

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

DATE: 17 July 2019 TIME: 4.00pm – 6.30 pm

VENUE: Nepean Cancer Care 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	P
Dr Andrew Keegan	P	Mr Joseph Grassi	P
Mr Gary Smith	P	Mr Colin Lenton	P
Ms Kath Skinner <i>(via teleconf)</i>	P	Professor Jennifer Reath <i>(via telconf)</i>	P
Mr Clarke Scott	A	Associate Professor Stephen Fuller	A
Associate Professor Ian Seppelt	P		
NBMLHD EXECUTIVE & STAFF			
Ms Kay Hyman, Chief Executive	P	Ms Julie Williams, Executive Director Nursing & Midwifery	P
Ms Clair Ramsden, Executive Director Operations	P	Ms Jacqui Clark, Executive Director People & Culture	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	A
Ms Rasha Kiswani, Director Planning	P		
MEDICAL STAFF COUNCIL & JUNIOR MEDICAL STAFF REPRESENTATIVES			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	A	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council	A
Dr Amanda Stevanovic, Nepean Medical Staff Council	P	A/Prof Archana Sud, Nepean Medical Staff Council	P
WENTWORTH HEALTHCARE LIMITED (Primary Health Network)			
Ms Lizz Reay, CEO	P		

1. OPENING AND WELCOME OF COUNTRY

The Chair welcomed attendees to the Nepean Blue Mountains Local Health District 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. Nil changes were reported.

3. MINUTES OF PREVIOUS MINUTES

The minutes of the meeting held on 19 June 2019 were accepted as a true and accurate record of the meeting.

Moved: Dr Keegan

Seconded: Mr Allchin

Action: Endorsed by the NBMLHD Board.

Health Infrastructure NSW – Presentation and update on the Nepean Redevelopment

Members were given a presentation by Health Infrastructure NSW. The presentation provided highlights on the planning of Nepean Hospital Clinical Tower Stage One and moving forward into Stage Two. The Chair reported on the event to open the new Multi Storey Car Park and Helipad on Thursday, 11 July which was attended by the Premier. The Chair noted the great views that patients will have from the Tower when constructed. Health Infrastructure were acknowledged for the quality of the car park construction. Members were advised that at least one helicopter per day has landed on the helipad since becoming operational.

The presentation focused on:

- Project status and design methodology.
- Work commencement of Stage One Tower.
- Aerial view of the Nepean Redevelopment.
- Programme milestones (scope, commencement and target completion).

Mr Pitton stated that Health Infrastructure NSW are currently in the final stages of defining the scope of work for Stage Two.

The Chair highlighted the importance of delivering the Masterplan for the future of the region. There was discussion with regard to the need for securing access and greater security to ensure people who visit any campus are within a safe environment.

Members held discussion on the flow of traffic and people around campus. The Chief Executive advised that the campus will be broken into specific areas; for example ambulatory care/outpatient clinics will be on the western southern corner of the hospital campus, but recognised that there will be continued difficulty in navigating the campus until the redevelopment is finished. Wayfinding (directional signage) is identified as an important requirement during the construction period.

Mr Austin brought attention to public transport and the future planning of visitors utilising public

transport. Mr Pitton stated that an updated presentation will be provided in the future ensuring the Board are well informed on progress.

Action: Secretariat to upload presentation to NBMLHD Board portal.

Mr Austin arrived at 4.20pm.

Ms Kisswani arrived 4.36pm.

Dr Flynn arrived 4.45PM

4. CHAIRMAN'S REPORT

Chairs of Boards' Committee meeting

The Chair reported that he has written to the Prime Minister regarding funding a proposal to upgrade the Nepean Hospital Cancer Care Service. The Chair also stated he would like to reach out to the newly elected member for Lindsay and Federal Minister for Health. Nepean Cancer Care development is imperative for the future of the community within Nepean Blue Mountains Local Health District.

The Chair reported on the Premier's visit on Thursday, 11 July as a landmark occasion. The Chair highlighted that there needs to be a review of the State Trauma Plan which is outdated, suggesting that the District provide a formal request for this review. Members noted that the request should be requesting a change in status at the time when new capacity is provided through the redevelopment. The Chief Executive stated that next year's performance agreement with NSW Health will incorporate specific requirements related to Trauma. The Chief Executive and Dr Nguyen will be working in collaboration with Dr Alan Garner, Director of Trauma Nepean Hospital to identify how to achieve compliance.

