

**Nepean Blue Mountains Local Health District
Board Meeting**

DATE: 12 December 2018 TIME: 4.00pm – 6.30 pm

VENUE: Lakeside Restaurant, Sydney International Regatta Centre

MINUTES

Attendees: (P) Present (A) Apology (Ab) Absent

BOARD MEMBERS			
The Hon. Peter Collins, AM QC (Chair)	P	Mr Greg Allchin (Deputy Chair)	P
Mr Murray Austin	P	Dr Linda McQueen	A
Dr Andrew Keegan	A	Mr Joseph Grassi	P
Mr Gary Smith	P	Mr Colin Lenton	P
Ms Kath Skinner <i>(Arrangements unavailable on the day)</i>		Professor Jennifer Reath	P
Mr Clarke Scott	A	Associate Professor Stephen Fuller	P
Associate Professor Ian Seppelt	P		
NBMLHD EXECUTIVE & STAFF			
Ms Kay Hyman, Chief Executive	P	Ms Julie Williams, Executive Director Nursing & Midwifery	P
Ms Rebecca Beech, Executive Director Finance & Corporate Services	P	Mr Kevin Hedge, Director Allied & Population Health	P
Ms Caroline Noonan-Edwards, Director Media & Communications	A	Ms Debbie Wyburd, Executive Director Clinical Governance	P
Ms Clair Ramsden, Executive Director Operations	P	Ms Sandra Creaner, A/Executive Director Workforce People & Culture	P
Ms Phillippa Venn-Brown, A/Director Planning	P		
MEDICAL STAFF COUNCIL & JUNIOR MEDICAL STAFF REPRESENTATIVES			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	P	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council	A
WENTWORTH HEALTHCARE LIMITED (Primary Health Network)			
Ms Lizz Reay, CEO	P		

1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair opened the Nepean Blue Mountains Local Health District Board meeting with an acknowledgement of country.

1.1 Apologies were noted.

2. DECLARATION OF ANY CONFLICT OF INTEREST

Board members provided updates to the interest declaration and undertaking:

- The Chair provided an update to his declaration.
- Mr Smith declared he has been appointed as a Board member to the Nepean Blue Mountains Primary Health Network.
- Prof Reath declared her membership to the Clinical Care Committee South Western Sydney Local Health District.

3. MINUTES OF PREVIOUS MINUTES

The minutes of the meeting held on 21 November 2018 were accepted as a true and accurate record of the meeting.

Moved: Mr Smith

Seconded: Mr Lenton

Action: Endorsed by the NBMLHD Board.

4. CHAIRMAN'S REPORT

The Chair reported he has received advice from the NSW Minister's Office regarding Board member reappointment process. The following Board members have been reappointed:

- Mr Gregory Allchin, appointed to 30 June 2021
- Mr Gary Smith, appointed to 11 December 2021
- Mr Joseph Grassi, appointed to 30 June 2021
- Mr Murray Austin, appointed to 31 December 2022
- A/Prof Andrew Keegan, appointed to 30 June 2021
- Mr Clarke Scott, appointed to 11 December 2021

The Chair reported on the Council of Board Chairs (CoBCs) meeting held on Monday, 10 December 2018. Members were advised that the meeting was attended by the NSW Minister for Health, the Secretary, NSW Health and Deputy Secretaries, NSW Health. The Chair advised:

- NBMLHD request to fund a MRI guided focused ultrasound service at Nepean Hospital. The Chair reported that he has raised this item with the Secretary, NSW Health who committed to consider this proposal.
- There was discussion with regard to use of clinical space for storage – as recently noted at Westmead Neonatal Intensive Care Unit (NICU). Able to report that Nepean NICU no longer has this issue.
- Nursing Hours Per Patient Day (NHPPD) was discussed with NSW Health presenting the data for NSW. The Chair highlighted to the CoBCs that NBMLHD is committed to meeting NHPPD but this is not a simple undertaking, noting that hours in excess are 24 times those where there is an occasional shortfall/breach.
- There was also discussion with regard to the trauma status of Nepean Hospital noting that the current trauma protocol commenced in 1992. A/Prof Seppelt confirmed that

data with regard to trauma cases occurring close to Nepean Hospital is being recorded. Mr Allchin stated it would be important to have a staged approach to return trauma services to Nepean Hospital especially with the current capacity and demand.

Action: Medical Staff Council to provide Board with a recommendation on how to progress Trauma Services.

5. CHIEF EXECUTIVE REPORT

The Chief Executive reported on her report for the month of December 2018. Members noted the following:

Western City and Aerotropolis Authority

The Chief Executive reported that Mr Sam Sangster has resigned from Health Infrastructure NSW and been appointed as the Chief Executive Officer, Western City and Aerotropolis Authority (WCAA). The New South Wales government has established this new authority to oversee delivery of the metropolitan centre of the Aerotropolis. The Chief Executive stated that WCAA will play a key role in delivering state strategic plans under the Western Sydney City Deal. Delivering major infrastructure development, employment growth in the Penrith area.

