

MEETING MINUTES - ENDORSED

Wednesday, 9 September 2015

Commencing 3.00pm

Strategic Focus: eHealth

Coffs Harbour Health Campus 025

& Videoconference: PMCHC, MNCCI

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
A Attendance and Declarations				
<u>Welcome:</u> Warren Grimshaw AM, Chair.				
Present: Warren Grimshaw Chair (WG), Janine Reed (JReed), David Kennedy (DK), Neville Parsons (NParsons), Joanna Sutherland (JS), John Barrett (JB) <i>(attendance to be confirmed)</i>		For Noting	Chair	
Apologies: Gail Whiteford, Jan Ryan, Elizabeth Ruthnam, Neil Porter (NPorter),		For Noting	Chair	
In Attendance: Bronwyn Chalker (BC), Vanessa Edwards (VE), Lynn Lelean (LL), Theresa Beswick (TB), Alan Tankel (AT) [3.30-4.15pm].		For Noting	Chair	
Declaration of Pecuniary Interest, Conflict of Interest and Related Transactions: <ul style="list-style-type: none"> Add Joanna Sutherland re PHN Director. Updated register to be submitted in full on quarterly basis.		For Noting	Chair	
B Presentations				
Item 1	Presentations/Guests			
1.1	<p>Patient Story: Video presentation</p> <p>Use videos to educate and inform staff.</p> <p>Ask the patient rather than make assumptions. Specifically in relation to patients in wheelchairs or patients with limited mobility.</p> <p>Videos to be used in delivery of staff education. Update on the video library to be provided to future meeting.</p>	For discussion	Chair	
1.2	<p>Strategic Discussion: John Lambert, eHealth Chief Clinical Information Officer (David Drane)</p> <p>Discussion:</p> <ul style="list-style-type: none"> Development of system wide capacity – not individual resource. Clinician engagement – more productive use of existing resources. Build better tools. Business Case – now drafted. Going live with programs from Mar-Apr 2016. If pilots indicate the new system is user friendly and has positive influence on patient care and medication management. Should we wait until funding is available for all facilities or roll out only at selected hospitals. <ul style="list-style-type: none"> Projected savings are evident however funding is available for staged rollout. As sites take up the technology there may also be further improvements. 	For discussion	Chair	

ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT NO.
		<ul style="list-style-type: none"> How does clinical information make it from bedside to the electronic system? <ul style="list-style-type: none"> Requires network capacity, Wi-Fi and devices. <p>ACTION: Kathleen Ryan to provide further information on timeframes for implementation of systems.</p>			
Resolution: That the MNCLHD Governing Board note the information contained in the presentations and extend thanks to John Lambert.					
C Minutes of Governing Board					
Item 2	2.1	Minutes of previous Meeting - 12 August 2015	For Endorsement	Chair	2.1
Resolution: That the Minutes of the Governing Board's meeting of 12 August 2015 be confirmed as a true and accurate record.					
CONFIRMED WITHOUT DISSENT					
D Business Arising					
Item 3	Action Table and follow up				
	3.1	Action Table to be received for review at October meeting <ul style="list-style-type: none"> Noted update on USB Privacy issue – legal advice has been received and formal Brief will be tabled at October meeting. 	No items		-
Resolution:					
ITEM / DESCRIPTION			ACTION REQUIRED	CARRIAGE	ATT NO.
E Chief Executive's Report					
Item 4	4.1	Chief Executive's Report for July 2015 (and attachments) <ul style="list-style-type: none"> 2015-16 Initial Capital Allocation Macksville Hospital CSP Cross Border flows Acting CE Bronwyn Chalker spoke to the Report noting: <ul style="list-style-type: none"> Integrated care project progressing Seeking to extend the existing partnership with SilverChain in Palliative care to Hastings Macleay area. Planning resourcing needs to be resolved. Options are to continue purchasing this service from HNELHD or recruit permanently to a local position. <p>ACTION: Position paper to be provided to the next meeting.</p> <ul style="list-style-type: none"> Noted three MNCLHD nursing staff were recognised at NSW Health Excellence in Nursing and Midwifery Awards with Fiona Simpson from KDH receiving the State award for 'Excellence in Midwifery – Registered Midwife' <p>ACTION: Letter of congratulations to winner of Nursing Award and Finalists.</p>	For Discussion		4.1 CE1 CE2 CE3
	4.2	Chief Executive's Key Performance Indicator Report	No items		-
Resolution: That the Governing Board receive and note the information provided in Item 4.					

