

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

DATE: 20 March 2019 TIME: 4.00pm – 6.30 pm

VENUE: Meeting Room 1, Nepean Hospital Executive Building,  
Nepean campus

**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 ( <i>via teleconf</i> )	P	Dr Linda McQueen	P
Dr Andrew Keegan ( <i>Medical Leave</i> )	A	Mr Joseph Grassi	P
Mr Gary Smith	P	Mr Colin Lenton	P
Ms Kath Skinner	P	Professor Jennifer Reath	P
Mr Clarke Scott	P	Associate Professor Stephen Fuller	A
Associate Professor Ian Seppelt	A		
<b>NBMLHD EXECUTIVE &amp; STAFF</b>			
Ms Kay Hyman, Chief Executive	P	Ms Julie Williams, Executive Director Nursing & Midwifery	P
Ms Rebecca Beech, Executive Director Finance & Corporate Services	A	Mr Kevin Hedge, Director Allied & Population Health	P
Ms Caroline Noonan-Edwards, Director Media & Communications	Ab	Ms Debbie Wyburd, Executive Director Clinical Governance	P
Ms Clair Ramsden, Executive Director Operations	A	Ms Sandra Creaner, A/Executive Director Workforce People & Culture	P
Ms Phillippa Venn-Brown, A/Director Planning	P		
<b>MEDICAL STAFF COUNCIL &amp; JUNIOR MEDICAL STAFF REPRESENTATIVES</b>			
Dr Nhi Nguyen, Chair, Nepean Medical Staff Council	P	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council	A
<b>WENTWORTH HEALTHCARE LIMITED (Primary Health Network)</b>			
Ms Lizz Reay, CEO	A		

**1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY**

The Chair opened the Nepean Blue Mountains Local Health District Board meeting. The Chair acknowledged Dr Keegan's absence due to medical leave. Apologies were noted.

## 2. DECLARATION OF ANY CONFLICT OF INTEREST

No changes to Conflict of Interest register declared.

## 3. MINUTES OF PREVIOUS MINUTES

Members requested the following amendments to the minutes of the meeting held on 20 February 2019:

Item 4, Chairman's Report – page 2:

Mr Allchin asked for correction to Sydney Science Park not Scientific.

Prof Reath requested removal of the last sentence on the paragraph.

With the amendments agreed the Chair asked for a motion to endorse the Board minutes for February 2019.

Moved: Ms Skinner

Seconded: Mr Allchin

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

*Kevin Hedge arrived at 4.22pm.*

## 4. CHAIRMAN'S REPORT

### Memorandum of Understanding – Sydney Science Park

The Chair noted the Chief Executive executed the Memorandum of Understanding between Nepean Blue Mountains Local Health District and Sydney Science Park following the conclusion of the February 2019 Board meeting. Mr Allchin acknowledged the value of the Memorandum of Understanding given the rapid growth in our District.

### NBMLHD Board meeting venues

Members noted that the Office of the Chief Executive would ensure basic teleconferencing is available at all LHD meeting facilities, however this could not be guaranteed if Board Meetings are not held on LHD premises.

### NSW State Election

The Chair reported on the State election on Saturday, 23 March 2019. The amount of industrial activity at this time is noted. The Chair asked that staff are reminded that they should not participate in these activities if they are in uniform. It was noted that the Nurses & Midwives Association uniform is very similar in design and colour to the NSW Health / NBMLHD uniform and they could be confused if not looking closely. Ms Skinner noted the right for nurses and midwives to advocate for nurse patient ratios but acknowledged this should not be whilst they are in uniform. Ms Skinner also commented that there is formal representation from medical staff via the Executive Medical Staff Council but no similar representation from nurses. Ms Skinner asked that this be considered for future meetings.

**Action: Chief Executive to consider how Nurses' & Midwives should be represented at future Board meetings.**

### Hospital meals

The Chair reported that some Board members had the opportunity to sample hospital meals from Food Services, Nepean Hospital prior to the Board meeting. Those members who sampled the meals that are provided to patients stated that they were of a good standard. The Chair extended thanks to the Food Services staff.

