

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

DATE: 15 April 2020 TIME: 4.00pm – 6.30 pm

VENUE: Virtual meeting via PEXIP

**MINUTES**

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

<b>BOARD MEMBERS</b>			
The Hon. Peter Collins, AM QC (Chair)	P	Mr Greg Allchin (Deputy Chair)	P
Mr Murray Austin (via PEXIP)	P	Dr Linda McQueen (via PEXIP)	P
Mr Gary Smith (via PEXIP)	P	Mr Joseph Grassi	P
Professor Ian Seppelt (via PEXIP)	P	Mr Colin Lenton (via PEXIP)	P
Ms Kath Skinner (via PEXIP)	P	Professor Jennifer Reath (via PEXIP)	P
Mr Clarke Scott (via PEXIP)	P	Associate Professor Stephen Fuller (via PEXIP)	P
<b>NBMLHD EXECUTIVE &amp; STAFF</b>			
Ms Kay Hyman, Chief Executive	P		
<b>MEDICAL STAFF COUNCIL &amp; JUNIOR MEDICAL STAFF REPRESENTATIVES</b>			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	A	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council (via PEXIP)	P
Dr Peter Flynn, Representative Nepean Medical Staff Council (via PEXIP)	P		
<b>WENTWORTH HEALTHCARE LIMITED (Primary Health Network)</b>			
Ms Lizz Reay (attendance not required)			

**1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY**

The Chair welcomed attendees to the Nepean Blue Mountains Local Health District (NBMLHD) Board meeting and opened with an acknowledgment to country. Apologies were noted.

**2. DECLARATION OF CONFLICTS OF INTEREST**

The Chair asked members to advise any changes to the conflicts of interest register. No changes were advised.

### 3. MINUTES OF PREVIOUS MINUTES

The Chair asked members if there were any amendments to the previous minutes. Members added minor amendments and with those corrections the minutes of the meeting held on 18 March 2020 were accepted as a true and accurate record of the meeting.

Moved: Ms Skinner

Seconded: Mr Lenton

**Action: Endorsed by the NBMLHD Board.**

### 4. CHAIRMAN'S REPORT

#### COVID-19 update

The Chair highlighted that management of COVID-19 has been a priority for Nepean Blue Mountains Local Health District. This is consistent with the rest of the health services in NSW, throughout Australia and the world. It was noted that it is still early days in Australia where results to date have been good compared to other countries. The Chair advised he has been attending the Incident Management Team meetings. Members noted the need to reduce visitors to health facilities at this time was stressed and that visitor guidelines are available via the District website.

#### Medi Hotel

The Chair noted that Medi Hotels may have a role to play in accommodating patients. Whilst not in place at NBMLHD (or elsewhere in NSW) their use in pandemic or similar events should be taken into consideration for future developments.

#### Board Sub Committees

The Chair reported on the suspension of Board Sub-Committee meetings at the initial stages of COVID-19. The Chief Executive stated that the Executive are aware that any items for discussion should be brought to the respective sub-committee Chair's attention. Mr Smith as the Chair of Workforce Culture and Work, Health & Safety Committees noted he has regular teleconference meetings with the Director People & Culture.

Ms Skinner stated Board members should consider if there are any gaps that should be highlighted to the Board Sub-Committees. After discussion it was recommended that the Board Sub Committee meetings be reactivated, noting that if COVID-19 activity increases this will be reassessed. Members agreed that it is imperative to continue with virtual meetings to ensure social distancing is in place.

#### Update from Dr James Branley

Dr Branley reported on the COVID-19 activity for Nepean Blue Mountains Local Health District. Dr Branley provided members with an update on Anglicare Newmarch House in Caddens. Infectious Diseases staff attend the facility on a daily basis including Easter weekend.

Dr Branley reported on the establishment of a partnership between NSW Health, University of Sydney, Nepean Blue Mountains Local Health District, NSW Pathology and Australian Defence Force related to laboratory testing capacity for Defence Force staff. Members were asked for endorsement of this partnership.

Moved: Mr Allchin

Seconded: Mr Grassi

**Action: Endorsed by the NBMLHD Board.**

Prof Seppelt advised that whilst we are now dealing with COVID-19, another pandemic, e.g., COVID-26 will undoubtedly occur and questioned what consideration had been given to this in the design of the buildings which are part of the Nepean Redevelopment. Dr Branley highlighted that the Nepean Redevelopment proposed model with increased single rooms supports reduced risk but an all single room hospital would be the ideal for future pandemic management.

## 5. CHIEF EXECUTIVE REPORT

The Chief Executive noted the report for April 2020 with the following items highlighted:

### Novel Coronavirus

The Chief Executive reported on the proactive approach by the District with regard to COVID 19 screening. Members noted that NBMLHD has the third highest screening rate in New South Wales. The Chief Executive reported that the Minister and Premier's goal is to increase the number of Intensive Care Unit (ICU) beds across the State. NBMLHD have identified how to meet the target and also how to increase nurse staffing levels which would be required.

