

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

DATE: 20 May 2020 TIME: 4.00pm – 6.30 pm

VENUE: Virtual meeting via PEXIP

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 <i>(via PEXIP)</i>	P	Dr Linda McQueen <i>(via PEXIP)</i>	P
Mr Gary Smith <i>(via PEXIP)</i>	P	Mr Joseph Grassi	P
Professor Ian Seppelt <i>(via PEXIP)</i>	P	Mr Colin Lenton <i>(via PEXIP)</i>	P
Ms Kath Skinner <i>(Leave of absence)</i>	-	Professor Jennifer Reath <i>(via PEXIP)</i>	P
Mr Clarke Scott	P	Associate Professor Stephen Fuller <i>(via PEXIP)</i>	P
NBMLHD EXECUTIVE & STAFF			
Ms Kay Hyman, Chief Executive	P	Ms Clair Ramsden, Executive Director Operations <i>(via PEXIP)</i>	P
Ms Jacqui Clark, Executive Director People & Culture <i>(via PEXIP)</i>	P	Ms Julie Williams, Executive Director Nursing & Midwifery <i>(via PEXIP)</i>	P
Ms Rebecca Beech, Executive Director Finance & Corporate Services <i>(via PEXIP)</i>	P	Mr Kevin Hedge, Director Allied & Population Health <i>(via PEXIP)</i>	P
Ms Rasha Kiswani, Director Planning <i>(via PEXIP)</i>	P	Ms Debbie Wyburd, Executive Director Clinical Governance <i>(via PEXIP)</i>	P
Ms Caroline Noonan-Edwards, Director Media & Communications <i>(via PEXIP)</i>	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 <i>(via PEXIP)</i>	P
WENTWORTH HEALTHCARE LIMITED (Primary Health Network)			
Ms Lizz Reay <i>(via PEXIP)</i>	P		

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. Nil apologies were noted.

2. Presentation:

The Chief Executive introduced the NBMLHD Aboriginal Health COVID response presentation, noting this is in reference to discussion at the April Board meeting.

NBMLHD Aboriginal COVID Response

Ms Rachel Scobie, A/Director Aboriginal Health presented the Nepean Blue Mountains Local Health District Aboriginal COVID-19 plan. Members noted the following:

- Timeline of the consultation process and strategy developed for the local Aboriginal community.
- Communication strategy – ‘Keeping Our Mob Safe’ an information sheet that highlights how to protect elders, family and everyone from COVID-19.
- Early cultural intervention – process for both positive and negative cases
- The adoption of NBMLHD’s model by WSLHD.

Ms Scobie reported that NBMLHD has a high testing rate for Aboriginal community members. Members were advised that the District has tested 577 Aboriginal people which equates to 4.9% of the District population. Ms Scobie stated that there are zero positive Aboriginal cases in the District and also zero Aboriginal COVID-19 deaths across Australia. Mr Scott highlighted the excellent leadership of Ms Scobie is providing and stated that her passion for the health and well-being of the Aboriginal community is well received.

Mr Allchin commented that zero Aboriginal positive COVID-19 cases in the District was great to see. Mr Scott responded that initial education from the Redfern Aboriginal Medical Service provided a good resource for education in the community as it was available early and targeted specifically to the Aboriginal community members.

Social Work Project

Mr Kevin Hedge, Director Allied Health and Population Health reported on a Nepean Hospital Emergency Department project that strives to improve the experience of Aboriginal people in the Emergency Department. The project is led by key staff from Social work and the Emergency Department liaison. Mr Hedge reported that the program has been accepted as a Clinical Redesign Project by NSW Agency Clinical Innovation. Members noted that most Local Health Districts have high rates for Aboriginal patients who self-discharge and do not wait before care can be provided. It is the aim of this project to have a good understanding of how staff can provide a more efficient service that has no self discharges.

3. DECLARATION OF CONFLICTS OF INTEREST

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

changes were advised.

4. MINUTES OF PREVIOUS MINUTES

The Chair asked members if there were any amendments to the previous minutes. Members held extensive discussion and with the agreed corrections; the minutes of the meeting held on 15 April 2020 were accepted as a true and accurate record of the meeting.

Moved: Mr Grassi

Seconded: Mr Austin

Action: Endorsed by the NBMLHD Board.

5. CHAIRMAN'S REPORT

Anglicare - Newmarch House, Caddens

The Chair reminded members that the Commonwealth are accountable for administration of all Aged Care Facilities. The Chair brought attention to disappointing recent media activity. Members noted that the current Royal Commission on Aged Care will almost certainly be extended to include the management of COVID-19 in Aged Care. The Chair stated that the recent deaths are deeply distressing to all families and everyone involved. The importance of facility design in the management of pandemics was noted. The Chair reported that District staff have provided excellent support to Newmarch House staff and patients. The Chair offered thanks to those members of staff and especially Dr James Branley for support to the facility.

