

## **MEETING MINUTES - Endorsed**

DATE: Wednesday 10 April 2019

TIME: 2pm to 6pm

**VENUE: Kempsey Primary Community Health VC Room–** (VCN CHHC PMCHC)

Item ,	Description Action Att
Attend	dance and Declarations
Welco	me: Warren Grimshaw AM, Chair
	it: Warren Grimshaw AM Chair (WG), Neville Parsons Deputy Chair (NParsons), Janine Reed (JR), Dr Jennifer Beange (JBeange), Dr Joanna Sutherland, Rev. Dr John Barrett OAM (JBarrett), Susan McGinn (SG), gies: David Kennedy (DK), Neil Porter (NP), Dr Stephen Begbie, Dr Timothy Francis (TF)
	endance: Chief Executive Stewart Dowrick (SD), Vanessa Edwards (VE), Lynn Lelean (LL), Dr David Lunnay ever), Julie Usher Minutes
Declar	ation of Pecuniary Interest, Conflict of Interest and Related Transactions: Nil
Item 1	: Presentations/Discussion
1.1	Meet with PMBH People Matter Employee Forum (PMEF) Members The Board met with PMEF Member based at Kempsey.
1.2	Patient Story – Aaron's Story
	Ro Stirling-Kelly presented a Patient Story of a child in out of home care who has mental and physical challenges and experiences difficulties accessing services in the Emergency Department. The Patient and Family Centred Care team have facilitated sessions with this family to improve their experience and developed an individualised Top 5 Plan to support a consistent approach to Aaron's care when he presents at ED.
	<ol> <li>Resolution: The MNCLHD Governing Board:         <ol> <li>Action: WG write to Ro Stirling-Kelly of the Patient and Family Centred Care team to congratulate them for the response to this family and the initiatives put in place to support the issues of the child and family when they present to ED.</li> <li>Action: KR to review if the Top 5 model could be used in other hospitals in the district to support children and families with similar issues.</li> </ol> </li> </ol>
1.3	Dr David Lunnay on behalf of Chair of Kempsey Medical Staff Council  Dr Lunnay on behalf of the Chair of the Kempsey Medical Staff Council provided the following update with regard to Physician Services recommendations from the Reid Report:





- Recommendation 1
  - The KDH MSC TOR's are complete and membership has been reviewed and agreed.
     Doctors will have medical input only. The MSC is run from a clinical perspective and is functioning well.
- Recommendation 2:
  - The MSC is very pleased with the physician appointments however note that these positions are not full time permanent, as they rotate through other hospitals. The Rehabilitation Physician position still needs to progress.
- Recommendation 3:
  - o The Registrar is not accredited. This is currently held by a JMO position
- Recommendation 6:
  - There have been no changes to transfer of KDH patients to Port Macquarie. Currently relying on a second anaesthetist.
- Recommendation 7:
  - The MSC believe an orthopaedics (fracture clinic) could support itself at KDH.
     Cardiology outpatient services are provided at PMBH after the relocation to Port Macquarie.
  - Some GP's have expressed an interest at having rooms at the hospital but this has not been progressed.
  - Recruitment is slow with positions not advertised until resignation provided in writing.
  - Recommend that any new physician at the hospital, should also work as a general
    practitioner within Kempsey noting however that this may limit the number of suitable
    applicants. This should be considered as part of the recruitment criteria. The service
    has employed four new graduates in recent years who are maintaining the service.
- Recommendation 8:
  - Progress has been made to increase the number of beds
  - The PHN are working on increasing the number of GP's available in Kempsey to reduce the number of presentations to ED.
- Recommendation 10:
  - The MSC would like consideration to be given to a dedicated DDMS role for KDH and not a shared resource with PMBH.

Dr Lunnay also mentioned the importance of an intro utero ultrasound service.

#### **Resolution:** The MNCLHD Governing Board:

- 1. Noted Dr David Lunnay's comments on behalf of the Kempsey Medical Staff Council
- 2. **Noted** the request for outpatient clinics
- 3. **Noted** the Board have been anxious about improving health services at Kempsey. The progress that has been made in terms of the delivery of services at Kempsey has been significant.

#### **Item 2: Minutes and Action Table**

2.1 Minutes

2.1.1 Minutes of Meeting – 13 March 2019



# Health Mid North Coast Local Health District

	Resolution: The MNCLHD Governing Board endorsed the Minutes of meeting 13	<u> March 2019</u>
2.2	Actions	
	2.2.1 Action Table	
	Resolution: The MNCLHD Governing Board noted the Action table.	
	2.2.2 Action: Emergency Department Security	Refer Item 4.6
	SD to write to NSW Health to find out what the expected standard of security is across the state, including any guidelines in how this should be	
	addressed.	
	2.2.3 Action: Workforce Plans	Refer Item 4.4
	VS to prepare proposals on next steps and implementation time frame.	

