

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

DATE: 21 August 2019 TIME: 4.00pm – 6.30 pm
VENUE: HDHS Education Room, Hawkesbury Hospital

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	A
Mr Gary Smith	P	Mr Colin Lenton	P
Ms Kath Skinner	P	Professor Jennifer Reath	P
Mr Clarke Scott	P	Associate Professor Stephen Fuller	P
Associate Professor Ian Seppelt (<i>via telconf</i>)	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	A
Ms Caroline Noonan-Edwards, Director Media & Communications	A	Ms Debbie Wyburd, Executive Director Clinical Governance	A
Ms Rasha Kisswani, 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
		A/Prof Archana Sud, Nepean 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.

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 minutes of the meeting held on 17 July 2019 were accepted as a true and accurate record of the meeting.

Moved: Prof Reath
Seconded: Mr Allchin

Action: Endorsed by the NBMLHD Board.

4. CHAIRMAN'S REPORT

The Lindsay Healthy Active Living Network

The Chair reported on the today's visit by the Federal Minister for Health, Greg Hunt MP to launch the Health Active Living Network. The network is designed to promote healthy and active living within the community through collaboration local health, sporting and lifestyle organisations aimed at addressing health and well-being across the District. Members were advised that Dr Nguyen and Dr Flynn met with the Federal Minister at the event.

NSW Ministry of Health - Precinct Strategy Meeting

The Chair reported on a meeting scheduled by NSW Ministry of Health to discuss Health and Education Precincts. Mr Greg Allchin, Deputy Chair attended on the Chair's behalf along with the Chief Executive.

Mr Allchin advised that each Precinct was given an opportunity to present an overview of their plans. The Chief Executive stated that the Quarter's strategy is more comprehensive than others in that it incorporates four themes:

- health care innovation
- centre of excellence in education
- research & technology
- business & lifestyle

where presentations from other precincts concentrated more on health and research facilities. Members were advised that NSW Ministry of Health is reviewing how the precincts can be more cohesive and collaborate with a more efficient process. The Chief Executive stated that there was a clear desire to identify strengths at different places to benefit the system as a whole.

Office Health Medical Research - NSW Research Health and Education Precincts Report

The Chair reported on a draft document released by NSW Ministry of Health – NSW Research Health and Education Precincts Report. The Chair highlighted his concern and disappointment and members agreed with regard to the lack of recognition that Nepean Blue Mountains Local Health District has received within the document considering the major works underway.

Prof. Fuller reported that the University of Sydney have identified their fourth precinct as Nepean. Prof Reath highlighted that Western Sydney University are very keen to have a collaborative model for medical students.

Members requested a response to the draft document be sent to NSW Ministry of Health outlining their concerns.

Action: Chair to write to Secretary regarding the NSW Research Health and Education Precincts Report and the allocation of NBMLHD within the document.

2019 NSW Health Board Members' Conference

The Chair reported on the 2019 NSW Health Board members' conference and that the date has been changed to Monday, 4 November at Hyatt Regency Sydney.

Somerset Cottage Child Care Centre

The Chair reported on the turning of the sod for Somerset Cottage Child Care Centre is scheduled for Wednesday, 28 August.

5. CHIEF EXECUTIVE REPORT

Members were provided with the Chief Executive report and noted the following items for August 2019:

Integrating Care

Members were advised that the terms of reference have now been endorsed by the NBMLHD and NBMPHN Boards. Membership is currently being finalised with an inaugural meeting scheduled in late September. The Medical Staff Council representative will be Dr Kathryn Williams. The Chief Executive stated that a Board member representative needs to be identified.

Hydrotherapy at Blue Mountains District ANZAC Memorial Hospital

The Chief Executive reported that the second meeting was held on 14 August 2019. Members noted that the Consumer Committee members understand the need for change and are very engaged in working with the District to find a suitable resolution.

Trauma

The Chief Executive reported that the NSW Agency Clinical Innovation has issued draft advice with regard to Trauma Models of Care. Members were advised that the District will need to make improvements to ensure we meet requirements for a Regional Trauma Service.

People Matter Employee Survey (PMES)

The Chief Executive reported that the PMES results are available and the District has seen a

10% increase in response rate. The results will be publicly available on 9 September 2019.

Professor of Allied Health Appointment

Members were advised that interviews for the Professor of Allied Health have been scheduled.

Health Services Union (HSU) Industrial Action

The Chief Executive reported on the recent media coverage of the industrial action by the HSU which indicated ‘thousands of health staff’ had participated. Members noted that twenty one NBMLHD staff took part in the action which occurred on 1 August 2019 with negligible impact on patients.

Site to trial alternative models for Security Staff

Members noted that Central Coast Local Health District has been chosen as the site to trial alternative models for security staff. Any learnings from the trial sites will be considered in the design of the new Emergency Department, Nepean Hospital.