**Action: Letter of thanks to be send to Food Services staff.**

## 5. CHIEF EXECUTIVE REPORT

The Chief Executive noted her report for the month as provided and highlighted the following:

### Greater Western Sydney Health

The Chief Executive reported on the partnership between Nepean Blue Mountains Local Health District, Western Sydney Local Health District and Sydney South West Local Health District. Members were advised that a draft action plan is currently being developed. The intent is to sign an MOU to work more cooperatively across the three LHDs. This will give the opportunity to plan across the broader area particularly for community service/chronic disease programs and supra-LHD services. The Chief Executive reported that there will be a paper submitted to NSW Ministry of Health in April 2019 regarding the Greater Western Sydney Health.

### Sydney Science Park

The Chief Executive reported that there will be a meeting with Celestino on 7 May 2019 to discuss innovative health service delivery. Prof. Reath suggested that the NBM Primary Health Network be included in future discussions.

## Nepean Hospital Redevelopment

### Stage 2 Prioritisation

The Chief Executive reported that the Executive Working Group formed to prioritise on Stage 2 has now met twice. At this time there remains a gap between Stage 2 services and funding available. Members were advised work continues to agree the options for the business case.

### North Block

The Chief Executive reported that the North Block entrance, Nepean Hospital has now been closed in preparation for early ground works. Members were advised that additional wayfinding signage has been erected and patient transport services has been engaged to provide assistance for patients and visitors around the campus.

### Development Approval

Members were advised that approval of the State Significant Development Application for Nepean Redevelopment Stage 1 was granted on 25 February 2019. A formal sod turn event is likely to be scheduled for May.

The Chief Executive reported on the development approval for corner of Parker Street and

Great Western Highway building has been issued with conditions to ensure the flight path to our carpark helipad is not impacted by the development's tower crane.

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

Members noted the attached performance reports. The Chief Executive brought attention to the upcoming winter flu season and strategies that are in place. Members noted that outreach services will be expanded to assist with the demand which includes enhancement to increased community support and discharges over the weekends.

### **5.2 NSW Ministry of Health January League Table**

Members noted that attached report.

#### NSW Cancer Institute Annual Meeting

The Chief Executive reported on the annual meeting with NSW Cancer Institute. Members were advised that the NSW Cancer Institute Report is available on the board portal for information.

#### Child & Adolescent Mental Health Unit

The Chief Executive reported that Nepean campus will be the site for the new Child & Adolescent Mental Health Unit. The only detail received to date is that the unit was announced as "up to 10 beds". The Chief Executive advised the District is seeking further detail with regard to time and capital funding allocated.

#### Hydrotherapy at Blue Mountains District ANZAC Memorial Hospital (BMDAMH)

The Chief Executive reported on increasing expressions of concern regarding access to the pool at BMDAMH for non-clinical users. Since making changes to increase the number of clinical hydrotherapy classes with each course being a six week duration the District has improved access for patients including referrals from the Family Obesity Program. Members were advised that previous unsupervised users have been offered assessment. Some have continued with clinical hydrotherapy some referred to alternative programs and some have chosen to access public pools in the Mountains.

The Chief Executive reported that the District is currently considering options to address concerns expressed by non-clinical users.

#### Industrial Activities

The Chief Executive reported on industrial activities at Nepean Blue Mountains Local Health District and across the Health system.

#### JMO Wellbeing Survey

The Chief Executive reported on a meeting with the Australian Medical Association and the Australian Senior Medical Officers' Federation to discuss the District's results from the 2018 JMO Wellbeing Survey results. Members were advised that they were complementary about progress made since 2017 and supportive of the direction to generally reduce overtime by increasing the number of JMOs on rosters.