Elective Surgery

The Chair reported that the focus of the media over the past week has shifted to delays in elective surgery. These negative news stories fail to mention that the reason for the delay is due to the Coronavirus pandemic.

The Chair reported on his recent meeting with the NSW Ministry of Health Secretary. Mr Allchin asked about patients who are being treated in hospital for COVID-19 and are unable to have contact with family and friends. Dr Nguyen reported on the initiatives by staff who provide families alternate communication channels in the absence of in person visiting.

6. CHIEF EXECUTIVE REPORT

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

COVID 19

The Chief Executive advised that an up to date COVID-19 report has been uploaded to the Board portal. Members were provided with a rates of testing by Local Health District from 1 April to 16 May 2020. Members noted that NBMLHD has to date been number one in the State for testing.

The COVID-19 report provides more commentary for the Nepean Blue Mountains region including Newmarch House. Members were advised that a review of Newmarch House has

highlighted the importance of communication with families. The Chief Executive noted the appointment of Mr Andrew Kinkade as an independent advisor to Anglicare.

Return to Elective Surgery

The Chief Executive reported that the NSW Plan is to return to an overall 75% of pre COVID-19 elective surgery volumes by mid-July. Members noted that at the same time Oral Health is also increasing activity. It was noted there needs to be a balance of increasing activity within available personal protective equipment (PPE) availability and maintaining capacity to respond to any future surge in COVID-19 activity.

Oral Health – National Partnership Agreement (NPA)

The Chair asked about the National Partnership Agreement (NPA) funding for Oral Health. The Chief Executive reported that future year funding has not been received at this time. Given that there are a number of staff employed on fixed term contracts ending on 25 June 2020 the usual process is to remind staff of this.

Mr Allchin highlighted the important work that is provided to our disadvantaged community by Oral Health. Board members noted the desire to retain NPA funding and consequently the staff for further fixed term contracts.

Subsequent to the meeting and as advised to the Board by email, NBMLHD is proceeding with assurance from the Ministry that NPA funding will continue.

The New Normal

The Chief Executive reported on Telehealth / videoconferencing successes due to the need to work differently. Members were advised that the new normal will appear different and can be attributed as a positive that has come from this time period of COVID-19. Telehealth and videoconferencing will remain in the future.

Members noted that patient feedback has been overwhelmingly positive regarding Telehealth Services. Telehealth services have given our patients who would normally attend hospital the opportunity to save the cost of parking, save time travelling to and from hospital and generally a less stressful experience. The new normal could include changes in visitor times and visitor processes. The Chief Executive reported that staff have noticed that reduced visiting allows better access to patients for services such as physiotherapy and a calmer atmosphere on the ward enabling the ability to deliver care in a time consistent way.

International Midwives and International Nurses Day

The Chief Executive reported on the recent International Midwives Day and International Day. These are important dates to highlight and thank our staff who deliver services to our community.

The Chief Executive reported that it has recently come to her attention that Monday, 15 June is designated International Cleaner's Day and during these recent times we are reminded the significant role cleaners play in the health care setting. We will be marking this date in the diary this year.

General Surgeons Australia Teaching Award

The Chief Executive reported that Dr Anthony (Tony) Shakeshaft has been awarded the General Surgeons Australia Teaching Award – NSW and ACT for Year 2019. This award is

nominated by trainees in NSW and ACT and is prestigious. Members were advised it highlights the quality of teaching and support given to trainees at Nepean Hospital.

Action: Chair to write letter of congratulations to Dr Shakeshaft.

Prof Seppelt joined the meeting at 5.13pm

Year End Forecast

The Chief Executive advised that the underlying year end forecast at the end of April is unchanged at \$29M unfavourable. However, increased costs and reduced revenue as a result of COVID-19 the District year end forecast will be \$37.9M.

Hawkesbury District Health Service (HDHS)

The Chief Executive reported that NSW Health have confirmed that their staff will be able to allocate the necessary time to assist us with the HDHS contract renewal. The District has agreed to proceed at this time, noting that should anything detract from staff ability to provide the necessary time, activities would be deferred.

2021-2021 Budget and Service Agreement

The Chief Executive brought attention to the announcement that the Federal Budget would be deferred until October 2020. Shortly after the NSW Government announced the deferring of the State budget until later in the year. Members were advised that NSW Treasury have shortlisted a number of dates for the 2020/21 budget later in the year but arrangements are in place from 1 July 2020 for the new financial year.