Visitor and staff screening is in place with temperature checks and a series of questions to ensure each person entering a facility does not have symptoms. It was also noted that hotel arrangements are in place if required to accommodate staff in the future. Members were advised that Outpatient Clinics have significantly reduced and Telehealth is in place for all specialties.

The Chief Executive reported on all COVID-19 activities across the District including updates on:

- Personal Protective Equipment
- Free staff car parking
- Donation of meals to staff – members noted this will be morning tea or lunch for selected staff groups initially.
- Increasing community testing

Mr Allchin congratulated the District Executive and all staff for their support and dedication to our community. Members highlighted that the daily Chief Executive reports are beneficial and keep the Board well informed.

Mr Allchin brought attention to the homeless community. Prof Reath asked if an alternative housing arrangement can be made for the homeless community. The Chief Executive

responded that the District is working with organisations to find an alternate housing solution during this time.

Ms Skinner inquired in regard to additional resources for the Employee Assistance Program (EAP). The Chief Executive stated the District's EAP are providing support to staff as required, with additional capacity to sessions. It was noted that a number of medical colleges have identified their own support services.

Members brought attention to medical students who would welcome the opportunity to assist and learn during a global pandemic. Students are currently able to continue in their current allocations with no expectations from senior staff to provide formal teaching. It was noted that an Assistant in Medicine employment category is being considered by the Ministry.

#### NBMLHD Board message to all staff

The Chief Executive reported that Board members will be engaging with staff through a 'thank you' script offering support and encouragement during this time of Coronavirus. Media & Communications will provide instructions that includes a script for a video message. Members welcomed this opportunity.

#### Nepean Blue Mountains Primary Health Network

The Chief Executive advised that NBMPHN will be opening Respiratory Clinics. The first will be located in the Home Centre, Mulgoa Road, Penrith. Visits are by appointment. Those attending can be assessed for all respiratory conditions and access other pathology tests in addition to COVID-19.

#### NBMLHD Facebook Social Media activity in last 30 days

The Chief Executive reported on the latest statistics for Facebook activity over the last 30 days, which demonstrate a significant growth in followers, growing by nearly 100 per day.

The Chief Executive reported that more information will be provided via the Board portal.

**Action: Secretariat to add information to Board portal for review.**

#### Mental Health

The Chief Executive reported that the Commonwealth are funding additional Mental Health Services which should be very well received by our community.

The Chief Executive noted that currently various recovery roles are funded for specific purposes, e.g., bush fire recovery. NBMLHD is requesting the Ministry consider recovery roles as general so that they can focus on the priority activity for the LHD.

#### Institute of Healthcare Improvement

The Chief Executive advised that she had met with the President and CEO of the Institute of Healthcare Improvement. The meeting, arranged through the Clinical Excellence Commission, provided an opportunity to seek advice from Derek Feeley with regard to our future direction and quality improvement. The District's concept of Triple M (Mortality, Morbidity and Mastery) meetings were well received. We hope to have an opportunity later in 2020 to update with regard to our progress.

### Year End Forecast

The Chief Executive reported that the underlying year-end forecast as at the end of March is unchanged at \$29M unfavourable. However costs associated with COVID have increased this.

### Hawkesbury District Health Service

The Chief Executive reported that a further meeting with NSW Health is scheduled for 21 April. Given the Coronavirus activity the District is considering an extension to the contract of 12-24 months which will also move the expiry date away from the Commissioning of Stage 1, Nepean Redevelopment. The Chief Executive sought endorsement from the NBMLHD Board to request a potential extension in discussions with the Ministry of Health.

**Action: Endorsed by the NBMLHD Board.**

## **5.1 Appendix 1: Performance Reports (ETP, TOC, ESAP)**

For information.

## **5.2 Appendix 2: NSW Ministry of Health Service Performance Report**

The Chief Executive reported that the attached NSW Ministry of Health Service Performance Report is for information. Prof Reath raised concern with regard to performance in a number of KPIs where performance for our Aboriginal community is less than the population overall. Prof Reath also noted that it had been reported that some health care providers had made racist comments for example Aboriginal people do not wash their hands and may be more likely therefore to become infected with COVID-19. Prof Reath sought assurance that our staff were not promoting such ill-informed and racist beliefs which would impact adversely on our engagement with Aboriginal and Torres Strait Islander patients and communities. The Chief Executive highlighted that Aboriginal health is a priority and was pleased to date there has been zero cases in our Aboriginal community. Mr Scott brought attention to a Social Work Project that reviews Aboriginal people who self-discharge.

**Action: Social Work Project to be discussed at the May Board meeting.**

Dr McQueen inquired on the capacity for Hospital in the Home (HITH). The Chief Executive responded that the District will continue to increase staffing as required to meet demand.

