

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

DATE: 20 June 2018 TIME: 4.00pm – 6.30 pm

VENUE: ICET West Block Nepean Hospital

MINUTES

Attendees: (P) Present (A) Apology (Ab) Absent

BOARD MEMBERS			
The Hon. Peter Collins, AM QC (Chair)	A	Mr Greg Allchin (Deputy Chair)	P
Mr Murray Austin (<i>via teleconference</i>)	P	Dr Linda McQueen	P
Dr Andrew Keegan	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	P
Associate Professor Ian Seppelt	P		
NBMLHD EXECUTIVE & STAFF			
Ms Kay Hyman, Chief Executive	P	Mr Brendan Docherty, Director Operations	P
Ms Rebecca Beech, Director Finance	P	Ms Julie Williams, Director Nursing & Midwifery	P
Ms Caroline Noonan-Edwards, Director Media & Communications	P	Mr Kevin Hedge, Director Allied Health & Community Programs	P
Ms Kym Scanlon, Director Planning	P	Ms Debbie Wyburd, Director Clinical Governance	A
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	P
Dr Peter Flynn	P		
WENTWORTH HEALTHCARE LIMITED (Primary Health Network)			
Ms Lizz Reay, CEO	A		

1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Deputy Chair opened the Nepean Blue Mountains Local Health District Board meeting with an acknowledgement of country.

1.1 Apologies were noted.

2. DECLARATION OF ANY CONFLICT OF INTEREST

Members were asked for any amendments to the declared conflicts of interest. No amendments were advised.

3. MINUTES OF PREVIOUS MINUTES

The Deputy Chair asked for members to confirm minutes of the previous meeting held on 16 May 2018 as an accurate record. Minutes were accepted as a true and accurate record of the meeting.

Moved: Mr Grassi

Seconded: Mr Lenton

Endorsed by the NBMLHD Board.

4. CHAIRMAN'S REPORT

NSW Health - Council of Board Chairs

The Deputy Chair advised he attended the Council of Board Chairs meeting held on Monday, 18 June 2018 on behalf of the Chair who was absent overseas.

The Minister for Health highlighted the budget increase for Health Services across NSW, especially Mental Health, NSW Ambulance and the significant capital investment program. The Deputy Chair stated that all Government Departments are planning for the future with a 20 year plan, which includes \$7B towards Health and Medical Research.

The Deputy Chair also reported on his attendance to the NSW Premier's Aerotropolis Forum for services in Western Sydney. The Greater Sydney Commission's role was noted in the Western Sydney Deal.

The Deputy Chair advised that there had been discussion with regard to refinements to the way in which Chief Executive's performance reviews were conducted and the need for Boards to evaluate their performance.

Members held discussion on the changes to private health insurance particularly in light of improved public hospitals performance.

The Deputy Chair highlighted the visit to the Nepean Hospital Emergency Department prior to the Board meeting. This gave members an opportunity to review the building changes and show staff appreciation for their hard work.

Dr Flynn arrived 4.32pm.

5. CHIEF EXECUTIVE REPORT

The Chief Executive spoke to the 20 June 2018 report.

Integrated Nepean Hospital Redevelopment

The Chief Executive provided Board members with the update on the Redevelopment which included advice of delay to the car parking changes.

Magnetic Resonance Imaging (MRI) Scanner

The Chief Executive brought attention to the agreed location of the MRI scanner. It was noted that the MRI will be built to adjoin the existing Medical Imaging Department. The advantage of this is it can be built in the shortest timeframe and does not impact any other service areas for delivery of Stage 1 or Stage 2.

Private Health Insurance

The Chief Executive reported on the BUPA Private Health Insurance changes. Noting that from 1 July 2018 BUPA will no longer pay minimum benefits towards a range of procedures in its basic and mid-level policies. It is anticipated that other insurance companies may take similar action. The impact of these changes is not known at this time and will be carefully monitored going forward.

Award Winning Penrith Health Action Plan

The Chief Executive reported on the “Village café” strategy (part of the Penrith Health Action Plan), a joint initiative with Penrith City Council and the Primary Health Network. The strategy won the exceptional community partnership in the Local Government Area category in the 2018 Zest Awards. The Zest awards celebrate and promote life in Western Sydney. The strategy is key to our health promotion and health prevention that will reduce the need to use our facilities in the future.

NSW Government services “Your Feedback”

The Chief Executive advised that ‘Your Feedback’ will be a feature on the landing page of all internet sites across NSW Government services. This is designed to allow the public to easily make direct comments. The level of activity through ‘Your Feedback’ will be monitored. Mr Smith asked who was responsible for responding to the comments made. The Chief Executive confirmed that each organisation is responsible for responding to the comments made on their individual internet sites.

5.1 Appendix 1 - 2018 Winter Strategies

Members were provided with the full 2018 Winter Plan that included details for each facility across the District. Dr Seppelt questioned whether there was an opportunity to transfer more private patients to private facilities to increase capacity for public patients particularly over the peak winter activity period. Mr Docherty advised there is currently changes occurring to the for the Patient Liaison Officers reporting structure which is designed to improve the early identification of private health care patients which may assist. However it was noted that it can be difficult when the extent of out of pocket expenses cannot be advised to patients.

