

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

DATE: 18 March 2020 TIME: 4.00pm – 6.30 pm
VENUE: Warragamba Board Room, Station Street, Penrith

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 <i>(via PEXIP)</i> | P |
| Mr Gary Smith | P | Mr Joseph Grassi | P |
| Professor Ian Seppelt | P | Mr Colin Lenton | P |
| Ms Kath Skinner <i>(via PEXIP)</i> | P | Professor Jennifer Reath <i>(via PEXIP)</i> | P |
| Mr Clarke Scott <i>(via PEXIP)</i> | P | Associate Professor Stephen Fuller | P |
| NBMLHD EXECUTIVE & STAFF | | | |
| Ms Kay Hyman, Chief Executive | P | | |
| MEDICAL STAFF COUNCIL & JUNIOR MEDICAL STAFF REPRESENTATIVES | | | |
| Dr Nhi Nguyen, Chair, Nepean Medical Staff Council <i>(via PEXIP)</i> | P | Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council | A |
| WENTWORTH HEALTHCARE LIMITED (Primary Health Network) | | | |
| Ms Lizz Reay, CEO | A | | |

1. OPENING AND ACKNOWLEDGEMENT 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. The Chair highlighted that due to COVID-19 the Board meeting will have a slightly different format over the coming months. Videoconference attendance is the preferred method of attendance and to minimise numbers, members of the executive team will only attend if required for identified agenda items. The majority of the discussion will relate to the Chair's and Chief Executive's reports and general business with reports noted for information with discussion by exception.

2. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. Mr Smith declared two minor amendments that have been forwarded to the secretariat.

Action: Secretariat to update conflict of interest declaration.

3. MINUTES OF PREVIOUS MINUTES

The Chair highlighted a slight amendment to the previous minutes. With those changes the minutes of the meeting held on 19 February 2020 were accepted as a true and accurate record of the meeting.

Moved: Mr Allchin

Seconded: Mr Lenton

Action: Endorsed by the NBMLHD Board.

COVID-19 update by Dr James Branley

Dr James Branley provided members with a comprehensive report on the District's response to COVID-19. Dr Branley brought attention to his latest sessions with staff in Nepean Blue Mountains Local Health District and Western NSW Local Health District.

Dr Branley reported on:

- the District's screening process
- communication across the District
- collaboration between staff

Board members noted the great work by the Hon. Brad Hazzard MP Minister for Health and Medical Research to keep our population informed and updated. Dr Branley highlighted that the process to reducing anxiety is a major issue and needs to be managed with care.

Prof Reath acknowledged staff who are working tirelessly on this pandemic. Also noting those staff who are in isolation. The Chief Executive responded that the District is gathering information on those staff who work in non-clinical roles that have clinical skills. Members were advised that ensuring staff's wellbeing is key during this pandemic.

Members were advised that contingency plans in regard to abnormal levels of sick leave are currently being worked through. Dr Nguyen reported that Dr Branley's leadership has been instrumental across the District.

Dr McQueen brought attention to GP Practice issues; the supply of masks and whether S100 prescriptions can be issued for more than one month. Dr Branley reported that the Federal Government is aware of personal protective equipment (PPE) across Australia.

The Chief Executive thanked Dr Branley for his information sessions to all staff. District staff have welcomed this valuable insight. The Chair thanked Dr Branley for his dedication to our

staff and community, highlighting the Board's gratitude for his leadership.

4. CHAIRMAN'S REPORT

The Chair highlighted the importance of the changes to the Board meeting format. The Executive team are not required other than specific reports identified prior to the Board meeting. The Chief Executive and Executive Officer attendance is required.

Commonwealth and State Government funding for COVID-19

The Chair reported that funding for COVID-19 related expenditure is available.

Mr Austin joined at 4.10 pm

5. CHIEF EXECUTIVE REPORT

The Chief Executive reported on the report for the month of March 2020 with the following items highlighted:

Novel Coronavirus

The Chief Executive provided members with an updated report on Nepean Blue Mountains Local Health District COVID-19 status. Members were advised on activities related to COVID-19 and planning that is in place. The Chief Executive highlighted the capital equipment that has been ordered with funding for this provided by the Ministry.

Elective surgery

The Chief Executive reported on elective surgery, noting that elective surgery has not yet been deferred but undoubtedly will be at some time in the weeks ahead. Opportunities to utilise private sector capacity are being explored.

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

For information.

5.2 Appendix 2: HPRM 20/6595 Ministry of Health Review of the 2019 Safety and Quality Accounts

For information. The Chief Executive reported that it is the Ministry's intention that this document be available to the public in the future. This will probably change the format and language but the intent and basic content will not change.

5.3 Appendix 3: NSW Health Workforce Data Dashboard

The Chief Executive reported the attached NSW Health report of workforce data that provides a comparison of workforce KPIs across LHDs noting NBMLHD's generally favourable performance.