## **5.3 Appendix 3: NSW Ministry of Health League Table**

For information.

## **6. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT**

The Chief Executive reported on the attached Nepean Hospital and Integrated Ambulatory Services Redevelopment report. Members noted:

- Sustainability Plan 2019-2023
- Nepean Redevelopment has the highest number of single rooms at 62%.
- Health Infrastructure considering changes to guidelines for future planning taking

pandemic management into account.

- Westmead space has been identified as a pop up site for Nepean Blue Mountains Local Health District COVID patients if required.

The Chair highlighted the importance of pandemic planning and infectious disease management moving into the future.

#### **6.1 Appendix 4: Nepean Redevelopment Construction update**

For information.

#### **6.2 Appendix 5: March Project Zone Newsletter**

For information.

### **7. FEEDBACK FROM MEDICAL STAFF COUNCIL**

#### 7.1 Nepean Medical Staff Council

Dr Flynn reported on the following:

- COVID 19 management into the future.
- Education and training for excellence in the use of Personal Protective Equipment (PPE).
- Nepean Redevelopment Stage one and two - air conditioning.
- Operating Theatres

The Chief Executive reported on the global low supply chain of PPE. Members were advised that NSW Health has purchased \$450M PPE. Members were advised that even with PPE training/refreshers staff still needed practice to ensure they are able to Don and Doff rapidly.

#### 7.2 Blue Mountains Springwood Medical Staff Council

Dr Kalantar reported on the following:

- Changed practices to ensure management of wards / patients appropriately.
- Community COVID-19 patients managed through Hospital in the Home. Members noted that Blue Mountains District ANZAC Memorial Hospital does not have capacity to ventilate patients.

### **8. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)**

Nil report.

### **9. NBMLHD RESEARCH & EDUCATION FOUNDATION**

Mr Allchin reported on the Research & Education Foundation.

### **10. WORK, HEALTH & SAFETY**

#### 10.1 Board Members' Advice to NBMLHD Executive

The NBMLHD Board members brought attention to the importance of staff well-being during the global pandemic.

#### 10.2 NBMLHD Executives' Advice to Board

Nil report.

### **11. ACTION SHEET**

#### 11.1 Visiting Medical Officer

**Action: Deferred for discussion at the May Board meeting.**

#### 11.2 Cyber Security

The Chief Executive provided an update on Cyber Security, noting the roles of eHealth NSW and the LHD. The Chief Executive advised that the Chief Executive of eHealth NSW and the LHD's Chief Information Officer are required to confirm compliance of the guidelines as part of the annual attestation process each year. It was noted that NBMLHD is in a very similar position to all LHDs in NSW.

Mr Smith brought attention to working from home practice and asked if appropriate audits are in place to ensure staff meet standards. The Chief Executive advised staff who are working at home will be using District supplied equipment and therefore managed according to corporate governance standards.

### **12. CORRESPONDENCE IN**

12.1 HPRM 20/9039 Email complaint to the NBMLHD Board from Mr Paull Mitchell regarding management by neurosurgeon Dr Gambhir – for information.

### **13. CORRESPONDENCE OUT**

13.1 HPRM 20/7767 Response to Board complaint from Geoff Beech regarding experience during mothers passing – for information.

13.2 NBMBRIEF20/426 Cover brief and response to Mr Paull Mitchell regarding care provided by Dr Shanu Gambhir – for information.

*The Chair advised the correspondence is for noting.*

### **14. COMMITTEE REPORTS**

14.1 Aboriginal Health – Nil meeting.

14.2 Audit & Risk Committee – Nil meeting.

14.3 Clinical Services Strategic Development - Nil meeting.

14.4 Finance & Performance

Members noted that the Finance & Performance Committee meeting will be held on Monday, 20 April 2020.

14.5 Health Care Quality Committee (HCQC) – Nil meeting.

14.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted that the attached minutes are for noting.

14.7 Integrated Care - Nil meeting.

14.8 Research Committee - Nil meeting.

14.9 Workforce & Culture - Nil meeting.

14.10 Work, Health & Safety Committee - Nil meeting.

Members held discussion on the reactivation of all Board Sub-Committees. It was agreed that NBMLHD Board meeting will resume with additional attendances; executive team and the Primary Health Network. The Board meeting will continue to be a virtual meeting and ensure any attendance in person is adhered to the social distancing rule.

## **15 BUSINESS WITHOUT NOTICE**

Nil.

## **16 FOR INFORMATION ONLY**

Nil.

The meeting closed at 6.20 pm

## **17 NEXT MEETING**

**Date:** Wednesday, 20 May 2020  
**Time:** 4.00pm – 6.30pm  
**Venue:** Virtual Meeting via PEXIP

*Nepean Blue Mountains Local Health Board Minutes 15 April 2020.*



*The Hon. Peter Collins, AM, QC.*

Date: 20 / 05 / 2020