

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

DATE: 19 August 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) <i>(via PEXIP)</i>	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 <i>(via PEXIP)</i>	P
Professor Ian Seppelt <i>(via PEXIP)</i>	P	Mr Colin Lenton <i>(via PEXIP)</i>	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	A
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>	A	Ms Julie Williams, Executive Director Nursing & Midwifery <i>(via PEXIP)</i>	A
Ms Rebecca Beech, Executive Director Finance & Corporate Services <i>(via PEXIP)</i>	P	Ms Karen Arblaster, A/Director Allied & Population Health <i>(via PEXIP)</i>	P
Ms Rasha Kiswani, Director Planning <i>(via PEXIP)</i>	A	Mr Michael Wood, A/Executive Director Clinical Governance <i>(via PEXIP)</i>	A
Ms Caroline Noonan-Edwards, Director Media & Communications <i>(via PEXIP)</i>	A	Ms Kim Maddock, A/Executive Director Nursing & Midwifery <i>(via PEXIP)</i>	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 <i>(via PEXIP)</i>	A
Dr A Babajanyan, 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. Apologies as noted in attendance table.

2. Patient Story

The Chief Executive highlighted on a patient story about Ms Jean Steele, who celebrated her 102nd birthday earlier this week. Ms Steele is a resident of Newmarch House and was one of the residents who contracted COVID-19. Ms Steele has lived through a depression, two world wars and two pandemics. Ms Steele states that good country air, good food, plenty of activity, no smoking and no alcohol have contributed to living her best life.

3. Presentation:

The Chair welcomed Dr Alan Garner, Director Trauma Services Nepean Hospital. Dr Garner provided Board Members with an update on:

- The number of trauma cases for the Nepean Blue Mountains Local Health District.
- How cases are distributed for care to facilities both within and external to the LHD.
- Transfer times from place of injury to treatment location.
- Potential impact: bed days, operative and imaging.
- Funding sources for trauma patients.

Mr Smith asked with the increases trauma cases has consideration been given to the additional workforce required. Dr Garner confirmed that no additional resources are required beyond the additional beds (ICU and ward). Prof Reath noted the length of time it takes for NSW Ambulance to arrive on scene as identified in Dr Garner's report. The Chief Executive advised that NSW Ambulance are reviewing response times particularly noting the changes to Super Ambulance Stations. Ms Skinner inquired on the data for private patients and was advised that only 5% use private health insurance with other funders including MMA and Workers Compensation.

The Chair sought the Board member's consent to write to the NSW Minister for Health and the Secretary, NSW Health to request review of the Trauma Plan to return Nepean Hospital to major trauma service status. Members agreed that a re-establishment of Trauma Services would take time to coordinate and therefore would be aligned with the opening of the Nepean Hospital Stage one tower opening. It was agreed that Dr Nguyen has valuable insights and will contribute to drafting the letter.

Action: Chair to write to the NSW Minister for Health and Secretary, NSW Health to request review of the Trauma Plan. Letter to include Dr Garner's report as evidence.

4. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. Nil changes were advised.

5. MINUTES OF PREVIOUS MINUTES

The Chair moved that the minutes were a true and accurate record of the meeting.

Moved: Prof Reath

Seconded: Mr Grassi

Action: Endorsed by the NBMLHD Board.

6. CHAIRMAN'S REPORT

Royal Commission into Aged Care

The Chair advised that the Royal Commission of Aged Care hearing focused on COVID-19 in Residential Aged Care Facilities was held during the week of 10 August 2020. Members noted that Dr James Branley had provided evidence to the Royal Commission and was an exceptional representative of the Nepean Blue Mountains Local Health District. Members held discussion on the impact of COVID19 for Newmarch House in comparison to the State of Victoria.

The Chair provided an example of General Practitioner response to those seeking appointments at this time. Dr McQueen advised that Respiratory Clinics are located in Penrith, Hawkesbury and the Blue Mountains. These clinics provide screening and also treatment for those with respiratory symptoms. Dr McQueen stated that General Practitioners are working toward treating all patients a safe health care setting. Mr Smith indicated that each General Practice carries out their own risk assessment on how they may consult their patients as minimising the possible risk and exposure to COVID-19 to their patients and staff.

