

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

DATE: 17 June 2020 TIME: 4.00pm – 6.30 pm

VENUE: Virtual meeting via PEXIP

**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 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>(via PEXIP)</i> <i>**Left meeting for family matter for 20 mins</i>	P	Professor Jennifer Reath <i>(via PEXIP)</i>	P
Mr Clarke Scott	P	Associate Professor Stephen Fuller	P
<b>NBMLHD EXECUTIVE &amp; STAFF</b>			
Ms Kay Hyman, Chief Executive	P	Ms Clair Ramsden, Executive Director Operations <i>(via PEXIP)</i>	A
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		
<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 <i>(via PEXIP)</i>	P
<b>WENTWORTH HEALTHCARE LIMITED (Primary Health Network)</b>			
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. Apology as noted in attendance table.

## 2. Presentation:

The Chief Executive introduced Dr Alan Oloffs, Department Head Supportive & Palliative Care. Dr Oloffs outlined service provision, recent achievements and priorities for the future including the importance of advanced care planning. Topics covered:

- End of Life care definitions
- Evolving models of Palliative Care
- Identified gaps
- 2019 initiatives and achievements and 2020 initiatives
- Advanced care planning
- End of life care in Nepean Blue Mountains Local Health District
- Opportunities and challenges

Members noted the important role of General Practitioners (GPs) and NGOs have in supporting palliative patients. Prof Fuller stated that Palliative Care services have changed from a primary focus on cancer patients to now incorporate other disciplines, such as Cardiology and Renal patients.

Dr Oloffs brought attention to Advanced Care Planning and asked Board members to consider the important role it plays to support patients and their choices in final stages of life.

The Chief Executive thanks Dr Oloffs and noted the contribution that Dr Noel, Dr Oloffs and Clinical Nurse Consultant Linda Ora are have all made to the service, including the NBMLHD Palliative Care Conference which has been running for over 30 years.

## 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. With no corrections or additions the minutes of the meeting held on 20 May 2020 were accepted as a true and accurate record of the meeting.

Moved: Mr Grassi  
Seconded: Mr Allchin

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

## 5. CHAIRMAN'S REPORT

### COVID-19

The Chair brought attention to the COVID-19 pandemic and highlighted that the Australian death rates in comparison to other countries is very low at 102. If the death rate was the same as the USA Australia would have had 9,500 deaths. The Chair confirmed that the focus now needed to shift to restoration of elective surgery and noted recent media activity about this. Members noted that the District is moving forward and returning to business as usual with 75% of pre-COVID-19 elective surgery restored by the end of June.

Members held discussion on the District's expenditure due to COVID-19. All members stated that events could have been much worse but highlighted the cooperation of the local community has been instrumental. Members brought attention to the leadership and dedication of Dr James Branley.

**Action: Chair to write to Dr James Branley.**

## 6. CHIEF EXECUTIVE REPORT

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

### **Novel Coronavirus - COVID 19**

The Chief Executive provided members with an update on activity of the COVID-19 clinics across the District. Drive through clinics are now operational at Penrith Paceway, Hawkesbury Showgrounds and Koolyangarra and will commence via the Great Western Highway entrance of BMDAMH from 22 June. Screening numbers have increased at all sites with no reduction yet in Nepean Hospital numbers.

### Aboriginal Screening Clinic

The Chief Executive reported that an Aboriginal Screening Clinic was established at Koolyangarra in Cranebrook. This clinic was agreed to support the Centre for Aboriginal Health, NSW Health in identifying a culturally appropriate location for COVID-19 screening in order to increase testing rates for Aboriginal and Torres Strait Islanders living in the areas where case numbers have been high. The clinic will be supported by Aboriginal staff of Koolyangarra Aboriginal Child & Family Centre, a Nepean Community Neighbourhood Service. Members noted that NBMLHD Aboriginal Health Workers will be engaged to support Koolyangarra staff with this community service as/if needed.