### Item 3: Strategic Items for endorsement and/or discussion

3.1 Chief Executive's Report & Attachments

Stewart Dowrick provided an update on the following issues:

- Macksville Redevelopment advice has been received that due to the recent caretaker convention
  there may be a slight delay in the expected completion of this project as tenders could not be
  awarded. This delay is not expected to be material in the scheme of the project.
- Macksville CT Scanner The final business case is not yet available.
  - Resolution: The MNCLHD Governing Board noted the update provided by the Chief Executive, and the representations the CE has received from Dr Alison Mitchell Director Macksville Hospital Emergency Department with regard to a CT service.
  - The Board await the final business case report from Paxton.
- Coffs Harbour Health Campus Expansion: Although concerns continue to be raised with regard to
  car parking spaces, there will be no net loss of car park spaces for the new build. During the
  construction phase however, there will be some impact and this will remain throughout the build.
- Emergency Treatment Performance (ETP) and Transfer of Care (TOC) the Nurse Navigator role at CHHC is working well. The Transit Lounge at CHHC is also working well and discharge rates have increased considerably year on year. Patient flow at Macksville is being reviewed. PMBH is participating in Patient Flow short term initiatives as part of a state collaborative. ED presentations have increased across the district.
- Paper: People Matter Employee's Culture and Wellbeing Forum Feedback 14 March 2019.
  - Resolution: The MNCLHD Governing Board noted the update.
- Paper: MNCLHD Exit Survey. **Resolution: The MNCLHD Governing Board noted the Exit Survey** and requested advice on how often the format is reviewed and how many are completed.
- MNCLHD Executive Clinical Council Advisory Group The inaugural meeting of the Executive Clinical Council Advisory Group will take place in May.





- Cardiology Services Coffs Harbour The review is due to commence in May and the draft TOR's have been completed.
- Network DMS CHHC and PMBH recruitment is continuing and interviews will be held in the near future.
- PMBH Expanded Acute Inpatient Mental Health Unit the MoH have agreed to allocate additional funds of \$500k to this project.
- Mental Health Models of Care the NSW Audit Office is visiting district mental health services to better understand models of care and the issues affecting frontline service delivery staff.
- Patient Safety Accounts The MoH provided feedback on the District's 2018/19 Safety and Quality Accounts. The District was commended for its high quality submission, demonstrated commitment to accreditation and outstanding achievements in the National Surgical Quality Improvement Program.
- New Street Services A fully funded service is now available for the district and more information will be provided on this at the May Board meeting.
- NSW Regional Health Partners The End of Life Research Project is supported.
- Adjunct Appointments Robyn Martin, Jane Evans, Theresa Beswick, Paul Corben and Kathleen Ryan have been awarded Adjunct Associate Professor positions with Charles Sturt University; Vicki Simpson has been awarded an Adjunct Associate Professor position with Newcastle University.
- District Budget The District has reported a balanced budget.
- 2019/20 Budget Negotiations Budget negotiations are still continuing. The Budget for 2019/20 will receive the smallest in growth monies in some time and the budget will be tight.
- CTG There have been pleasing results for the LHD with regard to CTG.
- Brief: Macksville Maternity The Chief Executive advised of a recent neonatal incident at Macksville hospital.
  - Resolution: The MNCLHD Governing Board:
  - Noted the contents of the brief and the verbal update provided by the Chief Executive.
  - Expressed concern that training needs have been identified in the clinical review but not yet undertaken and the service is operational again. The Board requested assurance that training is occurring and the delivery of patients is secure.
  - Noted the Macksville MSC and the Director Emergency Department have requested the service be ceased.
  - Noted the risk in the locum being the only person on call 24/7 to provide obstetric services.
  - Noted that the service is the subject of the Nicolls review. The matters raised are also being considered by SET and a number of options are being explored for Macksville in the review.
  - **Requested** the MSC be part of the working group.
  - **Noted** that some women wish to birth on country and that community engagement is important with any decision making.
  - Requested they be involved in decisions for this service as they occur and have requested recommendations in the next six-month period.