Australian Medical Council – University of Sydney Medical Program

The Chief Executive reported on the Sydney Medical School’s proposed MD 2020 program that requires approval from the Australian Medical Council. The Chief Executive met with the review team and confirmed that NBMLHD will be willing to increase student numbers and took the opportunity to confirm that we have the capacity and desire to have more students at the Nepean Clinical School.

Prof Fuller reported on the leadership changes within the Faculty of Medicine and Health. Members noted that a new acting Dean will be announced this week whilst the position is advertised. Prof Fuller reported on the distribution of students and supported NBMLHD to welcome any additional students. Prof Reath emphasised that Western Sydney University would welcome the opportunity to place medical students within NBMLHD.

2019/20 Service Agreement

Mr Smith brought requested advice with regard to the strategies developed aimed at NBMLHD delivering to the 2019/20 Service Agreement. The Chief Executive advised that the District’s strategies have been provided to NSW Health. These strategies will be monitored by the Finance & Performance Committee. The Chair brought attention to the challenging environment this year.

Hawkesbury District Health Service (HDHS)

The Chief Executive reported that the five year extension period for the HDHS contract will conclude on 30 June 2021. An options paper identifying benefits and challenges of the contract is being prepared for submission to NSW Ministry of Health. The Chief Executive reported on a meeting with Dr Shane Kelly, Chief Executive of St John of God Health Care Australia. Members held discussion on what will be required to move forward and sustain the best outcome for the Hawkesbury community. It was suggested that in order to move forward and ensure the local community is considered within the process that Board members would review the options paper before submission to the Ministry of Health.

Action: Board member consultation committee (Mr Allchin, Mr Smith and Mr Lenton) to review options paper and forward recommendation to the Board.

Mr Allchin brought attention to the Hawkesbury Hospital - United Hospital Auxiliaries and the work they provide to the local community within the hospital setting.

Optimising Staff Health: First in Australia Randomised Control Trial

The Chief Executive reported on Dr Faraz Pathan, Cardiologist and members of the Health Promotion team who have developed a research project aimed at the value of work place health practices. The study will involve staff from two work areas who will have pre and post intervention screening then participate in a lunch time exercise program. The aim is to reduce risk of diabetes, cardiovascular events, reduce weight and increase exercise capacity. Members noted that there is potential savings through reduced absenteeism.

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

Members noted the attached Performance Reports for August 2019. Prof Reath inquired on the Hawkesbury ETP and their improvement plan. Members noted that activity has increased and length of stay. Members held discussion on the Aboriginal Liaison Officer locations within the District.

5.2 Appendix 2: Warm Water Systems

Members noted that the attached action plan and documents in reference to warm water systems at Nepean Hospital. The Chief Executive reported that Dr Branley was part of the management process and could present with a comprehensive report on the warm water systems.

Action:

- 1. Dr Branley to attend the September Board meeting and provide a report.**
- 2. Chief Executive's report to include current processes in place and mitigation of risk for the next Board meeting.**

5.3 Appendix 3: Get on Track 2018

The Chief Executive reported on the Get on Track Challenge for 2019, highlighting the success of the program with staff. The Chief Executive asked if the Board would consider a team to enter.

Action: TEAM: Board – Mr Allchin, Mr Grassi, Mr Murray and Ms Skinner.

5.4 Appendix 4: HPRM 19/25484 NBMLHD 2019/20 Service Agreement

Document signed by the Chair and Chief Executive for return to the Ministry of Health.

5.5 Appendix 5: HPRM 19/27281 Greater Western Sydney Health Partnership – Memorandum of Understanding (MOU) between Nepean Blue Mountains, South Western Sydney and Western Sydney Local Health Districts

The Chief Executive reported on the attached MOU of the Greater Western Sydney Health Partnership and sought endorsement to sign the MOU on behalf of Nepean Blue Mountains Local Health District.

Moved: Mr Allchin

Seconded: Mr Lenton

Action: Endorsed by the NBMLHD Board.

The Chief Executive reported on the positive media publications of Prof Tang and his influenza research.

6. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT

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

Planning

Members were advised that NSW Health have responded to the Stage two Clinical Service Plan submission requesting clarification on the number of services. The Executive Working Group has had a further meeting to review Stage two options and agree response to the Ministry of Health.

Child & Adolescent Mental Health Unit

The Chief Executive reported that NBMLHD, Health Infrastructure and representatives from NSW Health met to discuss the first steps of the Child & Adolescent Mental Health Unit project. It was agreed that the project will be incorporated into the overall Nepean Redevelopment. The plan is for a 10 bed unit which will be available as part of a state-wide network.

The Chair brought attention to any buildings that are vacated and not required for clinical services could provide a base for Research and potential external revenue generation.