Dr Nguyen arrived 4.42pm.

5.2 Appendix 2 - Communication Plan

Members were provided with a communication plan relating to winter/influenza season and

messaging for our community.

5.3 Appendix 3 - Emergency Department Triage process

Members noted the attached document.

5.4 Appendix 4 - Emergency Department Clinical Initiatives Nurse Process

Members noted the attached document.

5.5 Appendix 5 - Emergency Department Patients Awaiting Care

Members noted the attached document.

5.6 Appendix 6 - Outcome of Review London Protocol

The Chief Executive reported the attached document which is for information.

The Chief Executive outlined the SAC rating process and how these reported incidents are reviewed and managed. Mr Smith asked if there is a reporting process to Treasury Managed Funds (TMF). The Chief Executive confirmed that there is and advised that monitoring of RCA and other review recommendations and TMF activity is provided through the Health Care Quality Committee (HCQC).

The Chief Executive reported on the improved Emergency Department Treatment and Transfer of Care Performance statistics over the last two weeks. The Chief Executive thanked Mr Docherty for his leadership to assist with this process. The staff at Nepean have stressed the Emergency Department building changes have made a real difference to patient care.

The Deputy Chair asked whether the 6 additional acute beds should be commissioned now. Mr Docherty responded that these are planned for future growth. Mr Docherty outlined the management plan for acute beds in the Emergency Department and advised that there will be a patient flow navigator over the next three months. The Chief Executive confirmed that there is a need to preserve some capacity for growth beyond this year and until Stage 1 is operational. The Deputy Chair requested advice from the Executive with regard to commissioning additional capacity at the July meeting.

Action: Chief Executive to provide advice with regard to the use of remaining capacity within Nepean Emergency Department to the July 2018 meeting.

5.7 Appendix 7 - Positive Feedback Storey

The Chief Executive reported on a recent email received on a patient who received care within the Intensive Care Unit, Nepean Hospital. This positive feedback story supports the exceptional staff at Nepean Blue Mountains Local Health District.

5.8 Appendix 8 - NBMLHD Summary Financial Report May 2018

The Chief Executive reported the attached May results are for information. Members were advised that the Chair and the Chief Executive will be attending a Cost Centre Managers meeting on Monday, 2 July 2018.

5.9 Appendix 9 - NBMLHD Conference November 2018

The Chief Executive reported that the inaugural Together Achieving Better Health Conference will be held November 2018. A draft program is attached for information.

Volunteers Appreciation Day

The Chief Executive acknowledged the support received by NBMLHD by the multiple volunteers who contribute across the organisation. Their contribution was acknowledged at the Volunteer's Appreciation event held on 9 May 2018.

NSW Ministry of Health and NBMLHD 2018/19 Service Level Agreement

The Chief Executive reported that the Service Level Agreement for 2018/19 has been received. Advice relating to the service level agreement will be presented to the July 2018 Finance & Performance meeting before coming to the Board Meeting for approval for the Chair and Chief Executive to sign and return to the Ministry by 31 July.

Members were advised that the St John of God Healthcare - Hawkesbury District Health Service (HDHS) have agreed to the 2018/19 activity target but the price is still under negotiation. The Chief Executive reported that HDHS have recently completed an accreditation survey and were congratulated for their improvement from the last survey.

Action: Letter of congratulations to be sent to HDHS.

Nurses' & Midwives Association

The Chief Executive reported on the NSW Nurses and Midwives Association meeting held at Nepean Hospital. The meeting was one of a series held at facilities around the state as the Association meets with members to update them on their award negotiations.

The Chief Executive confirmed the need to ensure ongoing effective communications with Unions at all times but particularly so at time of award negotiations. This is a focus of the executive team.

2018/19 Health Budget

The Chief Executive reported that information relating to health spend of the NSW Government Budget will be available to members via the NBMLHD Board portal.

6. FEEDBACK FROM MEDICAL STAFF COUNCIL

Nepean Medical Staff Council

Dr Nhi Nguyen, Chair Nepean Medical Staff Council highlighted the good relations between the Medical Staff Council and the NBMLHD Board. Dr Nguyen reported on the planning process to link Stage 1 and Stage 2 services. Plans have been drafted on the integration as well as a functional design brief that allows for expansion. Dr Flynn brought attention to the Health Facility Guidelines governance process, this is a complex detailed process. Dr Nguyen highlighted that the Adelaide Hospital process was inadequate around consultation which is not the case with the Nepean Redevelopment.

Blue Mountains Medical Staff Council

Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council reported on the land acquisition required for Blue Mountains District ANZAC Memorial Hospital. Ms Scanlon reported on the costings for a future Blue Mountains Hospital. Members were advised that Blue Mountains Hospital is included as a top five priority within the Asset Strategic Plan submitted to NSW Ministry of Health. The Chief Executive reported on the recent turning of sod for the Blue Mountains Hospital Renal Dialysis Unit that is anticipated to open in February 2019.

7. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK) – Nil report.

8. NBMLHD RESEARCH & EDUCATION FOUNDATION

Mr Grassi reported that the NBMLHD Research & Education Foundation agreement has been forwarded to the Chief Executive. A certified copy will need to be forwarded to the Australian Charities organisation.

The Chief Executive stated that the agreement is available via the NBMLHD Board portal for review. Track changes are highlighted on the document for easy reference. Prof Reath asked if an independent legal has reviewed the document.

Action: Chief Executive to seek external legal review of the Agreement.

The Deputy Chair reported that the Penrith Health & Education Precinct have been nominated as a finalist in the Greater Sydney Commission awards.

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 NBMLHD Research & Education Foundation Agreement

Refer to Item 8.

10.2 ETP and ESAP data

Members were updated under item: Chief Executive Report.

10.3 Nepean Hospital Neonatal Intensive Care Unit

Members were updated under item: Chief Executive Report.

10.4 Winter Plans NBMLHD

Members were updated under item: Chief Executive Report.

10.5 ABM Portal and Electronic Journey Board

The Chief Executive highlighted this action item will be further discussed at the Finance & Performance Committee meeting in July 2018.

10.6 Blue Mountains Hospital

Members were updated under item: Medical Staff Council Report.

10.7 Second MRI – Nepean Hospital

Members were updated under item: Chief Executive Report.

11. CORRESPONDENCE IN

Nil report.

12. CORRESPONDENCE OUT

Nil report.

13. SUB-COMMITTEE REPORTS

13.1 Aboriginal Health

Mr Scott highlighted the community engagement process at Blue Mountains ANZAC District Memorial Hospital.

13.2 Audit & Risk Sub-Committee Quadrant Report

Nil meeting.

13.3 Clinical Services Development

Mr Smith reported that he Chaired the Clinical Services Committee meeting. The attached quadrant report is for information.

13.4 Finance & Performance

Mr Grassi reported that it is anticipated the 30 June 2018 result will be \$9.524M unfavourable. Members were reminded that whilst unfavourable this is an improvement from last financial last year. Members were provided with a copy of Ms Beech's presentation from the May Finance & Performance Committee meeting. Dr McQueen brought attention to the activity compared to the budget. Mr Docherty thanked Nepean Hospital staff for their work on the recovery road map.

NBMLHD IT Governance Quadrant Report

Members noted the quadrant report for Information Technology has been uploaded to the Board portal.

Finance & Performance Quadrant Report

Members noted the quadrant report for Information Technology has been uploaded to the Board portal.

HPRM18/9273 Finance & Performance Sub-Committee Terms of Reference

The Deputy Chair reported that the attached Finance & Performance Committee terms of reference are attached for endorsement.

Action: Finance & Performance Sub-Committee Terms of Reference endorsed by the NBMLHD Board.

13.5 Health Care Quality Committee (HCQC)

Professor Reath reported on the attached quadrant report noting some key achievements:

- increase attendances at GP Afterhours Clinic since relocation
- decrease in complaints at Blue Mountains Hospital with the assistance of a patient care navigator

Prof Reath reported on the Mental Health non-SAC 1 reviews that are outstanding. Discussion was held on the Junior Medical Officers (JMOs) and deteriorating patients and whether there was appropriate support from senior staff. Dr Nguyen reported as the Co-Chair, Deteriorating Patient Committee and the DETECT program advising that we have a thorough process for review of events. Dr Nguyen also advised that there is a review with Clinical Governance of outstanding RCAs/recommendations.

Action: HCQC to report back in September on the JMO process.

HPRM 17/17961 Health Care Quality Committee Terms of Reference

The Deputy Chair reported the attached Health Care Quality Committee terms of reference which are attached for endorsement.

Action: Endorsed by the NBMLHD Board.

13.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Members were advised the MDAAC meeting was held on Wednesday, 6 June.

13.7 Research Committee

Nil meeting.

13.8 Work, Health & Safety Committee

Mr Smith reported the Work, Health & Safety Committee have provided an extensive report that is attached for information. There are no major issues with Safe Work NSW. Mr Smith brought attention to the legislation for individuals responsible for any work, health & safety issues. Each facility has provided reports and action plans that were 100% compliance.

14 BUSINESS WITHOUT NOTICE

The Chief Executive reported on the recent retirement Ms Elizabeth O'Neil. Ms O'Neil has contributed over 40 years of public service. The Chief Executive recognised for her work and contribution.

Mr Lenton requested that NBMLHD Board review be added to the July agenda for discussion.

15 FOR INFORMATION ONLY

Nil report.

The meeting closed at 6.20pm.

16 NEXT MEETING

Date: Wednesday, 25 July 2018
Time: 4.00pm – 6.30pm
Venue: ICET West Block Nepean Hospital

Meet/Greet: Presentation to be advised
Time: 3.30pm – 4.00pm – prior to Board Meeting
Venue: ICET West Block Nepean Hospital

Nepean Blue Mountains Local Health Board Minutes 20 June 2018.



Mr Gregory Allchin, Deputy Chair

Date: 20 /06 / 18