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
F Strategic Matters for discussion and/or endorsement				
Standing items				
5.1	Budget:	No Items	Chair	
Resolution:				
Other items				
5.2	Confidential Matter for discussion <i>In camera – refer to Confidential File note 5.2</i>	For Discussion	Chair	
Resolution: That the Governing Board ...				
5.3	Brief: MNCLHD Operational Plan EOY 2014/2015 & <ul style="list-style-type: none"> Plan Brief: MNCLHD Operational Plan Draft 2015/2016 & <ul style="list-style-type: none"> Plan (NB previously submitted in July) 	For Endorsement (Resub)	Chair	5.3 5.3a 5.3b 5.3c
Resolution: That the Governing Board endorses:				
<ol style="list-style-type: none"> The end of year results reported by the Operational Plan 2014/15. The draft Operational Plan for 2015/2016. 				
Discussion:				
<ul style="list-style-type: none"> Note when we have planning discussions that any changes to priorities will need to be recorded. Noting further information to be provided on Hospital in the Home. Governing Board requests update on progress against the 2015/16 Operational Plan. 				
CONFIRMED WITHOUT DISSENT				
5.4	Brief: Unplanned readmissions	For Discussion	Chair	5.4
Resolution: Although improvements were made in 2014/15, the focus on unplanned readmission will continue in the 2015/16. Aim for unplanned readmissions rate of 5.8% and the improvement of the quality and safety of patient care.				
That the Governing Board note the following initiatives to be actioned throughout 2015/16:				
<ul style="list-style-type: none"> Collaborate with Integrated Care and Primary Health pathways. Utilise Health Round Table Unplanned Readmissions Working Party recommendations. Utilise the ABM Portal to identify and address clinical variation. Work with Primary Health care providers (GPs) to improve community management of health needs in high risk patients 				
CONFIRMED WITHOUT DISSENT noting the work being done in this area.				
5.5	Brief: Extension of Pharmacy Services Agreement at PMBH	For Endorsement	Chair	5.5
Resolution: That the Governing Board approves the exercising of the option to extend the Pharmacy Services Agreement of a further term of five years subject to the agreement of the Pharmacist Provider and the approval of NSW Health.				
CONFIRMED WITHOUT DISSENT				
Board noted the need for these items to be provided to the Board with more appropriate advance notice.				
5.6	Brief: Health Promotion Review <ul style="list-style-type: none"> Review Review Summary HP Team Feedback 	For Discussion (Resub)	Chair	5.6 5.6a 5.6b 5.6c
Discussion:				
<ul style="list-style-type: none"> Need to note the potential industrial issues. Affected staff will be subject to an industrial process to find appropriate positions where possible. 				

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	<ul style="list-style-type: none"> Consultation is listed as Coffs Harbour and Port Macquarie. Noted that Networks cover the other LGAs. If envisaged as a separate Statutory body there needs to be a Business Case which details the structure and accountability. <p>Resolution: That the Governing Board noted the proposal and are in agreement with seeking change in delivery model for Health Promotion however seek the following information to be resubmitted for consideration:</p> <ul style="list-style-type: none"> Preparation of a formal Business case based on identifiable area within the MNCLHD Strategic Plan Advice on Legal implications Development of a Governance structure Documented accountabilities. <p>CONFIRMED WITHOUT DISSENT</p>			
G Directorate Updates				
Item 6	Directorate Updates			
6.1	Mental Health & Drug and Alcohol	For Noting		6.1
6.2	Allied Health & Integrated Care <ul style="list-style-type: none"> Board requested further briefing on issues identified in Item 8 of the report. Child Protection is identified as a strategic issue of importance to the Board. 	For Noting		6.2
6.3	Public Health <ul style="list-style-type: none"> Research – Project Update 	For Noting		6.3 6.3a
6.4	Aboriginal Health & Primary Partnerships	For Noting		6.4
6.5	Nursing, Midwifery & Workforce	For Noting		6.5
6.6	Clinical Governance & Information Services	For Noting		6.6
6.7	Financial Operations and Asset Management <ul style="list-style-type: none"> Fundamental issues can emerge from the pressure of redevelopment of a large facility. Performance across financial, surgical and staffing can be impacted. Lessons from PMBH redevelopment need to be examined. Due diligence in relation to CHHC for anticipated redevelopment should be commenced. <p>RESOLUTION; Board resolved to note the potential stress issues at CHHC and other facilities undergoing upgrade/redevelopment.</p> <p>CONFIRMED WITHOUT DISSENT</p>	For Noting		6.7
6.8	Communications & Strategic Relations	For Noting		6.8
6.9	Coffs Clinical Network Report <ul style="list-style-type: none"> Board noted two specific issues: <ul style="list-style-type: none"> staffing at Macksville and Bellingen capacity at CHHC to meet demand. 	For Noting		6.9
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			