7. FEEDBACK FROM MEDICAL STAFF COUNCIL

7.1 Nepean Medical Staff Council

Dr Nguyen highlighted what is classified as “Super Local Health District Services” and how this is distributed across the State. Dr Nguyen stated that the Board need to be aware of how NBMLHD is seen by NSW Ministry of Health when considering super LHD services.

The Chair brought attention to the Trauma Plan and how Nepean should be considered moving further into the Redevelopment, noting that staff capacity and services are available to manage Trauma appropriately. The Board are guided by the Medical Staff Council to ensure realistic achievable goals are set.

7.2 Blue Mountains Medical Staff Council

Nil report.

8. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK) –

Nil report.

9. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Allchin reported that the NBMLHD Research & Education Foundation Board meeting was

convened. Members suggested the establishment of a Management Committee that would include representatives from the Medical Staff.

Mr Allchin reported on a meeting held with the Chief Executive to consider the next steps for the launch of the Research & Education Foundation. It was recommended that the NBMLHD Board celebration would incorporate the launch event of the NBMLHD Research & Education Foundation on Friday, 13 December.

10. WORK, HEALTH & SAFETY

10.1 Board Members' Advice to NBMLHD Executive

Nil report.

10.2 NBMLHD Executives' Advice to Board

Members noted earlier discussion on warm water systems.

11. ACTION SHEET

11.1 NBMLHD Research & Education Foundation

Action: Item closed.

11.2 Internal Medicine

The Chief Executive reported on meeting held with Dr Keegan where there were agreed actions.

Action: Item closed.

11.3 Medical Staff Council recommendation on Trauma Services

The Chief Executive referred to earlier discussion on Trauma Services.

Action: Item closed.

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

Members noted correspondence out.

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

Members noted correspondence out.

11.6 Reporting format only for HCQC

Prof Reath reported on the new reporting template for HCQC. Members were advised the current report would be uploaded to the Board portal.

12. CORRESPONDENCE IN

12.1 HPRM 19/24389 Australian Commission on Safety & Quality in Health Care – the state of patient safety and quality in Australian Hospitals 2019

The Chair reported the attached correspondence is for noting.

13. CORRESPONDENCE OUT

13.1 HPRM 19/24148 Letter to the Prime Minister of Australia regarding Nepean Hospital Cancer Care Services

13.2 HPRM 19/25404 Letter to the NSW Minister for Health and Medical Research regarding 2019/20 Service Agreement

13.3 HPRM 19/26234 Letter to Andrea Williams – congratulations on her retirement and thank you for her contribution to NSW Health

13.4 HPRM 19/26242 Letter to Associate Professor Kamal Sud – congratulations on being awarded funding for supporting adults with chronic kidney disease project

The Chair reported the attached correspondence is for noting.

14. COMMITTEE REPORTS

14.1 Aboriginal Health

Members noted the attached quadrant report. Ms Skinner reported on discussion with clinician representatives resulting in a strategic planning meeting being scheduled.

14.2 Audit & Risk Committee

Members noted that the attached HPRM 19/23974 NBMLHD Corporate Governance Attestation Statement 1 July 2018 – 30 June 2019 document has been submitted for the Board's endorsement:

Moved: Mr Lenton

Seconded: Prof Reath

Action: Endorsed by the NBMLHD Board.

14.3 Clinical Services Development

Members noted the attached Clinical Services Committee quadrant report.

14.4 Finance & Performance

Members noted that the Finance & Performance Committee reports have been uploaded to the Board portal. Ms Beech provided members with the July Finance and Narrative report. Members were advised that next month's Finance & Performance Committee meeting will be provided with the monitoring of initiatives within the District.

14.5 Health Care Quality Committee (HCQC)

Prof Reath provided members with a new reporting template that highlighted items of

achievements. Members held discussion on overdue RCAs.

14.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted the attached minutes for August 2019.

14.7 Research Committee

Members noted the attached quadrant report.

14.8 Workforce & Culture

Members noted the attached quadrant report.

Ms Clark provided members with an update on the Workforce & Culture Committee

14.9 Work, Health & Safety Committee

Members noted the attached quadrant report.

Ms Clark provided members with an update on the Workforce & Culture Committee.

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.

Members held discussion on the Midwifery workforce shortage throughout the State.

Action: Chief Executive to provide paper on Midwifery workforce shortage within NSW Health for the September Board meeting.

16 FOR INFORMATION ONLY

Nil.

The meeting closed at 6.15pm

17 NEXT MEETING

Date: Wednesday, 18 September 2019
Time: 4.00pm – 6.30pm
Venue: ICET West Block, Nepean Hospital

Nepean Blue Mountains Local Health Board Minutes 21 August 2019.



The Hon. Peter Collins, AM, QC

Date: 18 / 9 / 19