITH Quarterly Report Quarter 1 HITH Quarterly Report Quarter 2 <p>Resolution: That the Governing Board notes the information provided.</p> <p>ACTION: Further discussion required to provide advice on opportunities and plans for future utilisation of HITH. GMs to be asked to present at meeting (approx. date April 2017).</p>	For Discussion		3.3 3.3a 3.3b
	3.4	<p>Brief: Coffs Clinical Network plan – progress update</p> <p>November meeting to receive updated Brief</p>	For Noting		
	3.5	<p>Brief: Further Status update on recruitment of DCS at CHHC</p> <p>NOTED progressing to February commencement</p>	For Discussion		3.5
	3.6	<p>Letters of congratulation to team for Healthy Kids Bus Stop</p> <ul style="list-style-type: none"> Letter to Team Letter to Royal Far West Board <p>COMPLETED - letters sent October 2016</p>	For Noting		
	3.7	<p>Brief: Accreditation Progress Update</p> <ul style="list-style-type: none"> Refer to Item 5.3 	For Discussion		
	3.8	<p>Health Needs Profile to be listed on MNCLHD / PHN joint meeting – completed – Meeting held 5 October 2016</p> <p>NOTED</p>	For Noting		
	<p>Resolution: That the Governing Board note the update on Action items. Items finalised with no further actions will be removed from the Action Table.</p>				
E Chief Executive's Report					
Item 4	4.1	<p>Chief Executive's Report and Attachments:</p> <ul style="list-style-type: none"> Tabled Letter from G Loy regarding the July Performance update. <p>ACTION: CE1 -. Request that the matters raised be referred to appropriate Committees.</p> <ul style="list-style-type: none"> Advised that the results for the People Matters Employment Survey have been received <p>ACTION: – Brief to be provided to Board in November. This item to be for consideration at November meeting as first item in place of Patient Story.</p> <ul style="list-style-type: none"> Medical enhancement Kempsey: The District made 	For Discussion		4.1

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
	<p>funding available in this year's budget for Kempsey Hospital to consider further requirements related to the new development. Also proposed to transition the HDU to a Closed Observation Unit medical support for the evening and additional medical support in Emergency. Noting proposed change to KDH from High Dependency Unit to Close Observation Unit feedback from current staff have raised some concerns with opportunities to maintain skill levels.</p> <ul style="list-style-type: none"> Kempsey Integrated Care: The District will be approaching the PHN and the NSW MoH to see whether the NVIC project can be expanded to Kempsey. The focus is on the role of all health care providers and their availability to support the local population and their needs. <p>RESOLUTION: Endorse the extension of the Integrated Care Project into Kempsey and support endeavours of the CE to seek dedicated funding. To use the learnings from the Nambucca project to inform the Kempsey initiative.</p> <ul style="list-style-type: none"> BHI: A briefing has been provided by the Chief Executive of BHI about the release of an upcoming report into 30-day mortality and morbidity for Acute Myocardial Infarction, Ischaemic Stroke, Congestive Heart Failure, Pneumonia, Haemorrhagic Stroke, Hip Fracture and Chronic Obstructive Pulmonary Disease for the period from 2013-2015. <p>RESOLUTION: Refer the report to HCQC for review, guidance and reporting.</p> <ul style="list-style-type: none"> Extraordinary Patient Safety Matters for September <p>ACTION: Seek advice on current systems in place for clinical governance to be made aware of, review and report on incidents and how these are managed and/or investigated. Board to be provided with a Brief on this action in November.</p> <p>ACTION: Follow-up with having a member of Board to be appointed to the Internal Audit Committee.</p> <ul style="list-style-type: none"> District has four finalists at the NSW Health Quality and Innovation Awards <ul style="list-style-type: none"> Aboriginal Wellbeing Hospital Discharge Booklet, Finalist, Patients as Partners Hub and Spoke, Finalist, Integrated Health Care Hypofractionated Post Mastectomy Radiotherapy MNCCI, Finalist, Translational Research VIP: Vocational Intervention Program, Finalist, Collaborative Team 			
4.2	<p>Chief Executive's Key Performance Indicators</p> <p>RESOLUTION: To list the Tier 1 and Tier 2 for discussion at November meeting</p>	For Discussion		4.2