Sydney Science Park

The Chief Executive reported that she will be meeting with the Celestino Group, developers of the Sydney Scientific Park on Friday, 14 December to discuss the potential for a health facility as part of their development.

Somerset Street Development

The Chief Executive advised the developers of the Somerset Street corner development are understood to be considering the inclusion on a private non-gazetted mental health facility as part of their building. The Chief Executive stated that the District waits with interest to see what services will take space within this development.

Child Care Centre

The Chief Executive reported that a development application has been lodged for the new Child Care Centre which will be located approximately where the Redevelopment Meeting Hub is currently. Members noted that as the current name of this service, Somerset Cottage, will no longer be relevant in the new location. Staff, parents and staff users will be involved in selecting a new name for the centre.

Health Action Plan

Members were advised that the District formally signed the updated version of the Health Action Plan which includes Penrith City Council and Nepean Blue Mountains Primary Health Network. This update, for this first time includes the Aboriginal Medical Service. The Aboriginal Medical Service have confirmed they will be having a soft opening in the period leading up to Christmas allowing the community to visit the centre and meet with staff. It is anticipated that clinical services will commence from January 2019.

Nepean Hospital Open Day

The Chief Executive reported that Nepean Hospital held an open day on 30 November which was well received by the community and staff. The event was positive and the District is considering how frequently we can hold these types of events in the future.

5.1 Appendix 1: Performance Reports

Members were provided with key performance indicator reports on NBMLHD Emergency Treatment Performance, Elective Surgery Access Performance and Transfer of Care and NSW Ministry of Health league table.

Ms Ramsden reported on the attached narrative and highlighted that demand had not dropped after the “winter period”. Ms Ramsden noted the support that Francis Health are providing to focus on patient flow generally and consequent ETP improvement. Members noted the ongoing work to embed changing models of care. Ms Ramsden advised that the NBMLHD Patient Flow Hub opened on 3 December 2018. The hub is designed to improvement transfers within and in/out of district.

Emergency Department Patient Experience

The Chief Executive reported on the Emergency Department Experience role. Staff who have been recruited are currently receiving training with Service Centre NSW.

Hospital Security Review

The Chief Executive reported on the visit by the Hon. Peter Anderson who is currently engaged to review Hospital security across the State of NSW. Mr Anderson met with a number of staff and his report is due for completion on 14 February 2019. The Chief Executive advised that NBMLHD also has a LHD review underway which has a broader remit than the Anderson review.

Milk Bank

The Chief Executive reported that Nepean has been selected as one of three sites which tested donor milk service for NICU babies. The service was officially launched by the NSW Health Minister on Sunday, 2 December. The Chief Executive thanked the Nepean NICU staff who have been strong advocates for this service.

New Contract: Nepean Retail Services

The Chief Executive advised that following a tender process a new retail provider has been selected for retail services on the Nepean campus until 2022. The new provider commences on 15 December. During the upgrade of both the shop and the café during December / January period a coffee cart will provide a reduced range of food in the South Block entrance. Discussion turned to provision of meals to patients and the Board requested a patient meal be provided to the Board at a 2019 meeting.

Action: Secretariat to arrange for a 2019 meeting with Food Services, Nepean Hospital.

Annual Public Meeting

The Chief Executive reported on the Annual Public Meeting held on 22 November 2018. The meeting celebrated the District’s accreditation as a White Ribbon employer with a guest speaker Dr Angela Jay. Dr Jay gave a moving account of her personal domestic violence journey.

International Disability Day

The Chief Executive reported on the International Disability Day on 28 November. Members were advised this provided an opportunity for us to recognise the great work our staff do supporting those with disabilities and also our staff who live with a disability. A video created for the day is available to you on the Board portal.

November 2018 Results

Ms Beech reported that the November year to date financial result:

- Net cost variance \$5.1M unfavourable
- Year-end forecast \$12.4M unfavourable

NSW Ministry of Health – amendment to By Laws

The Chief Executive reported that there is a proposal to amend the Model By Laws to require the establishment of a Mental Health Medical Staff Council for all LHDs. The Chief Executive also advised that Board Sub-Committee Terms of Reference will be re-presented to the Board in early 2019 to take into account changes to Medical Staff Council representation and potentially other staff representation.

Meeting of Group of Eight Universities

The Chief Executive reported on her attendance at a meeting of The Group of Eight Universities (Queensland, Sydney, NSW, Australia National, Melbourne, Monash, Adelaide and Western Australia) and Chief Executives from across the represented States. The Meeting agreed that there needs to be a significant focus on implementation science to ensure that the health system implements clinical practices changes which are already supported by research. It was agreed that the group will continue to meet in the future which provides an opportunity to discuss future workforce issues as well as research.

Prof Reath highlighted the dinner with St John of God/Hawkesbury District Health Service on Monday, 26 November. Members of the SJOG Board support open communication for a greater collaboration with their organisation. Members brought attention to the need to meet regularly in the future

The Chief Executive thanked the Board for their support during 2018. It has been an enormous year with demand for service and the Nepean Hospital redevelopment.