Paper: ICAC Collaborative Strategic Project with NSW Health – the project was noted Email: NSW Ministry changes – the changes were noted Letter: CE to Dr Colin Farquharson regarding Kempsey District Hospital Services and Development – the letter was noted. The Chief Executive provided a verbal update regarding the GIPA at PMBH. **Resolution:** The MNCLHD Governing Board: 1. Noted the Chief Executive's Report and attachments 3.2 Brief & Report: MNCLHD Health System Performance Report **Resolution:** The MNCLHD Governing Board: 1. Received and noted performance of the LHD KPIs 3.3 Leading Better Value Care (Standing item) The Board suggested that Leading Better Value Care, Integrated Care and financial resources could be tied together to review outcomes. This will also provide an opportunity to review growth monies and drive the way of doing things better and managing resources. **Resolution:** The MNCLHD Governing Board: 1. The Board **noted** the discussion. 3.4 Brief & Attachment: MNCLHD Digital Strategy 2019 - 2023 The Board expressed concern that some of the initiatives identified for implementation in years four and five will be too late because technology is moving so quickly. **Resolution:** The MNCLHD Governing Board: 1. Endorsed the MNCLHD Digital Strategy 2019-2023 2. **Noted** the comments with regard to year four and year five initiatives 3.5 Brief & Attachments: MNCLHD Clinical Governance Framework 2019 **Resolution:** That the MNCLHD Governing Board: 1. **Endorsed** the MNCLHD Clinical Governance Framework 2019 3.6 Brief & Attachments: MNCLHD Safety and Quality Account **Resolution:** The MNCLHD Governing Board:

1. **Noted** the feedback on the content and quality of the Account and noted the excellent result.



# Health Mid North Coast Local Health District

ERNMENT	Local Health District  2. Endorsed collaborative approach to monitoring, developing and updating the 2019-20 Account due
	<ul> <li>in October 2019</li> <li>3. Action: The Board requested a report on items identified in the 2017 Accreditation survey including matters outstanding and any gaps identified.</li> </ul>
3.7	Aged Care - Progress of implementation of Strategic Plan
	Resolution: The MNCLHD Governing Board:
	1. Noted this issue.
3.8	Out of Hospital Care (outpatients)
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> this issue.
3.9	Clinical Engagement
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> this issue.
3.10	Brief & Attachments: MNCLHD Aboriginal Health Dashboard
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> the 2019 MNCLHD Aboriginal Health Dashboard Report
	2. <b>Noted</b> the CTG Sub Committee Chair has requested a brief from the respective SET lead on the three
	key areas which are underperforming and the strategies in place to improve and monitor
	<ul><li>performance.</li><li>Noted advice from the CE that antenatal smoking among aboriginal mothers is increasing across</li></ul>
	the state.
3.11	Brief & Attachments: MNCLHD Proposal for Sponsorship Approval Process
	Resolution: The MNCLHD Governing Board:
	1. <b>Endorsed</b> the adoption of the sponsorship process with review date of April 2021. The process to
	include budget parameters to support the requests.
	2. <b>Endorsed</b> SET members discretionary spend at a delegated authority amount.
	3. <b>Endorsed</b> the Finance and Performance Committee as the governing body of all sponsorships above
	SET delegated authority amount, to ensure necessary transparency and understanding.  4. <b>Endorsed</b> that a report on sponsorships be provided to the Board on a six monthly basis.
3.12	Brief & Attachments: MNCLHD Proposal to continue hosting NSW Rural Health Research Alliance
	Resolution: The MNCLHD Governing Board:
	Endorsed MNCLHD to continue to host the NSW Rural Health Research Alliance and support of this
	entity
	2. <b>Noted</b> MNCLHD Research Capability Review 2014-2018