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
Resolution: That the Governing Board receive and note the information provided in Item 4.				
F Strategic Matters for discussion and/or endorsement				
Standing items				
5.1	Budget		Chair	
5.2	Premier's Priorities for Health: <ul style="list-style-type: none"> Improving service levels in hospital NEAT NEST Tackling Childhood Obesity Reducing Domestic Violence 		Chair/CE	
5.3	Risk Management Progress Brief: National Standards Progress Update <ul style="list-style-type: none"> National Standards Progress Report Discussion: <ul style="list-style-type: none"> Board noted CE has now instituted fortnightly meetings with each Standard. Board encouraged the option of supporting innovative activities/research projects around management of medication ACTION: <ul style="list-style-type: none"> Board to be advised of which Executive has carriage of each standard committee. Gap Analysis to be provided to Board. 	For Endorsement	Chair	5.3 5.3a
Resolution: That the Governing Board Governing Board note: <ol style="list-style-type: none"> The progress with recommendations Further Brief with full gap analysis to be submitted to the December meeting. CONFIRMED				
Other items				
5.4	Brief: MNCLHD Workforce Plan Framework & Toolkit <ul style="list-style-type: none"> Workforce Planning Framework Workforce Planning Toolkit Workforce Plan Workforce Plan Template Discussion: <ul style="list-style-type: none"> Noted work around Allied Health Future planning Ageing workforce: Retirement of workforce – impact over the next 10 years Comments to be referred to workforce committee.	For Endorsement	Chair	5.4 5.4a 5.4b 5.4c 5.4d
Resolution: That the Governing Board formally endorse the final version noting this document will be prepared for official launch at the Annual Public Meeting in December. CONFIRMED				
5.5	CE Performance Review <ul style="list-style-type: none"> Brief: CE 2015/16 Performance Assessment Brief: CE 2016/17 Performance Agreement 	For Discussion	Chair	5.5 5.5a
Resolution: That the Governing Board notes the information provided. ENDORSED				
5.6	NSW Health Chemotherapy Report – Brief to be provided to November meeting	For Discussion	Chair	

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
	<ul style="list-style-type: none"> Prescribing of Chemotherapy Report 			5.6a
Resolution: That the Governing Board notes the report and a brief will be provided to the November meeting.				
G Directorate Updates				
Item 6	Directorate Updates			
6.1	<p>Mental Health & Drug and Alcohol</p> <ul style="list-style-type: none"> Brief – Mental Health Performance January to March 2016 <p>Discussion: Both Mid North Coast Boards (LHD and PHN) to respond to report and future considerations. Looking at different management structure requiring change and accountabilities of staff and management. Look at better alignment to mainstream services.</p> <p>ACTION: Distribution of the report to PHN. John Leary be invited to attend Board and discuss future directions of Mental Health.</p>	For Noting		6.1 6.1a
6.2	<p>Allied Health & Integrated Care</p> <ul style="list-style-type: none"> MNC Musculoskeletal Primary Health Care Initiative <p>Integrated care project appears to be delivering benefits to the community.</p>	For Noting		6.2 6.2a
6.3	<p>Public Health</p> <ul style="list-style-type: none"> Brief – Immunisation Action Plan North Coast Immunisation Plan <p>Discussion: Noted performance is not optimal but strategies in place to progress these indicators.</p> <p>Resolution: That the Governing Board receive and note the information provided in Item 6.3.</p>	For Noting		6.3 6.3a 6.3b
6.4	Aboriginal Health & Primary Partnerships	For Noting		6.4
6.5	<p>Nursing, Midwifery & Workforce</p> <ul style="list-style-type: none"> Brief: 2016/17 Insurance Renewal Insurance Renewal Presentation Brief: icare Insurance claim forms Icare Insurance forms <p>Resolution: That the Governing Board receive and note the information provided in Item 6.5. Board extends congratulations to those involved. CONFIRMED</p>	For Noting		6.5 6.5a 6.5b 6.5c 6.5d
6.6	<p>Clinical Governance & Information Services</p> <ul style="list-style-type: none"> Incident Management Report HCQC Data Report Patient Safety and Quality Report 	For Noting		6.6 6.6a 6.6b 6.6c
6.7	Financial Operations and Asset Management	For Noting		6.7
6.8	Communications & Strategic Relations	For Noting		6.8
6.9	Coffs Clinical Network Report	For Noting		6.9