Dr McQueen again highlighted that GPs are not receiving results from COVID-19 screening clinics. The Chief Executive advised that NSW Health Pathology is aware of this issue and working to resolve.

**Action: Chief Executive to follow up with NSW Health Pathology and report at July meeting.**

### Elective Surgery

The Chief Executive reported that NSW Health has set a target of elective surgery returning to 75% of pre-COVID activity by the end of June. Members were advised that the District is on track to deliver at this rate and 100% by mid-July.

### Mental Health

The Chief Executive reported on the Minister for Mental Health's announcement for additional funding, noting that we have receiving some funding for all requested items.

Prof Reath noted that funding relating to the new provider of the 1800 Mental Health Line was transitional and expressed concern about the ongoing operation of the service. As a regular user of the line Dr McQueen asked what the Key Performance Indicators would be in place to ensure an ongoing response service.

Prof Reath also noted the funding for support for homeless members of the community but questioned whether that was accompanied with any permanent solution to housing for the homeless. The Chief Executive advised that the funding was to support homeless residents to access available housing but she was unaware of any funding to increase the housing stock.

**Action: Chief Executive to provide information in reference to the KPIs at the July meeting.**

### Newmarch House

The Chief Executive reported that NSW Ministry of Health have declared the Newmarch House outbreak as officially over on 15 June, nine weeks since the first case was identified on 11 April 2020.

Members were advised that there will be a Coronial Inquest into Newmarch House as well the Royal Commission of Aged Care including a focus on COVID-19 management. The Chief Executive stated that the timelines for both are unclear but almost certainly the Royal Commission on Aged Care hearing will be first, given that the Royal Commission is scheduled to complete by November this year.

Management of the outbreak at Newmarch House will be the topic of the 4 Corners program on ABC television on Monday, 22 June. Members were advised that as the matter is now subject to Coronial review no specific information can be provided to 4 Corners. The Chair emphasised it is critical that the Ministry Legal team support NBMLHD staff. The Chair indicated his wish that the system provides a spokesperson for the program.

**Action: Chief Executive to request spokesperson to be available for Four Corners.**

### Over and Above Awards

The Chief Executive brought attention to the huge numbers of staff that have made significant contributions during the COVID-19 pandemic and who have gone over and above. We will recognise these staff in the coming weeks. Board members will be invited to attend recognition events.

### Success of the Hub

The Chief Executive reported on the Hub. The role of the Hub is to support clinicians to make decisions with regard to patient transfers between facilities. The Hub was established ahead of schedule and implemented as a COVID-19 response. Members were advised of the achievements since opening. The Hub assists to provide our community with a better patient experiences whilst also reducing transport costs.

### Retirement of Mr Kevin Hedge

Members noted the Director Allied Health & Population Health, Mr Kevin Hedge delayed his retirement to assist with COVID-19 response and now retires on 30 June. Members thanked Mr Hedge for his dedication to the community over his career in NSW Ministry of Health.

### Head of Department – Intensive Care

The Chief Executive reported that Dr Sam Orde has been appointed as the Head of Department, Intensive Care Unit (ICU). Members were advised that Dr Orde has been a senior member of the ICU team at Nepean since 2014, bring a wealth of experience including his focus and recognition in the areas of teaching, research governance and service development. The Chief Executive noted Prof Anthony Maclean has been instrumental as the leader of Intensive Care for the District over many years. Whilst stepping down from the leadership role Tony will continue as a valued senior staff specialist within ICU.

**Action: Chair to write a thank you letter to Prof Maclean on his retirement as Head of Department, Intensive Care Unit.**

### Resignation - Dr Bradley Forssman

The Chief Executive reported that Dr Brad Forssman, Director Public Health has resigned from Nepean Blue Mountains Local Health District as of Friday, 26 June. Members were advised that Dr Forssman has been instrumental in his leadership especially in the recent challenging times of bush fires, floods and the COVID-19 pandemic.