6.1 Appendix 1: COVID-19 Test Numbers

For information.

6.2 Appendix 2: Performance Reports (ETP, TOC, ESAP)

For information.

6.3 Appendix 3: Employee Assistance Program Report

The Chief Executive provided members with the Employee Assistance Program COVID-19 Report that reviews utilisation of this service until end of April 2020. Members were advised that the report does not include staff who have reached out through Colleges, other professional bodies or primary care.

6.4 Appendix 4: NSW Ministry of Health League Table

For information.

6.5 Appendix 5: Secretary's Dashboard

The Chief Executive reported that the NSW Health Secretary's dashboard provided for the first time.

6.6 Appendix 6: Media Report

The Chair noted the Media Board report for April 2020 and highlighted the generally positive social media activities.

7. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT

The Chief Executive highlighted that construction is moving forward at a remarkable pace, with the most recent concrete pour of Level 4 (Central Sterilising Supply Department and Plant Room) and Level 5 (Coronary Care Unit). Members were advised there has been nil impact on construction material availability and minimal COVID-19 impact on the workforce.

Community Engagement Art Works

The Chief Executive brought attention to the Nepean Hospital Redevelopment - Art Project selection process is complete. Members were advised the quality of the artists presenting for all three projects was of a high standard.

Stage 2 Planning

The Chief Executive advised that multiple options are being considered to ensure Stage 2 is within budget. Members were advised it is especially difficult to determine the best option with no indication of a future Stage 3. Dr Nguyen, Clinical Lead for the Nepean Redevelopment noted the challenge of delivering options within budget and the significant discussions with services to consider various configuration impacts.

New Child Care Centre

The Chief Executive reported that the new child care centre construction remains on schedule for completion in June 2020. The NSW Department of Education will be reviewing the centre for accreditation, which cannot occur until the building is complete. The new centre needs to be licenced before the move can occur.

The Chief Executive reported that an art project engaging an Aboriginal artist to work with elders and the children who attend the centre will be held after the initial opening, when restrictions allow. Members noted that this is an opportunity for a community engagement piece with staff and users of the centre. This will also provide an opportunity to mark the opening of the centre is a way which is not possible with current restrictions. This will be additional to a very small formal event which will occur.

Prof Seppelt asked about the flow of traffic on Barber Avenue and drop off zone for the centre. The Chief Executive responded that the Redevelopment Project team are considering Barber Avenue traffic and flows. Noting that the cost of any potential changes is a cost to the project.

Action: Health Infrastructure asked to include traffic flows around the campus in their next update to the Board.

7.1 Appendix 7: Construction update

For information.

8. FEEDBACK FROM MEDICAL STAFF COUNCIL

7.1 Nepean Medical Staff Council

Dr Nguyen reported on the following:

- Prioritisation of funding for services that will be delivered for Stage 2. Dr Nguyen

reported on discussion with the Hon. Stuart Ayres, local member for Penrith regarding possible funding moving forward into Stage 3.

- COVID-19 - Medical Staff considering hospital services during future pandemics. Dr Nguyen reported on the excellent COVID response by NBMLHD to date.
- The future will be a different model for business as usual. Members were advised that the Medical Staff Council attendance in the virtual space has increased. Clinical engagement has been positive in a negative situation. The Chair brought attention to the importance on how we refine and improve our communications. Dr Nguyen reported that current times draws attention to new ways of working especially where accommodating staff in office space.

7.2 Blue Mountains Springwood Medical Staff Council

Dr Kalantar reported on the following:

- Medical staff are looking forward to returning to business as usual.
- COVID-19 testing in the Blue Mountains.
- New cardiologist has commenced at Blue Mountains District ANZAC Memorial Hospital.

9. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)

Ms Reay reported on the following:

- Respiratory Clinic opened in Penrith and has tested ~1300 people to date. Members were advised that a Respiratory Clinic has opened in Hazelbrook on Wednesday, 13 May and since opening is testing an average of 30-40 patients per day.
- General Practitioner access to Personal Protective Equipment (PPE).
- Commercial suppliers who have available stock of PPE listed on the NBMPHN website.
- Health Pathways Team.
- Campaign to remind the community GP services are available through telehealth.
- Coordination of Flu Vax
- Newmarch House – onsite GP service provided.

Ms Reay thanked Dr Anita Sharma who has supported the onsite GPs at Newmarch House. Ms Reay reported that the Federal Minister for Health has announced a number of new mental health measures that will support the population who have been affected by COVID-19. Members were advised that the Mental Health Joint Regional Plan has been postponed until later in the year.

10. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported that a local Accountancy firm has offered to update the NBMLHD Research & Education Foundation financial statements. Members were advised that once the financial statements are complete a report on the Foundation will be forwarded to the Board for review. Mr Grassi reported on a meeting with Caroline Orde, who has offered to assist with marketing and Mr Richard Curtis. Mr Curtis has kindly offered to provide a branding consultant service for the Foundation free of charge. Mr Grassi reported that the Foundation Business plan should be in place by 30 June 2020.

11. WORK, HEALTH & SAFETY

11.1 Board Members' Advice to NBMLHD Executive

Nil report.

11.2 NBMLHD Executives' Advice to Board

Nil report.

12. ACTION SHEET

12.1 Visiting Medical Officer (VMO)

The Chief Executive reported that the Visiting Medical Officer NSW Health Policy on the management of conduct of Medical Staff. Members were advised that the March 2020 Board meeting provided information on:

- PD2018_31 Managing Misconduct
- PD2018_32 Managing complaints and concerns about Clinicians

The Chief Executive stated that this item was carried over for further opportunity for any questions as previous paper provided. Members were advised that the NSW Health Policy is a condition of employment and was provided to the Board for information.

Action: Members agreed this item is closed.

13. CORRESPONDENCE IN

13.1 HPRM 20/13514 Complaint to the NBMLHD Board regarding patient Mr Emile Dutheil Nepean Hospital

For information.

13.2 HPRM 20/13389 NSW Ministry of Health – NBMLHD Board Report May 2020

The Chief Executive reported that the NSW Ministry of Health Board report is for period from October to December 2019. Members noted that the report provides valuable information.

14. CORRESPONDENCE OUT

14.1 HPRM 20/13519 NBMLHD Board acknowledgement to complaint regarding Mr Emile Dutheil at Nepean Hospital

For information.

14.2 HPRM 20/13611 Letter of congratulations to Prof Anthony Maclean and Stephen Huang as first and second authors of the published text book Advanced Critical Care Echocardiography

For information.

The Chair advised the correspondence is for noting.

15. COMMITTEE REPORTS

The Chair asked members to consider their Sub-Committee current and areas of future interest. Feedback will be obtained via a survey of Board Members. Terms of Reference and reporting information will be provided to assist Board Members.

Action:

- 1. Chief Executive to provide Sub-Committee terms of reference and reporting system to the Board with survey.**
- 2. Results to be provided to the June Board meeting.**

15.1 Aboriginal Health

Nil meeting.

15.2 Audit & Risk Committee

Nil meeting.

15.3 Clinical Services Strategic Development

Nil meeting.

15.4 Finance & Performance

Members noted that the Finance & Performance Committee meeting will be held on Monday, 18 May 2020.

Ms Beech reported on:

- COVID-19 costs to services and the District.
- NSW Ministry of Health have engaged PriceWaterhouse Coopers (PWC) to offer guidance on COVID-19 cost allocation. Members were advised that there has been a large amount of staff who have been redeployed to cover the COVID-19 related activities. Ms Beech reported that the District is working hard to ensure documentation is correct to ensure those costs incurred for NBMLHD will be agreed.

15.5 Health Care Quality Committee (HCQC)

Prof Reath reported on the HCQC available on the Board portal. Prof Reath brought attention to RCA recommendation strategies report that have been put in place to ensure timely responses. Prof Reath reported on actions being undertaken to address the high rates of Health Care Acquired Medication Complications in the District.

15.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted that the attached minutes are for noting.

15.7 Integrated Care

Mr Smith reported that the Integrated Care Committee met on Monday, 18 May and committee members are considering a reporting mechanism, governance and organisational structure. Mr Smith stated that the Committee has commenced reporting on the joint priorities and integrated care. Members noted that these documents including the terms of reference will be submitted to the working groups June Board meeting.

Action: Integrated Care Committee documents for submission at the June Board

meeting.

15.8 Research Committee

Nil meeting.

15.9 Workforce & Culture

Nil meeting.

15.10 Work, Health & Safety Committee

Nil meeting.

15 BUSINESS WITHOUT NOTICE

Nil report.

16 FOR INFORMATION ONLY

Nil report.

The meeting closed at 6.20 pm

17 NEXT MEETING

Date: Wednesday, 17 June 2020

Time: 4.00pm – 6.30pm

Venue: Virtual Meeting via PEXIP

Nepean Blue Mountains Local Health Board Minutes 20 May 2020.



The Hon. Peter Collins, AM, QC.

Date: 17 /06 / 2020