5. CHIEF EXECUTIVE REPORT

Members were provided with the Chief Executive report. The following items were noted for July 2019:

NBMLHD and NBMPHN Joint Consumer Engagement

The Chief Executive reported that members of the joint Consumer Advisory Committee are required to undertake a criminal reference check to contribute to these groups. Letters have been distributed to members outlining the process. Mr Allchin asked should working with children check also be a requirement. Generally this is not required but should there be a specific group formed for paediatrics this would be considered.

Community Living Initiatives

The Chief Executive reported on Community Living Initiatives where the District has been allocated a cluster of 10 units with communal space and staff office accommodation. Members noted that the District has been given a land option on Derby Street.

MRI Scanner in Lithgow

The Chief Executive reported in April 2019 the Federal Department of Health announced a fully Medicare-eligible license for MRI at Lithgow Hospital would be available subject to

meeting specific licencing requirements. Members were advised that due to the timing and unforeseen nature of the License announcements, the establishment of the MRI Unit was not included in the Managed Equipment Service roadmap for 2019/20. Members were provided with four options in relation to the MRI Service at Lithgow.

Members held discussion on the business case, the way forward with the license and if a Public Private Partnership would be an option for this service. The Chief Executive reported that further information will be provided on the business case to ensure the MRI Service is efficient and effective into the future. Members emphasised that funding and staffing are a major component to manage the service into the future.

Action: For further discussion when more information is available.

Hydrotherapy at BMDAMH

The Chief Executive provided members with an update and highlighted that a Consumer Reference Group has been formed and are scheduled to meet at the end of the month. Further information will be provided when available.

Dental Vans to Schools

The Chief Executive reported that the Dental Vans to Schools Program will be launched by the Premier on Monday, 29 July at South Penrith Primary School. Members noted the program as a good opportunity for Oral Health.

People Matters Survey (PMS)

The Chief Executive reported that the PMS closed on 28 June and the District had an increase in the response rate by 10% from last year. Members were advised that the results are anticipated in September.

Year End Result

The Chief Executive reported that the \$12.967M unfavourable result for the District was consistent with forecast. Activity for the year is within 1% of target overall with over target performance in Emergency and Non Admitted being offset by underperformance in Acute, Sub-Acute and Mental Health. Members were advised that the Finance & Performance Committee will be having an extraordinary meeting on Monday, 22 July should any Board members wish to attend.

Reporting Platform

The Chief Executive reported on the new reporting platform which provides management with one source of information.

Medicare Ineligible

The Chief Executive reported that an 'abridged notice' has been displayed in the Emergency Department and main foyer of Nepean Hospital. Letters have been sent to 20 guarantors.

Translational Research Grant Scheme Round 4

The Chief Executive reported that A/Prof Kamal Sud has been successful and awarded funding of \$609,846 over a two year period for our project "Supporting Adults with Chronic Kidney Disease".

Action: Chair to write letter of congratulations to A/Prof Kamal Sud.

Mr Allchin brought attention to the recent retirement of the General Manager Blue Mountains District ANZAC Memorial Hospital and highlighted that Ms Williams career within NSW Health was over many years.

Action: Chair to write letter of recognition to Ms Williams for her contribution to NSW Health.

5.1 Appendix 1: Premier's Priorities

Members noted attached Premier Priorities document.

5.2 Appendix 2: NBMLHD and NBMPHN Joint Boards' Priorities to date

Members noted the District and PHN Joint Board Priorities.

5.3 Appendix 3: Joint Regional Mental Health & Suicide Prevention Foundation Plan – seeking endorsement of the plan.

Members were asked to endorse the Joint Regional Mental Health & Suicide Prevention Foundation Plan. Endorsement by the Nepean Blue Mountains Primary Health Network Board will also be requested at their meeting on 31 July 2019.

Moved: Mr Allchin

Seconded: Mr Smith

Action: Endorsed by the NBMLHD Board.

5.4 Appendix 4: Healthy Food & Drink in NSW Health Facilities for Staff and Visitor Framework

For information.

5.5 Appendix 5: Joint Board Sub-Committee Integrating Care DRAFT Terms of Reference

The Chief Executive reported on the progress of the Joint Board Sub Committee Integrated Care draft terms of reference. For information.

5.6 Appendix 6: Performance Reports (ETP, TOC, ESAP)

Members noted the attached Performance Reports for July 2019. The Chief Executive stated the District has achieved triple zero for surgical waitlist. The Chief Executive acknowledged the Executive Director Operation's leadership and support of the surgical team to ensure appropriate process were in place.

5.7 Appendix 7: NSW Health League Table June 2019

Members noted that attached report.

6. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT

Members were provided with an update on the Nepean Hospital and Integrated Ambulatory Services Redevelopment.

7. FEEDBACK FROM MEDICAL STAFF COUNCIL

7.1 Nepean Medical Staff Council

Dr Flynn introduced A/Prof Archana Sud who is attending the meeting as a representative from the Nepean Medical Staff Council. Dr Flynn reported on the following:

- MRI, Nepean Hospital has been installed and operational.
- Interventional Neuro Radiology Suite
- Senior Medical Staff office space – new ways of working are temporarily suspended until final comment has been received by the Industrial Relations Commission.

Multi Storey Car Park – electrical car charging stations – members were asked if this could be an option at Nepean campus. The Chief Executive reported that there is capacity for a charging station with identified spaces which can be activated at any point in the new car park. Dr McQueen highlighted that another item to consider is waste management.

Ms Beech reported that the District has recruited a Sustainability Officer. The purpose of the role is to improve waste management and energy efficiency. This includes fleet management and how to convert fleet to a more energy sustainable option.

7.2 Blue Mountains Medical Staff Council

Nil report.

8. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK) –

Ms Reay reported on the following:

- The Nepean Blue Mountains region will be participating in the Linked Data Project led by NSW Ministry of Health. The project will be rolled out across the majority of Primary Health Networks in NSW. Ms Reay highlighted that the region has anticipated 20 - 30 GP Practices will initially participate to link data to the acute hospital service.
- Collaborative Commissioning Model – members were advised that NSW Ministry of Health have submitted to the Commonwealth for a collaborative commissioning model. The Secretary is supportive of this model and looking to progress. Ms Reay stated it is expected that all Local Health Districts will be included within the next twelve months.
- Members were advised that there will be significant changes to health priorities for the region from 1 July 2019. Ms Reay brought attention to the District's medical workforce shortage in some remote areas and how these areas will now be affected by the new guidelines, previously where General Practitioners were not included as part of the scheme. Ms Reay emphasised that the health priorities could be an area of concern. The Chief Executive asked if this was consistent across the State to which Ms Reay responded that Nepean Blue Mountains have been impacted the most.

9. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported on the NBMLHD Research & Education Foundation. Mr Grassi stated that the Foundation has reported its current financial year end position. Members were advised the Foundation is waiting on endorsement from the Australian Tax Office.

10. WORK, HEALTH & SAFETY

10.1 Board Members' Advice to NBMLHD Executive

Nil report.

10.2 NBMLHD Executives' Advice to Board

The Chief Executive reported on Legionella testing at Nepean Hospital.

The Chief Executive reported that the Public Health Unit have completed routine audits of cold chain practices in General Practitioner Services within the District. Two breaches and areas of concern have been advised by Public Health. Members noted that patients will be contacted where revaccination is required. Mr Smith reported on the cold chain management process and how non-compliance is managed.

11. ACTION SHEET

11.1 Proposed Rouse Hill Hospital

The Chief Executive reported that there has been no update on the proposed Rouse Hill hospital.

Action: Item to be closed pending any further announcements.

11.2 NBMLHD Research & Education Foundation

The Chief Executive reported that a meeting will be scheduled over the coming weeks.

11.3 Child Care Services Nepean Hospital

The Chief Executive brought attention to the launch of the Premier's Priorities. It was noted that the Premier aims to implement before and after school care at each school across NSW which will negate the need for our centre to provide. The Chair highlighted that this would be an issue for staff retention.

Action: Item to be closed pending any further announcements.

11.4 Internal Medicine

The Chief Executive reported that a meeting will be scheduled over the coming weeks.

11.5 Medicare Ineligible patients

The Chair reported that the Medicare Ineligible patients was an agenda item at the recent Council of Board Chairs meeting. Members noted that there are processes in place to convene clinical ethics panel to provide advice when required. Members agreed this item does not require any further discussion.

Action: Item to be closed.

11.6 Business Case for MRI Service at Lithgow

As discussed in the Chief Executive report.

11.7 Aboriginal Health Joint NBM Primary Health Network

The Chief Executive reported that the Aboriginal Health Joint NBM and Primary Health Network Committee will be discussed at Aboriginal Health Governance meeting.

Action: Item to be closed.

11.8 Costs / Award Increases and potential impact on budget

The Chief Executive reported this item would be discussed at the extraordinary Finance & Performance Committee meeting on Monday, 22 July 2019.

Action: Item to be closed.