**Action: Chair to write an acknowledgement of contribution to Dr Forssman.**

### International Cleaners' Day

The Chief Executive reported that 15 June is now recognised as International Cleaners' Day. Members noted that cleaning staff across the District were acknowledged on this date.

### Year End Forecast

The Chief Executive reported that the Year End Forecast at the end of May is \$32M unfavourable, reduced from \$39M at the end of April. Members were advised this has been the result of budget relief for COVID-19 related expenses, revenue losses and reduction in our underlying expenditure.

### Hawkesbury District Health Service Contract (HDHS)

The Chief Executive reported on the revised governance structure for the HDHS contract.

### 2020-2021 Budget and Service Agreement

The Chief Executive reported on the rollover of current arrangements for the NBMLHD budget and service agreement moving into the first part of Year 2021. Members were advised of the major changes to Telehealth delivered services.

**6.1 Appendix 1: Thank you email from Andrew Kinkade, Independent Advisor to Anglicare**

For information.

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

For information.

**6.3 Appendix 3: HPRM 20/16719 NSW Health – Health System and Planning revised governance structure Hawkesbury District Health Service**

For information.

**6.4 Appendix 4: NBMLHD Business Planning**

The Chief Executive reminded members that the year's business planning process was put on hold due to the COVID-19 pandemic. Members were advised that as the curve continues to flatten and decrease the business as usual processes will return. The Chief Executive stated that timeframes will be readjusted for NBMLHD Business Planning. It was acknowledged that during the pandemic there have been many changes to the way we do business, some of which will continue moving into the future. Board members were asked to reconfirm the NBMLHD Board priorities are correct moving forward into the Business Planning process.

**Action: Board members to confirm priorities or suggested changes to Director Planning by Monday, 22 June.**

**6.5 Appendix 5: NSW Ministry of Health League Table**

For information.

**6.6 Appendix 6: Media Report**

Members noted the attached Media Report on recent media activity.

**7. NEPEAN HOSPITAL AND INTEGRATED AMBULATORY SERVICES REDEVELOPMENT**

The Chief Executive reported on the Nepean Hospital and Integrated Ambulatory Services Redevelopment Report.

Members were provided with:

- Construction update
- Advice of Stage 2 – Value Management workshop
- Future planning and guidelines

The Chief Executive noted recent publicity with regard to gas fitting in hospital construction. Health Infrastructure have responded to the media queries. The Chief Executive confirmed that regardless of the qualifications of those who fit the gas piping, standards require an Anaesthetist to sign off ensuring that the correct gas is coming from the correct outlet. This occurred for recent changes at Nepean and will apply to the Redevelopment.

### New Child Care Centre

The Chief Executive reported on a Smoking Ceremony of the new Child Care Centre on Friday, 12 June. Members were advised that the Child Care drop off zone is safe and has good access both via vehicle or walking with a pram. The Chair stated that the Centre is first class and staff have done an excellent job with construction to open key stage.

### Medi Hotel

The Chief Executive advised on preliminary discussion with a group planning to build a Medi Hotel adjacent to Nepean Hospital, which will be operated by an international hotel chain. Members held discussion on Hope Cottage and the donations by the three Penrith area Rotary Clubs.

## **7.1 Appendix 7: Nepean Health Hub Project**

For information.

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

### 7.1 Nepean Medical Staff Council

Dr Nguyen reported on the short list of options for the Value Management Session for Nepean Hospital Redevelopment – Stage 2. Dr Nguyen advised that all options include compromises apart from the base case which costs more than the funding available.

Members noted that Health Infrastructure NSW will be presenting at the July Board meeting providing an opportunity for further discussion.

### 7.2 Blue Mountains Springwood Medical Staff Council

Dr Kalantar reported that Blue Mountains District ANZAC Memorial Hospital is progressing to business as usual with elective surgery increasing. Members were advised of the drive through COVID-19 Clinic opening 22 June.