# Health Mid North Coast Local Health District

ERNMENT	Local Health District
3.13	Brief: MNCLHD Submission for Medical Research Future Fund Rapid Applied Research Transition Grant
	Resolution: That the MNCLHD Governing Board:
	1. <b>Noted</b> the information provided in the Brief and the project team members
Item 4:	Operational Items
4.1	Brief & Report: Sinclair/Barker Review – Progress update (standing item)
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> the information provided in the brief and report.
4.2	Brief & Attachment: MNCLHD Cyber Security
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> the current cybersecurity landscape in which MNCLHD is operating and the requirements to
	ensure the District's cybersecurity defences are fit for purpose and compliant with the NSW Cyber Security Policy.
	<ol> <li>Noted that a Cyber Security progress report will be provided to the Board every six months.</li> </ol>
4.3	Brief & Attachment: MNCLHD Enterprise Wide Risk Management Update
	Resolution: The MNCLHD Governing Board:
	1. <b>Endorsed</b> the request for an out of session endorsement for the January to March 2019 quarterly
	report to the Ministry of Health. This Report will be circulated for out of session endorsement after the Board meeting on 10 April 2019.
	2. <b>Noted</b> the future reporting to the Board of the system-wide trends analysed by the Ministry of
	Health and potential impact on the MNCLHD
4.4	Brief & Attachment: MNCLHD Draft Medical Workforce Plan Stage 2 Approach
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> and are pleased with progress of the draft Medical Workforce Plan Stage 2
	2. <b>Endorsed</b> progress of the work outlined in the discussion paper for the medical workforce
4.5	Brief & Report Card: MNCLHD Hepatitis C
	Baselution The MACCUID Comming Departs
	Resolution: The MNCLHD Governing Board:  Noted the information in the Brief and Bonort Card
4.6	Noted the information in the Brief and Report Card  Brief 8. Attachments MNCLUD Emergancy Department Security Undete
4.6	Brief & Attachments: MNCLHD Emergency Department Security Update
	Resolution: The MNCLHD Governing Board:
	nesolation. The Wilveline Governing bould.





- 1. **Noted** the information in the Brief and Reports and the action plan implemented.
- 2. **Noted** that there is no standardisation of recruitment of security staff across the district and there is not one agency that provides these services across the district either.
- 3. **Requested** that lead contractors have a condition of service built into their contracts which states they must also provide services at smaller sites in the district.
- 4. **Requested** staff be encouraged to record incidents in IMMS so that essential data on incidents is being captured
- 4.7 Brief & Attachments: MNCLHD Mental Health and Other Drugs Strategic and Operational Update:

#### **Resolution:** The MNCLHD Governing Board:

- 1. **Noted** The information in the Brief and Reports
- 2. **Noted** the Brief provided to NSW Health Performance Branch on LHD actions taken to address seclusion utilisation at CHHC and PMBH adult MHU's.
- 3. Noted the update on the Mental Health Patient Safety and Improvement program
- 4. **Noted** the update on the expanded PMBH MH unit, and the increased capital works funding of \$500,000.
- 5. Noted the progress against the MHAOD's Strategic Plan Development 2019-2024

#### Item 5: Governance Items – Board Sub Committees and associated reporting

- 5.1 Board Sub-Committee: Community Engagement
  - 5.1.1 Confirmed Minutes 21 January 2019
  - 5.1.2 Chair's Summary 21 Jan 2019 and 18 March 2019

#### **Resolution:** The MNCLHD Governing Board:

- 1. Noted the information provided in the Community Engagement Sub-committee papers.
- 2. **Noted** the comments regarding Community Connections and supported a visit to the network fracture clinics in-line with the action item from the February board meeting.
- 5.2 Board Sub-Committee: Workforce, Health & Safety

  Next meeting –

  Monday 15 April
- 5.3 Board Sub-Committee: MDAAC
  - 5.3.1 Confirmed Minutes 14 February 2019
  - 5.3.2 Confirmed Minutes Extraordinary Meeting 22 Feb 2019
  - 5.3.3 Chair's Summary 14 March 2019
  - 5.3.4 Critical Actions Compliance Declarations 14 Feb 19

#### **Resolution:** That the MNCLHD Governing Board:

- 1. **Noted** the information provided in the MDAAC Sub-Committee papers
- 2. Noted the Critical Actions Compliance Declarations.
- 3. **Action:** the CE to check on who reviews scope of practice when there is a contention or restriction on practice.