5.4 Appendix 4: Media & Communications Report – February 2020

The Chief Executive highlighted the Media & Communications Report. Members confirmed that the report would be welcome each month as pertinent information is highlighted.

Action: Media & Communications to provide report each month.

5.5 Appendix 5: NSW Ministry of Health Performance Report

For information. The Chief Executive advised the attached report is issued by the Ministry each month. Prof Reath stated that the report data includes older data than is available from other sources. The Chief Executive acknowledged this and advised that the report will be reviewed in light of other information available and the quarterly Board Report available from the Ministry which is the only report which provides comparison with the rest of NSW.

5.6 Appendix 6: NSW Ministry of Health League Table

The Chief Executive reported on the attached NSW Health League table. The Chief Executive also noted that the year to date February result was in line with expectations and the year-end forecast remains unchanged.

2020/21 Service Agreement with NSW Ministry of Health

The Chief Executive reported that the first service agreement negotiation meeting will be held on Friday, 20 March. The Chief Executive noted a change in format for this year with the Ministry advising Districts on the content of the Service Agreement.

Blue Mountains, Springwood, Lithgow and Portland organisation restructure

The Chief Executive reported the Blue Mountains, Springwood, Lithgow and Portland organisation restructure is currently on hold and will be re-presented with modifications to staff, unions, Councils and local Members. The emphasis will be on ensuring the additional resource being provided is recognised.

NSW Minister visit to MRI opening

The Chief Executive reported on the Minister visit on Monday, 9 March to open the two new MRI scanners at Nepean Hospital.

Medical Imaging Managed Equipment Service

The Chief Executive brought attention to the management equipment service (MES) agreement for medical imaging equipment and the ease of equipment replacement this provides along with improvement projects undertaken in partnership with the provider. The MES has been in place since 26 November 2018.

The Chair discussed the management of the future MRI service at Lithgow.

NBMLHD 2020 Conference

The Chief Executive reported that planning continues for the second NBMLHD Conference. However, there is a likelihood that the conference will need to be moved to an alternative date in 2021. The District is reviewing the impact of changing the date.

Nepean Institute of Academic Surgery

The Chief Executive reported on the Nepean Institute of Academic Surgery that will centralise and support and research within Surgery at NBMLHD. Members noted that the launch has been postponed at this time.

Advanced Critical Care Echocardiography text book

The Chief Executive reported that Prof Anthony Maclean and Dr Stephen Huang from Nepean Intensive Care are first and second authors of a recently published text book.

Action: Chair to write a letter of congratulations to Prof Maclean and Dr Huang.

Presentations >24 hours in the Emergency Department

Prof Reath brought attention to patients presenting to the Emergency Department Nepean Hospital who wait greater than 24 hours. It was noted that with the current climate of COVID-19 effective strategies need to be in place.

Hawkesbury District Health Service (HDHS) - Contract

The Chief Executive advised that discussions are progressing with the Ministry of Health with regard to the HDHS contract.

Following considerable discussion the Board endorsed a recommendation which is provided to the Chief Executive with regard to progressing this issue going forward. The Chief Executive will continue to provide regular updates to Board Members.

Action: Recommendation provided to the Chief Executive endorsed by the NBMLHD Board available on the Board portal.

6. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT

The Chief Executive reported that construction for the Nepean Redevelopment is not impacted by delays at this time. A model of the public area art work selected for Stage 1 was available for members to view.

6.1 Appendix 7: Nepean Redevelopment Construction update

For information.

7. FEEDBACK FROM MEDICAL STAFF COUNCIL

7.1 Nepean Medical Staff Council

Dr Nguyen reported on the following:

Recent discussions with Federal Member the Hon. Melissa McIntosh regarding the Nepean Cancer & Wellness Centre. Members were advised that the Nepean Medical Staff Council have provided information to the Hon. Melissa McIntosh outlining the vision and requirements and costs of the facility.

Action: Copy of the proposal to be provided to the Board.

Prof Andrew Keegan's Memorial has been postponed. Members noted a new date will now be advised later in the year.

Dr Nguyen advised that she has been selected to provide ICU related advice in the NSW Ministry of Health COVID-19 bunker. The Chief Executive reported this is in line with Dr Nguyen's role in the Agency Clinical Innovation and her expertise at Nepean Hospital Intensive

Care. Members were advised this is a great acknowledgement of Dr Nguyen's dedication and leadership around pandemic response.

7.2 Blue Mountains Springwood Medical Staff Council

Nil report.

8. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)

Nil report.

9. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported the Cardiology Fund Raising Event scheduled for Sunday, 15 March was postponed. Members were advised there was a good response with 160-170 people who paid to attend the function.

Action: Chair to write letter of thanks to Dr Choon Lee.