#### Staff Recognition: Madison Williams

The Chief Executive reported on Ms Madison Williams who commenced with NBMLHD as an Aboriginal Cadet in Social Work in 2015 and a new graduate Social Worker in December 2017

having completed her degree with First Class Honours from Western Sydney University. Madison is now the author of a Chapter in Our Voices 2<sup>nd</sup> Edition, a social work text. Chapter 8 which Madison authored focuses on Aboriginal People in a Hospital Setting – the Importance of Aboriginal Hospital Liaison Officers.

**Action: Chair to write letter of congratulations to Madison Williams.**

#### February 2019 Results

The Chief Executive reported that the year to date February result is \$5.538M unfavourable with activity essentially on target. Our year end forecast of \$12.5M unfavourable remains unchanged.

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

### Nepean Medical Staff Council

Dr Nguyen reported on behalf of the Nepean Medical Staff Council. Dr Nguyen advised:

- Half way through the detailed design for Emergency Department and the scope for the future of services.
- No response received to date from the Federal Health Minister, the Hon. Greg Hunt on the Nepean Cancer Care \$200M request for funding. Members noted that this funding is essential for Stage 2 Cancer Care Services into the future.
- NSW Ministry of Health have not endorsed the Stage 2 clinical services plan to date.

### Collaboration on Greater Western Sydney alliance

Dr Nguyen reported that the Nepean Medical Staff Council are keen to have an understanding of the impact of the Greater Western Sydney alliance for clinical services in the District. The Chair reported that the Board will work with the MSC to increase discussion on our clinical services. The Chief Executive reported that an MOU will be signed and there will be consultation with the Medical Staff. Any discussions with regard to Supra-LHD services will include consultation from Medical Staff within the District. Mr Allchin highlighted that the LHD being involved in this collaboration is a good sign for the future. The Chair highlighted that there is a need to ensure the District takes opportunities that will for improve access to services for our population into the future.

### Medical Staff Council membership of Board sub-committee – Clinical Strategic Plan

Dr Nguyen asked how the Medical Staff Council will be consulted during the expansion for new services. The Chief Executive noted that a representative of the District Medical Staff Council is included as a member in the Terms of Reference.

## **7. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK) –**

The Chief Executive reported on the Health Pathways. Mr Hedge stated that the overall goal of Health Pathways was 200 participants by 30 June and noted that the target has been met already. The Chief Executive noted that there could be opportunity to standardise Health Pathways across the Greater Western Sydney Health Alliance. Potentially for community services, home based services.

**Action: Health Pathways to be presented to the Board during 2019.**

## 8. NBMLHD RESEARCH & EDUCATION FOUNDATION

### DRAFT Business Plan

Mr Grassi reported that the Chief Executive has provided a Draft Business Plan for the Foundation which will be considered. Mr Grassi stated that an application will be lodged with the Not for Profit Commission and hopefully approved prior to the next Board meeting.

## 9. WORK, HEALTH & SAFETY

### 9.1 Board Members' Advice to NBMLHD Executive

Nil report.

### 9.2 NBMLHD Executives' Advice to Board

Nil report.

## 10. ACTION SHEET

### 10.1 Internal Medicine

Deferred.

### 10.2 Medicare Ineligible Patients

The Chief Executive reported on the outstanding action to discuss Medicare Ineligible Patients with the Medical Staff Council. The Chief Executive reported that NSW Ministry of Health have advised judgement was handed down in the class action proceedings in the Supreme Court of NSW. NSW Ministry of Health have advised any Medicare ineligible patients need to be managed as usual. Members held extensive discussion on the cost of these ineligible patients. Members recommended that the Chair write to COAG to request clear rulings for the State. Ms Skinner noted that although an issue of concern that percentage of overall budget is very low.

**Action: Chief Executive to draft letter to COAG for Chair's signature.**

### 10.3 New Board sub-committee reporting template

Prof Reath reported that HCQC are developing a new reporting template that could be utilised by Board sub-committees. Prof Reath requested this item be deferred to later in 2019.

**Action: Defer to September 2019 agenda.**

### 10.4 Board to sample meal from Food Services, Nepean Hospital

As discussed in the Chairs report. Members stated it would be good to test periodically.