Ms Ramsden joined the meeting 4.33pm.

7. CHIEF EXECUTIVE REPORT

Members noted the Chief Executive Report for July 2020 and the following items were highlighted for particular items:

Health People & Communities

COVID-19 update

The Chief Executive reported that there are four active cases in Nepean Blue Mountains Local Health District and that there remains concern with regard to cases in NSW (not within NBMLHD) that are not linked to a known case.

Residential Aged Care Facilities

Members were advised that there is ongoing collaboration with Residential Aged Care Facilities to support the COVID-19 Implementation Plans with access to surge staffing as a concern noted by multiple facilities.

The Chief Executive reported on the Royal Commission on Aged Care hearing into the NSW response to COVID-19 in Residential Aged Care Facilities. Dr Branley gave evidence on 11 August and Dr Nigel Lyons, Deputy Secretary NSW Ministry of Health on 12 August. Members

noted the final report from the Royal Commission is anticipated in February 2021.

Elective Surgery

The Chief Executive reported that elective surgery continues at 100% of pre COVID-19 activity. Members were advised that additional cases to reduce the number of overdue patients are being undertaken within the private sector.

Screening

The Chief Executive reported that Nepean Blue Mountains Local Health District continue to be in the top 3 for NSW for COVID-19 screening. Drive through clinics are located at Penrith Paceway, Penrith Regatta Centre, Blue Mountains District ANZAC Memorial Hospital and Hawkesbury Showground.

Staff

Members noted that three staff who volunteered to support their Victorian colleagues are currently in Melbourne. These staff are due to return later this week and following 14 days isolation will return to work and share their learnings with us. Members also noted that the District has two Armed Forces Reservists identified for deployment to Papua New Guinea at a date to be identified.

The Chief Executive reported that Dr Lucy Morgan was a panel member for ABC Television Q&A on Monday, 3 August. Members were advised that Dr Morgan is an exceptional representative of NBMLHD and provided an excellent outline of the lessons learnt from Newmarch House.

The Chief Executive highlighted that Prof Mohamed Khadra has been published in the Medical Journal of Australia with his insights '*New Normal Post COVID-19: Nepean's Experience*'.

Exceptional Patient and Consumer Experiences

Lithgow MRI scanner

The Chief Executive reported that the District has requested an extension of time for the commissioning of the MRI Scanner at Lithgow to 31 December 2021. Members noted that the extension will ensure that there are sufficient time to complete the necessary construction and installation.

Prof Reath asked for clarification on the negotiations with the Commonwealth regarding the ongoing cost of managing the service. The Chief Executive responded that the District are hopeful that the service cost can be minimised to near breakeven.

Mr Allchin inquired on the heritage requirements for the Primary Care & Community Health Centre location on High Street Penrith. The Chief Executive reported on the planning of the new build and that the heritage requirements would be incorporated into this process.

Trauma Service

The Chief Executive stated that further to discussion on Trauma Services, Dr Alan Garner has scheduled a meeting with his equivalent at Westmead and NSW Ambulance Service. The aim of the meeting is to increase the number of trauma patients coming to Nepean prior to any review of the State Trauma Plan.

Dr Nguyen and Prof Seppelt joined the meeting at 4.55pm.

Over and above

The Chief Executive reported that the 'Over and Above' Awards night had an original date on 17 September. Members were advised that due to the ongoing work with COVID-19 the date will need to be rescheduled.

Hub for Research and Innovation

Fostering Research Culture

Members were advised that a meeting of those that have professional accountability for supporting and facilitating research within NBMLHD was held on 4 August. Members noted that this group will continue to meet to ensure alignment with the activities of the Research Office, those with accountability for research and those undertaking research.