10. WORK, HEALTH & SAFETY

10.1 Board Members' Advice to NBMLHD Executive

The Board highlighted the importance of staff well-being at this time. The Chief Executive reported that arrangements are in place for the Employee Assistance Program to provide advice to staff generally and Incident Management Team. The NBMLHD mental health team have already provided advice to staff on keeping themselves mentally well and reducing anxiety. Discussion also occurred with regard to vulnerable staff.

10.2 NBMLHD Executives' Advice to Board

Nil report.

11. ACTION SHEET

11.1 Hawkesbury District Health Service – options paper

As reported in the Chief Executive's report.

11.2 Visiting Medical Officer

The Chief Executive reported the attached information is provided to advice of the process to dismiss staff. Members were asked to provide any questions to the Chief Executive prior to the next meeting.

Action: Deferred to April meeting for discussion with Director People & Culture.

12. CORRESPONDENCE IN

12.1 HPRM 20/4023 Board Complaint from Geoff Beech regarding experience during mother's passing at Nepean Hospital

12.2 HPRM 20/5230 Follow up letter from St John of God Health Care Hawkesbury Hospital re negotiations to continue to provide health care services at Hawkesbury District Health Service

12.3 HPRM 20/6442 Email of appreciation to the NBMLHD Board from Mr John Hockney re the wonders of the public health system at Nepean Hospital

13. CORRESPONDENCE OUT

13.1 HPRM 20/4879 Acknowledgement letter to Mr Geoff Beech regarding Board complaint on experience during mother's passing at Nepean Hospital

13.2 HPRM 20/5323 Acknowledgement to St John of God Health Care regarding negotiations to continue to provide health care services for Hawkesbury District Health Services

13.3 HPRM 20/5993 Letter to Dr Peter Thomas acknowledging his contribution to the Director Medical Workforce at Nepean Hospital

13.4 HPRM 20/5995 Letter to the Chief Executive Health Infrastructure acknowledging Mr Pitton and his team for their ongoing commitment to the Nepean Hospital Redevelopment

13.5 HPRM 20/6867 Letter from the NBMLHD Board to Dr James Branley acknowledging his contribution as part of the first Novel Coronavirus retrieval team

13.6 HPRM 20/6868 Letter from the NBMLHD Board to Somerset Cottage Child Care Centre re congratulations on recent review from the Department of Education

13.7 HPRM 20/6869 NBMLHD Board acknowledgement to Mr John Hockney re staff at Nepean Hospital

The Chair advised the correspondence is for noting.

14. COMMITTEE REPORTS

14.1 Aboriginal Health

Members noted the Aboriginal Health Committee Quadrant report. The Planning team are asked to review wording from the priority setting session to ensure Aboriginal health is appropriately acknowledged.

Mr Scott again brought attention to Mr Hedge who will be retiring in the near future. His passion and dedication for Aboriginal Health has been highly appreciated and a loss for our Aboriginal community.

14.2 Audit & Risk Committee

Members noted the Audit & Risk quadrant report.

14.2.1 HPRM 20/1302 Audit & Risk Committee Annual Report 2019

Mr Lenton reported the Annual Report 2019 is submitted for endorsement.

Moved: Mr Lenton

Seconded: Mr Allchin

Action: *Endorsed by the NBMLHD Board.*

14.2.2 HPRM 20/1305 Audit & Risk Committee Assessment of External Audit 2019

Mr Lenton reported the Assessment of External Audit 2019 is submitted for endorsement.

Moved: Mr Lenton

Seconded: Mr Allchin

Action: *Endorsed by the NBMLHD Board.*

Mr Lenton brought attention to the Audit & Risk Committees request for a cyber security paper to be added to April Board meeting.

Action: *Mr Cooper to provide report for April Board meeting.*

14.3 Clinical Services Strategic Development

Nil meeting.

14.4 Finance & Performance

Members noted that the Finance & Performance Committee meeting was held on Monday, 17 February 2020. Reports have been uploaded to the Board portal.

14.5 Health Care Quality Committee (HCQC)

Prof Reath reported she will be on Long Service Leave from 6 April to 6 June. Dr McQueen will be the Chair during this period.

14.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Noted.

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.

15 BUSINESS WITHOUT NOTICE

Nil.

16 FOR INFORMATION ONLY

Mr Smith brought attention to the hard work of all staff within the District especially at this time of COVID 19.

Action: Chair to write letter of appreciation to all staff.

The meeting closed at 6.24 pm

17 NEXT MEETING

Date: Wednesday, 15 April 2020
Time: 4.00pm – 6.30pm
Venue: Warragamba Executive Boardroom, Station Street Penrith

Nepean Blue Mountains Local Health Board Minutes 18 March 2020.



The Hon. Peter Collins, AM, QC.

Date: 15 /04 /2020