### 10.5 HPRM 19/2760 NBMLHD Enterprise Risk Management Appetite Statement DRAFT

Ms Wyburd reported that the draft NBMLHD Enterprise Risk Management Appetite Statement was submitted for endorsement at the February 2019 meeting. Ms Wyburd requested an out of session approval from the Board.

**Action: Secretariat to send item for out of session approval.**

## **11. CORRESPONDENCE IN**

11.1 HPRM 19/4036 Letter to the NBMLHD Board re Blue Mountains District ANZAC Memorial Hospital Hydrotherapy Pool

11.2 HPRM 19/4282 Email to the NBMLHD Board – complaint from Mrs Tracy Walker re husband’s stay at Blue Mountains District ANZAC Memorial Hospital

*The Chair reported the attached correspondence is for noting.*

## **12. CORRESPONDENCE OUT**

12.1 HPRM 19/4316 Email acknowledgement to Mr John Ekin regarding Blue Mountains District ANZAC Memorial Hospital

12.2 HPRM 19/4286 Email acknowledgement to Mrs Tracy Walker regarding husband’s stay at Blue Mountains District ANZAC Memorial Hospital

*The Chair reported the attached correspondence is for noting.*

## **13. COMMITTEE REPORTS**

13.1 Aboriginal Health

Nil meeting.

13.2 Audit & Risk Committee

Mr Lenton reported on the Audit & Risk Committee meeting on Thursday, 14 March.

13.2.1 HPRM 19/4867 Audit & Risk Committee Assessment of External Audit 2018

Mr Lenton reported that the attached Audit & Risk Committee Assessment of external audit 2018 is submitted to the Board for endorsement.

Moved: Mr Smith

Seconded: Mr Lenton

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

13.2.2 HPRM 19/4866 Audit & Risk Committee Annual Report 2018

Mr Lenton reported that the attached Audit & Risk Committee Annual Report 2018 is submitted to the Board for endorsement.

Moved: Mr Smith

Seconded: Mr Grassi

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

### 13.3 Clinical Services Development

Mr Smith brought attention to the quadrant report. Members held discussion on the role of the Medical Staff Council representatives.

#### 13.3.1 HPRM19/4258 NBMLHD Clinical Strategic Development Sub-Committee Terms of Reference 2019

Mr Smith reported that the NBMLHD Clinical Strategic Development Terms of Reference are submitted for review. The Chief Executive reported that the District Medical Staff Council will be holding their initial meeting on Thursday, 21 March 2019 following which a representative to the meeting should be provided.

**Action: To be resubmitted for approval at April Board meeting.**

### 13.4 Finance & Performance

Members noted that the Finance & Performance Committee meeting was held on Monday, 18 March. Reports are available on the Board portal. Mr Grassi provided members with an extensive verbal report.

### 13.5 Health Care Quality Committee (HCQC)

Members noted the attached quadrant report. Ms Wyburd reported that the Accreditation Report has been received and the District scored well. Members noted issues highlighted with lack of Mental Health ICU beds. Members held discussion on the Mental Health strategies for safety of staff and patients.

### 13.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted the attached minutes for information.

### 13.7 Research Committee

Nil meeting.

### 13.8 Workforce & Culture

Nil meeting.

### 13.9 Work, Health & Safety Committee

Nil meeting.

## **14 BUSINESS WITHOUT NOTICE**

Nil.

## **15 FOR INFORMATION ONLY**

Nil.

The meeting closed at 6.20 pm.



## 16 NEXT MEETING

**Date:** Wednesday, 17 April 2019  
**Time:** 4.00pm – 6.30pm  
**Venue:** Lithgow Hospital

**Meeting:** Lithgow Council  
**Time:** 3.30pm – 4.00pm – prior to Board Meeting  
**Venue:** Lithgow Hospital

*Nepean Blue Mountains Local Health Board Minutes 20 March 2019.*



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

Date: 17 / 04 / 2019