NBMLHD Conference – March 2021

The Chief Executive reported on the activities for the NBMLHD Conference scheduled on 25-26 March 2021. The Chief Executive stated that plans continue but a decision will be made prior to Christmas as to whether the conference will be a live event.

Responsible Governance and Financial Management

Update of Strategic Plan

The Chief Executive highlighted following the Board's confirmation of priority objectives there has been a planning session with the NBMLHD leadership to update the District Strategic Plan 2018-2023. Members were advised that the updated Strategic Plan and priority objectives will come to the September Board meeting.

July Result

Members were advised that the July result was \$7.86M unfavourable.

NBMLHD Performance Review

The Chief Executive reported that the District had the quarterly Performance Review with NSW Ministry of Health on 5 August. The meeting was abridged with discussion focused on quality and safety, operational and financial performance. Members were advised that NBMLHD will probably remain on Performance Level 2. The Chief Executive reported that the 2020/21 Interim Service Agreement has been signed and returned to NSW Health.

Hawkesbury District Health Service (HDHS)

The Chief Executive reported that the HDHS Clinical Service Review is on target for completion in mid-September. The Executive Steering Committee (including Board representation) will meet in September to finalise. Members noted that the Board representative is Mr Smith.

The Chief Executive stated that through a procurement process that was initiated in June, the Ministry of Health Strategic Procurement Branch recently engaged Paxon Partners to:

- Develop a public sector comparator (estimate of the hypothetical, whole of life cost of a public sector project if delivered by government)

- Develop a business case

Members noted that a combined District and NSW Health governance is soon to be established. A communications approach was developed and endorsed to inform a communication strategy.

Nepean Redevelopment

Stage 1 Construction Update

The Chief Executive reported that Stage 1 is on track and that topping out of the Building is expected before the end of the year. Members noted that COVID-19 permitting Nepean Hospital will host an event with Councils and Politicians to celebrate the topping out. The event would provide a clearer vision of the completed redevelopment and service delivery. Members were provided with an information sheet that highlights an example of change champions. The change champions will ensure the project is engaging and informative for staff.

Stage 2 Strategic Business Case

The Chief Executive provided members with an update on the planning of Stage 2. The District needs to submit a Strategic Business Case, complete with Financial Impact Statement and NPV calculation by the end of the month. Members were advised that a Gateway Review Team meeting has been scheduled for 15 September.

HealthOne – Sydney Science Park

The Chief Executive reported that Sydney Science Park has received confirmation that they will have a railway station on the North-South metro line. Members noted that the Sydney Science Park is being considered as a site for a health centre. Members noted that a property consultant report has confirmed the suitability of the site.

Section B

COVID-19 Testing Information

For information.

Medical Journal of Australia: Prof M Khadra

For information.

NSWNMA Lamp Magazine Article regarding Julie Page

For information.

Example of Change Champions

For information.

Link to Timeline Video

For review.

Section C

NBMLHD KPIs by Directorate

The Chief Executive reported that the attached key performance indicators (KPIs) are included for the Board's information. These KPIs are provided by the NBMLHD Executive team. Members noted that the KPI report displays a view into services that are not represented in other reports. For information.

Ministry of Health Board Report - July 2020

Members were advised that the attached NSW Ministry of Health Board reported is submitted for information.

NBMLHD Emergency Department and Elective Surgery

Members were advised that the attached NBMLHD Emergency Department and Elective Surgery report is provided for information. Dr McQueen brought attention to 28 day readmission rates, particularly at BMDAMH. Members were advised of the role of the District HUB and how the purpose is to ensure patients are provided with appropriate medical care in a good time frame.

Prof Reath brought attention to the Mental Health patient experience data for Blue Mountains. The Chief Executive stated that Mental Health Service are reviewing this data.

Action: Mental Health report to be provided to the Health Care Quality Committee.

Ministry of Health League Table – June 2020

For information.

NBMLHD Media Report – July 2020

For information.

Ms Skinner inquired on the COVID-19 exposure that was previously reported in the Emergency Department Nepean Hospital. The Chief Executive reported that nil cases were found to be positive and all staff have returned to normal duties. Ms Skinner requested that any cases of COVID-19 in staff are advised to the Board. The Chief Executive confirmed that this will occur.