11.9 Letter to NSW Health Minister & NSW Treasurer regarding 2019/20 Service Agreement

The Chief Executive reported this item would be discussed at the extraordinary Finance & Performance Committee meeting on Monday, 22 July 2019.

Action: Item to be closed.

11.10 Letter to Prime Minister regarding funding commitment toward Nepean Cancer and Wellbeing Centre

As discussed in the Chair's report.

12. CORRESPONDENCE IN

12.1 HPRM 19/11289 NSW Pathology – Letter to the NBMLHD Board regarding NSW Coronial Service Brochure

The Chair reported the attached correspondence is for noting.

13. CORRESPONDENCE OUT

13.1 HPRM 19/22821 Thank you letter to Ms Kylie Burke for presentation to the NBMLHD Board on 15 May 2019

13.2 HPRM 19/22823 Thank you letter to Ms Enid Robinson for presentation to the NBMLHD Board on 19 June 2019

13.3 HPRM 19/23010 Letter of congratulations to Dr John England recipient of an Order of Australia

The Chair reported the attached correspondence is for noting.

14. COMMITTEE REPORTS

14.1 Aboriginal Health

Nil meeting.

14.2 Audit & Risk Committee

Members noted the attached Audit & Risk Quadrant Report. The Chair highlighted the following documents are submitted for the Board's endorsement:

- HPRM 19/21634 Annual Satisfaction Survey Internal Audit 2018/19
- HPRM 19/21561 Internal Audit and Risk Management Attestation Statement for the Financial Year 2018/19 for endorsement

- HPRM 19/21638 Audit and Risk Committee Self-Assessment Checklist 2018/19 for endorsement

Moved: Mr Lenton
Seconded: Mr Smith

Action: Endorsed by the NBMLHD Board.

14.3 Clinical Services Development

Members noted the attached Clinical Services Committee quadrant report. The Chief Executive highlighted the 2019/20 Business Plan is submitted for the Board's endorsement.

Moved: Dr Keegan
Seconded: Mr Smith

Action: Endorsed by the NBMLHD Board.

14.4 Finance & Performance

Members noted that the Finance & Performance Committee reports have been uploaded to the Board portal.

Mr Grassi provided members with a comprehensive report from the Finance & Performance Committee. Mr Grassi advised the terms of reference were reviewed and will be uploaded to the Board portal for review and endorsement.

Action: Secretariat to upload terms of reference for review and endorsement by the Board.

14.5 Health Care Quality Committee (HCQC)

Prof Reath tabled the HCQC Safety & Quality Report for July 2019. Dr McQueen stated this is the new format and advised that HCQC change over to this reporting format. Ms Skinner brought attention to greater visibility RCAs and their tracking.

The Chief Executive advised that a video "Portland playdates at Tabulam Cottages" has been uploaded to the Board portal for review and information.

14.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted the attached minutes for July 2019. Ms Clark reported on:

- Staff immunisation
- Collection of evidence
- Medical staff conditional approvals

Mr Allchin noted that employees' privacy is protected and advice provided to Heads of Department identifies the need for action but does not identify the area/s of concern. A Further report will be provided to MDAAC.

14.7 Research Committee

Mr Austin reported on Research activity within the District. Members noted that attached quadrant report.

Mr Hedge provided members with an update from the Research Board Sub Committee. Members were advised on the following:

- Currently reviewing the role of the Committee with strong management of research ethics and research governance.
- REGIS system to support ethics and governance of human research projects across public health.
- DRAFT Research Strategy 2019-24 currently being considered.
- Research success stories – Prof Nanan – Fetal development in preeclampsia and Dr Tang in immune response of influenza infection.

Mr Austin brought attention to Research within the Nursing and Allied Health professions.

14.8 Workforce & Culture

Nil meeting.

14.9 Work, Health & Safety Committee

Nil meeting.

15 BUSINESS WITHOUT NOTICE

The Chief Executive reported that the Medical Staff Council representation for the Board Sub Committee has been uploaded to the Board portal.

16 FOR INFORMATION ONLY

Nil.

The meeting closed at 6.36pm.

17 NEXT MEETING

Date: Wednesday, 21 August 2019
Time: 4.00pm – 6.30pm
Venue: Hawkesbury Hospital

Meeting: St John of God Healthcare
Time: 3.30pm – 4.00pm – prior to Board Meeting
Venue: Hawkesbury Hospital

Nepean Blue Mountains Local Health Board Minutes 17 July 2019.



The Hon. Peter Collins, AM, QC.

Date: 21 /08 / 2019