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.	
6.10	Hastings Macleay Clinical Network Report	For Noting		6.10	
Resolution: That the Governing Board receive and note the information provided in Item 6.					
H Recommendations from Governance Committees					
Item 7	Finance and Performance Committee				
	7.1	Endorsed Minutes of Meeting – 23 August 2016	For noting	7.1	
	7.2	Chair – Summary <ul style="list-style-type: none"> Noting risk in relation to achievement of revenue targets. 	For Discussion	7.2	
	Health Care Quality Committee				
	7.3	Confirmed Minutes of Meeting – 29 August 2016	For Noting	7.3	
	7.4	Chair – Summary <ul style="list-style-type: none"> Presentations from Mental Health 	For Noting	7.4	
	MDAAC				
	7.5	Endorsed Minutes of Meeting – 11 August 2016	For Noting	7.5	
	7.6	CACD & Recommendations	For Noting	7.6	
	7.7	Chair – Summary <ul style="list-style-type: none"> New appointment of Clinical Director Oral Health 	For Discussion	7.7	
	Workforce, Health & Safety Committee				
	7.8	Confirmed Minutes of Meeting – 15 August 2016	For Noting	7.8	
	7.9	Chair – Summary <ul style="list-style-type: none"> Allied Health Workforce Plan Update Investigation Review ACTION: to a future meeting will bring a report of handling of grievance process and management. To include analysis of key issues and resulting recommendations. Stephen Rodwell to attend and lead discussion.	For Discussion	7.9a 7.9b	
	Health Services Development & Innovation Committee (No Items)				
	7.10	Minutes of Meeting - next meeting 7 October 2016	For Noting		
7.11	Chair – Summary	No Items			
Close the Gap Committee					
7.13	Confirmed Minutes of meeting – next meeting	For Noting			
7.14	Chair – Summary	No Items			
Community Engagement Committee					
7.15	Endorsed Minutes of Meeting – next meeting 28 November	For Noting			
7.16	Community Reference Group Minutes	For Noting			
7.17	Community Connections Update	For Noting			
7.18	Chair – Summary	For Noting			
Resolution: That the Governing Board receive and note the information provided in Item 7.					
J Quality & Safety					
Item 8	Risks identified at Governing Board meeting				
	8.1	List of risks identified during the meeting to be forwarded to Clinical Governance for consideration <ul style="list-style-type: none"> Medication Management 			
K For Information of the Board (Discussion by exception)					
Item 9	Correspondence				

ITEM / DESCRIPTION		ACTION	CARRIAGE	ATT No.
9.1	Letter from Elizabeth Koffs re Excellent results in BHI Report	For Noting	Chair	9.1
Resolution: That the Governing Board receive and note the information provided in Item 7.				

L General Business				
Item 10	General Business & Questions on Notice			
10.1	Confidentiality (Standing item)	For Noting	Chair	
10.2	Council of Chairs Meeting	For Noting	Chair	
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 11	2016			
9 Nov	Port Macquarie Base Hospital			
14 Dec	Annual Public Meeting – 1-2.30pm venue – Cavingbah Centre			
14 Dec	Coffs Harbour Health Campus – 3.00pm			
There being no further business the meeting closed at				