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
7.1	Endorsed Minutes of Meeting - July 2015	For noting		7.1
7.2	Chair – Summary <ul style="list-style-type: none"> Procedure to allocate reserves for capital items – Framework for this has been developed and any such commitment to be submitted to the Finance Committee. 	For Discussion		7.2
Health Care Quality Committee				
7.3	Confirmed Minutes of Meeting – July 2015 <ul style="list-style-type: none"> August 2015 HCQC Date Report Summary 	For Noting		7.3 7.3a
7.4	Chair – Summary of May meeting <ul style="list-style-type: none"> Noted this committee is becoming increasingly functional. Good reporting processes via this committee. Review of implementation of RCA recommendations has progressed. 	For Discussion		7.4
MDAAC				
7.5	Confirmed Minutes of Meeting – 9 July 2015	For Noting		7.5
7.6	MDAAC Recommendations, Approval & Critical Action Compliance Declarations	-		-
7.7	Chair – Summary of August meeting	For Discussion		7.7
Workforce, Health & Safety Committee				
7.8	Minutes of Meeting – 20 July 2015	For Noting		7.8
7.9	Chair – Summary	For Discussion		-
Health Services Development & Innovation Committee				
7.10	Draft Minutes of Meeting	No Items		-
7.11	Chair – Summary	No Items		-
Close the Gap Committee				
7.13	Confirmed Minutes of meeting	No items		-
7.14	Chair – Summary <ul style="list-style-type: none"> Aboriginal Health Report Card 	For Discussion		7.14 7.14a
Community Engagement Committee				
7.15	Confirmed Minutes of Meeting – July 2015	For Noting		7.15
7.16	Community Reference Group	No items		-
7.17	Community Connections –	No items		-
7.18	Chair – Summary	For Discussion		7.18
Resolution: That the Governing Board receive and note the information provided in Item 7.				
I (Item 8) Workplace Culture Action Plan (No Items)				
J Quality & Safety				
Item 9	RCA Reporting			
9.1	RCA Summary report	For Noting	Chair	9.1

ITEM / DESCRIPTION		ACTION REQUIRED	CARRIAGE	ATT NO.
	<ul style="list-style-type: none"> RI 15 382 RI 15 253 			9.1a 9.1b
Resolution: That the Governing Board receive and note the information provided in Item 9.				
K (Item 10) For Information of the Board (Discussion by exception)				
Item 10	Correspondence			
	10.1		Chair	10.1
	10.2		Chair	10.2
Resolution: That the Governing Board receive and note the information provided in Item 10.				
L General Business				
Item 11	General Business & Questions on Notice			
	11.1	Confidentiality (Standing item)	For Noting	Chair
Resolution: That the Governing Board receive and note the information provided in Item 11.				
M Upcoming visits and events				
Item 12	2015			
	Board Meeting – October (Kempsey District Hospital)			
	Board Meeting – November (CHHC)			
	Annual Public Meeting – 2 December (Port Macquarie)			
	Board Meeting – 9 December (PMBH)			
There being no further business the meeting closed at				