## **9. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)**

Ms Reay reported on the following:

- GP COVID-19 Clinics in Penrith and Blue Mountains are operational and the Hawkesbury COVID-19 Clinic is scheduled to be operational from next week.
- The NBM PHN and LHD response to bushfires has been highlighted to the Royal Commission into Natural Disasters as an effective working model.

## **10. NBMLHD RESEARCH & EDUCATION FOUNDATION**

Mr Grassi reported that the NBMLHD Research & Education Foundation has progressed its business planning and is anticipated to be in place by 1 July.

Members were advised:

- Prof Ralph Nanan has been appointed as a Board Director.

- Mrs Caroline Orde is finalising the business plan and the profile of the foundation.
- Recruiting to a Project officer role for a period of 3 years.
- A desire to utilise South Block for a Research Institute.

## 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 End of Life Care presentation (*refer to presentation*)

### 12.2 NBMLHD Board Sub-Committee – survey for future interest

**Action: Defer to July Board meeting.**

### 12.3 Integrated Care Committee – Terms of Reference

**Action: Defer to July Board meeting.**

## 13. CORRESPONDENCE IN

Nil report.

## 14. CORRESPONDENCE OUT

### 14.1 HPRM 20/14996 Letter of congratulations from the NBMLHD Board to Dr Anthony Shakeshaft as recipient of the General Surgeons Australia Teaching Award and ACT for Year 2019

For information.

*The Chair advised the correspondence is for noting.*

## 15. COMMITTEE REPORTS

### 15.1 Aboriginal Health

Mr Scott reported the Aboriginal Health Committee met on Monday, 15 June.

**Action: Quadrant Report to be submitted to July Board meeting.**

### 15.2 Audit & Risk Committee

Mr Lenton reported the Audit & Risk Committee met on Wednesday, 17 June.



**Action: *Quadrant Report to be submitted to July Board meeting.***

15.3 Clinical Services Strategic Development

Members noted attached Clinical Services Strategic Development Committee Quadrant Report.

15.3.1 Nepean Hospital Campus Redevelopment

Members noted attached document outline the future Medical Imaging requirements by O'Connell Advisory.

15.3.2 Clinical Services Strategic Development Committee

Members were provided with a Committee update which outlined:

- Key changes
- Purpose of the committee
- Matrix that allows rating of plans across a number of criteria
- Meeting frequency
- Key agenda items
- Governance
- Upcoming plans and initiatives

15.4 Finance & Performance

Mr Grassi reported that the Finance & Performance Committee meeting was held on Monday, 15 June 2020. Mr Grassi provided an update to members on the budget and year end forecast.

Ms Beech reported on the budget supplementation received to date. Ms Beech stated that NSW Health are in discussion with Treasury regarding impact to revenue due to COVID-19 noting however that other agencies, e.g., transport had a far greater revenue impact than health.

15.5 Health Care Quality Committee (HCQC)

Prof Reath reported that the Health Care Quality Committee Quadrant Report is available via the Board portal. Prof Reath noting improving results in the majority of hospital acquired complications. The exception being medication related events which continues to be actively reviewed.

15.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members noted that the MDAAC minutes for 3 June are available on portal.

15.7 Integrated Care

Mr Smith reported on the Integrated Care Joint Governance Committee. Members noted Quadrant Report and were advised that the governance framework underpinning NBMLHD and Wentworth Healthcare Limited Integrated care activities have been endorsed. The Board wished that the Terms of Reference to be circulated for the next meeting for review.

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 6.25 pm

**17 NEXT MEETING**

**Date:** Wednesday, 15 July 2020

**Time:** 4.00pm – 6.30pm

**Venue:** Virtual Meeting via PEXIP

*Nepean Blue Mountains Local Health Board Minutes 17 June 2020.*



The Hon. Peter Collins, AM, QC.

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_