6. FEEDBACK FROM MEDICAL STAFF COUNCIL

Nepean Medical Staff Council

- Dr Nguyen reported on the Medical Staff Council Annual General meeting. Members were advised on the results of the election:
 - Chair – Dr Nhi Nguyen
 - Vice Chairs – Dr Amanda Stevanovic and Dr Kathryn Williams
 - Secretary – Dr Ron Chin
- Dr Nguyen highlighted the expectations of staff specialists with regard to office accommodation and the Award and Colleges' guidelines. There has been early

consultation with regard to new ways of working. There will be early identification of how space which will be vacated when Tower 1 is commissioned can be repurposed for non-clinical/office accommodation.

- Dr Nguyen reported on the Medical Staff representatives at the Board sub-committee meetings. The names have been provided to the Chief Executive and medical staff are ready to provide input.

Blue Mountains Medical Staff Council

Nil report.

7. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK) –

Ms Reay reported on the following:

- Nepean Blue Mountains Primary Health Network Board changes. One of the two new positions has been filled by Mr Gary Smith, NBMLHD Board member.
- Funding for drought affected residents in the Lithgow and Hawkesbury. This funding is for a period of 18 months to address the mental health stress that may be experienced by farmers. Members were advised that the funding focuses on the region as a whole.
- Chronic Obstructive Pulmonary Disease (COPD) – one of the regions Joint Board priorities, members were advised of the gap around Pulmonary Rehabilitation in the Hawkesbury area.
- Patient portal has been rolled within the Nepean Blue Mountains Primary Health Network. The patient portal will support our community with health care in the homes initiatives.
- Premier and Cabinet meeting in Lithgow – well attended event by the local community.
- Doctorclosed.com.au – this is a campaign to address after hours GP access and will be marketed in local cinemas and other mechanisms. The service advises the user what to do when doctors are closed.

8. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported he has a meeting with an external legal advisor to discuss the NBMLHD Research agreement.

9. WORK, HEALTH & SAFETY

9.1 Board Members' Advice to NBMLHD Executive

Nil report.

9.2 NBMLHD Executives' Advice to Board

Nil report.

10. ACTION SHEET

10.1 NBMLHD Research & Education Foundation Fundraising

As discussed on item 8.

10.2 Internal Medicine

Deferred to the next meeting.

Action: Secretariat to add to February 2019 agenda.

10.3 Medicare Ineligible Patients

Deferred to the next meeting.

Action: Secretariat to add to February 2019 agenda.

10.4 New Board sub-committee reporting template

Deferred to HCQC has reviewed their reporting.

Action: Secretariat to add to February 2019 agenda.

10.5 Nursing Hours per patient day

For information.

10.6 Representation on Board sub-committee from Medical Staff Council

As discussed in the Nepean Medical Staff Council report.

11. CORRESPONDENCE IN

11.1 HPRM 18/25528 Letter to NBMLHD Board re commitment to removing bullying from NSW Health workplaces and NBMLHD Board's and organisation's action plan

11.2 HPRM 18/25530 Letter of response to the NBMLHD Board re MRI guided focused ultrasound (MRgFUS) service at Nepean Hospital

Next meeting follow up beforehand.

The Chair reported the attached correspondence is for noting.

12. CORRESPONDENCE OUT

12.1 HPRM 18/25566 Letter to Ms Rachel Scobie winner NSW Nursing & Midwifery Awards category Excellence in Aboriginal and Torres Strait Islander Healthcare Award

The Chair reported the attached correspondence is for noting.

13. COMMITTEE REPORTS

13.1 Aboriginal Health

Nil report.

13.2 Audit & Risk Committee

Nil Report.

13.3 Clinical Services Development

Members noted attached report.

13.4 Finance & Performance

Board members noted the Finance & Performance Committee meeting will be held on Monday, 17 December 2018. Mr Lenton reported on the Finance & Performance Committee Chairs' Meeting held by NSW Ministry of Health.

Action: Finance & Performance Committee report to be added to Board portal when available.

13.5 Health Care Quality Committee (HCQC) NOTE

Members were advised that the HCQC meeting was held on Wednesday 21 November 2018. Quadrant report attached for information.

13.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Mr Allchin reported that MDAAC was held on 5 December.

13.7 Research Committee

Nil meeting. Mr Austin reported that Mr Hedge is now the executive sponsor of the Research Committee.

13.8 Workforce & Culture

Nil meeting

13.9 Work, Health & Safety Committee

Nil meeting.

14 BUSINESS WITHOUT NOTICE

The Chair thanked the executive for their valuable contribution for the hard work during the year.

15 FOR INFORMATION ONLY

Nil report.

The meeting closed at 6.16 pm.

16 NEXT MEETING

Date: Wednesday, 20 February 2019
Time: 4.00pm – 6.30pm
Venue: Warragamba Executive Boardroom, Level 6 Station Street.

Presentation:
Time: 3.30pm – 4.00pm – prior to Board Meeting
Venue: Warragamba Executive Boardroom, Level 6 Station Street.

Nepean Blue Mountains Local Health Board Minutes 12 December 2018.



The Hon. Peter Collins, AM, QC.

Date: 20 /02 /2019