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ERNMENT	· I Local Health District	
5.4	Board Sub-Committee: Integrating Care	Next meeting –
		Tuesday 23 April
5.5	Poard Sub Committee: Health Care Quality	
5.5	Board Sub-Committee: Health Care Quality	
	5.5.1 Confirmed Minutes 25 February 2019	
	5.5.2 Chair's Summary 25 March 2019	
	Resolution: The MNCLHD Governing Board:	
	1. <b>Noted</b> the information provided in the HCQC Sub-Committee papers.	
	2. <b>Noted</b> that there has been no report on Leading Better Value Care for the p	~
	3. <b>Requested</b> that the issue of attendance at HCQC be brought to the attention	1
5.6	Board Sub-Committee: Health Service Development & Innovation	Next meeting 5 April
		2019
5.7	Board Sub-Committee: Finance and Performance	
5.7		
	5.7.1 Confirmed Minutes 26 February 2019	
	5.7.2 Chair's Summary 26 March 2019	
	5.7.3 Report: Finance and Performance – YTD 28.02.19	
	Resolution: The MNCLHD Governing Board:	
	1. <b>Noted</b> the information provided in the F&P Sub-Committee papers	
	2. <b>Noted</b> the verbal update from the Chair of the Finance & Performance (	Committee includina
	recruitment timeframes are still not being met. The budget will be very	_
	both CHHC and PMBH.	3
	3. <b>Noted</b> the suggestion that a better and safe working environment can be	be achieved if staff are
	encouraged to speak up and work collaboratively in an environment the	
5.8	Board Sub-Committee: Audit and Risk	
	5.8.1 Confirmed Minutes 6 December 2018	
	5.8.2 Member Summary 19 March 2019	
	Resolution: The MNCLHD Governing Board:	
	<ol> <li>Noted the information provided in the A&amp;R Sub-Committee papers</li> <li>Noted that we need to have mechanisms in place to capture resume from the provided in the A&amp;R Sub-Committee papers</li> </ol>	aud.
	2. Noted that we need to have mechanisms in place to cupture resume fro	idu.
5.9	Board Sub-Committee: Close the Gap	
	5.9.1 Chair's Summary 26 February 2019	
	5.9.2 Report: MNCLHD Aboriginal Health Report Card Annual Report	
	2017-2018	
	Resolution: That the MNCLHD Governing Board:	
	1. <b>Noted</b> the information provided in the CTG Sub-Committee papers	



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2. Noted the MNCLHD Aboriginal Health Report Card Annual Report 2017-2018

Item 6	S: Directorate Updates
6.1	Mental Health & Integrated Care
6.2	Public Health
6.3	Aboriginal Health & Primary Partnerships
6.4	Nursing, Midwifery & Workforce
6.5	Clinical Governance & Information Services
6.6	Financial Operations and Asset Management
6.7	Communications and Strategic Relations
6.8	Coffs Clinical Network Report
6.9	Hastings Macleay Clinical Network Report
	<ol> <li>Resolution: The MNCLHD Governing Board:</li> <li>Noted the information provided in the Directorate Reports</li> <li>Requested a letter of congratulation be sent to the Coffs Community Palliative Care Nursing team for their incredible work in January and February 2019.</li> </ol>
Item 7	: General Business, Correspondence and Business without notice
7.1	Confidential In Camera Items 7.1.1 Confidential Item 1: Council of Board Chair's Forum 7.1.2 Confidential Item 2: Letter re Board Sub Committee Membership 7.1.3 Confidential Item 3: Letter re Health Improvement Brief Submission
	Resolution: The MNCLHD Governing Board:  1. Noted the information provided in confidential items
7.2	MNCLHD Healthy Communities Advisory Committee.  *Resolution: The MNCLHD Governing Board:  1. Deferred this item to the May meeting.
7.3	MNCLHD Board — Leave of Absence  Resolution: The MNCLHD Governing Board:  1. Noted John Barrett's leave from 30 July to 14 October 2019.
7.4	Priority setting for future Board Agenda's  Resolution: The MNCLHD Governing Board:  1. Deferred this item to the May meeting.





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7.5	ICAC Papers
	<ul> <li>7.5.1 Paper: ICAC – Corruption and integrity in NSW – presentation to NSW Health</li> <li>7.5.2 Paper: ICAC – Corruption and integrity in the NSW Public Sector – an assessment of trends and events</li> </ul>
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> the information in the papers.
7.6	NSW Minister for Health & Medical Research, and NSW Minister for Mental Health, Regional Youth and Women
	Resolution: The MNCLHD Governing Board:
	1. <b>Noted</b> the information in the email.
7.7	Brief & Attachments: White Ribbon Workplace Accreditation (WRWA)
	Resolution: The MNCLHD Governing Board:  1. Endorsed MNCLHD participation in reaccreditation to maintain White Ribbon Workplace status  2. Noted the verbal update provided by Vanessa Edwards on recent publicity surrounding the
	White Ribbon organisation
Item &	White Ribbon organisation  3: Large Attachments and additional information
Item 8	
	3: Large Attachments and additional information
Item 9	2: Large Attachments and additional information 2: Upcoming Events Event Details
Item 9	2: Large Attachments and additional information 2: Upcoming Events Event Details MNCLHD Governing Board Meeting - Macksville

MNCLHD National Photographic Competition Opening Night and Awards – Port Macquarie

Living Well Expo and Harmony in Health Expo – Coffs Harbour

There being no further business the meeting closed at 5:45pm