Action: Chief Executive's report to include any COVID-19 cases in staff.

One Hospital in the Blue Mountains

Dr Babajanyan asked for clarification on the planning process for One Hospital in the Blue Mountains. The Chief Executive responded that the Asset Strategic Plan has One Hospital listed as a top priority. Members noted that the District is currently advocating NSW Health for the planning funding.

8. FEEDBACK FROM MEDICAL STAFF COUNCIL

8.1 Nepean Medical Staff Council

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

the following:

- Active work of the District Trauma Committee.
- Health Care Workers who may have contracted COVID-19 in health care setting are noted as low for NSW Health.

Dr Nguyen also commented on Redevelopment from her role as Clinical Advisor to the project:

- Nepean Hospital Redevelopment – finalisation of specialties for Stage one tower.
- Community Health Centre High Street – plans of preservation of this heritage site.

8.2 Blue Mountains Springwood Medical Staff Council

Dr Babajanyan reported on behalf of the Blue Mountains Springwood Medical Staff Council. Dr Babajanyan highlighted the following:

- New General Manager, Ms Elizabeth Hartford has been appointed and staff who have been acting in roles have returned to normal duties.
- Special Care Nursery, Blue Mountains District ANZAC Memorial Hospital. Members were advised that funding has been confirmed and recruitment has commenced.
- Outpatient clinics and the use of Telehealth Services.

9. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)

Ms Reay reported on the following:

- A new Headspace has opened in Katoomba on Monday, 17 August, this includes a bush fires outreach service.
- Members were advised that the Primary Health Network have been successful to extend Penrith and Lithgow Headspace locations for drop in appointments.
- Members were advised of the three General Practitioner led Respiratory Clinics in the region. This provides GPs with an opportunity to refer patients into a GP Respiratory Clinic while keeping their own practice safe.

10. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported that the first NBMLHD Research & Education Foundation Board meeting will be held on Monday, 31 August.

Board members:

- Mr Joseph Grassi
- Mr Gregory Allchin
- Mr Murray Austin
- Prof Ian Seppelt
- Prof Ralph Nanan
- Mrs Caroline Orde

Mr Grassi reported that Dr Choon Lee has been invited to the Board meeting.

11. WORK, HEALTH & SAFETY

11.1 Board Members' Advice to NBMLHD Executive

Ms Skinner referred to recent information that suggests that COVID-19 is now understood to be transmitted via airborne transmission, not just via droplet and contact transmission. Ms Skinner inquired of the Chief Executive whether current LHD and NSW Health policy / guidelines on COVID-19 personal protective equipment use appropriately reflected this new knowledge, such that all staff whose roles involved exposure, or high potential for exposure, were adequately protected from occupational exposure to the virus, not just those working in known high risk areas such as the Intensive Care Unit.

Prof Seppelt responded that there are no current issues in reference to the correct PPE availability and that Media reports are not supported by good evidence. Ms Skinner highlighted the need to monitor moving into the future. The Chief Executive responded that NSW Agency Clinical Innovation continuously review the evidence and that the NSW Health State Policy is reviewed on a weekly basis. The Chief Executive reported that NBMLHD has complete adherence to the State policy and that early audit findings demonstrate compliance with N95 usage.

11.2 NBMLHD Executives' Advice to Board

Nil report.

12. ACTION SHEET

12.1 NBMLHD Board Sub-Committee – survey for future interest

The Chair brought attention to the Board sub-committee survey of member interests. Members were asked to accept the allocations noting that new allocations will be provided in the New Year when new Board Member appointments are known.

Moved: Mr Smith

Seconded: Mr Lenton

Action: Endorsed by the NBMLHD Board.

12.2 Media & Communications Report – Press Release additions

The Chief Executive reported that the request to include press releases will be included in the September Media & Communications Report.

13. CORRESPONDENCE IN

Nil.

14. CORRESPONDENCE OUT

14.1 NBMBRIEF20/951 Complaint to NBMLHD Board from Mr Dutheil – son of patient Mr Dutheil regarding standard of patient care provided to his father in Nepean Hospital Ward E3H

14.2 HPRM 20/25400 Letter to Prof Anthony Maclean regarding stepping down as Head of Department Intensive Care Unit Nepean Hospital

14.3 HPRM 20/25404 Letter to Dr James Branley acknowledging his dedication and leadership during the uncertain time of COVID 19

14.4 HPRM 20/25527 Letter to Dr Brad Forssman to acknowledge contribution in leading the NBMLHD Public Health Unit and the District's Health Service Functional Area Coordinator role

14.5 NBMBRIEF20/1044 Letter to Ms L Wilmore regarding treatment of Ms D Kelly at Nepean Hospital Emergency Department

The Chair advised the correspondence is for noting.

15. COMMITTEE REPORTS

15.1 Aboriginal Health

Mr Scott reported that Aboriginal Health Committee report will be available for September.

Action: Deferred to the September Board meeting.

15.2 Audit & Risk Committee

Mr Lenton reported on the Audit & Risk Committee that was held on will be held on Thursday, 16 July.

15.2.1 HPRM 20/21589 NBMLHD Corporate Governance Attestation Statement 1 July 2019 – 30 June 2020

Mr Lenton reported that the NBMLHD Corporate Governance Attestation Statement 1 July 2019 – 30 June 2020 is submitted for endorsement.

Moved: Mr Lenton

Seconded: Mr Austin

Action: Endorsed by the NBMLHD Board.

15.3 Clinical Services Strategic Development

Nil meeting.

15.4 Finance & Performance

Mr Grassi reported that the Finance & Performance Committee meeting was held on Monday, 17 August 2020. Members were advised that a summary report is available via the Board portal. Ms Beech reported that the District is currently working through budget allocations.

The Chair advised Members that the Secretary NSW Health has stated NSW Treasury are pleased with the NSW Health performance for the 2019/20 financial year.

15.5 Health Care Quality Committee (HCQC)

Prof Reath reported on the attached Health Care Quality Committee report.

15.5.1 HPRM 26291 Health Care Quality Committee – Terms of Reference

Prof Reath sought endorsement of the Health Care Quality Committee terms of reference.

Moved: Prof Reath

Seconded: Chair

Action: *Endorsed by the NBMLHD Board.*

15.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Mr Allchin reported that the Medical & Dental Staff Appointments Advisory Committee minutes for July and August are provided for information. Prof Reath brought attention to the extension of temporary appointment.

15.7 Integrated Care

Nil meeting.

15.8 Research Committee

Nil meeting.

15.9 Workforce & Culture

Mr Smith reported that the attached quadrant report is for noting and that the Workforce and Culture Sub-Committee have commenced working towards creating a more supportive culture and greater collaboration within the medical workforce.

15.9.1 Workforce & Culture Sub Committee report

Mr Smith reported that the attached PowerPoint presentation provides background of the functions for Workforce & Culture sub-committee. Members noted the following:

- Membership
- Standing Meeting agenda items
- Reporting

15.10 Work, Health & Safety Committee

Mr Smith reported the attached quadrant report is for noting.

15.10.1 Work, Health & Safety Sub Committee report

Mr Smith reported that the attached PowerPoint presentation provides background of the functions of the Work, Health & Safety Sub Committee. Members noted the following:

- Membership
- Standing Meeting agenda items
- Reporting

15 BUSINESS WITHOUT NOTICE

Nil report.

16 FOR INFORMATION ONLY

Nil report.

The meeting closed at 6.05 pm

17 NEXT MEETING

Date: Wednesday, 16 September 2020
Time: 4.00pm – 6.30pm
Venue: Virtual Meeting via PEXIP

Nepean Blue Mountains Local Health Board Minutes 19 August 2020.



The Hon. Peter Collins, AM, QC.

Date: 16 /09 /2020