

1. ***PRESENT AND APOLOGIES:**

Dr Brian Pezzutti (Chair), Mr David Frazer (for part of the meeting), Dr Allan Tyson, Ms Deb Monaghan, Ms Hazel Bridgett, Mr Malcolm Marshall, Mr Mark Humphries and Ms Rosie Kew

Via Teleconference: Professor Lesley Barclay, Dr Sue Page

In Attendance : Mr Chris Crawford, Mr Murray Spriggs, Ms Jennifer Cleaver (Secretariat)

2. ***Apologies:** Dr Joe Ogg

3. ***Declaration of Pecuniary and/or Conflicts of Interest**

Dr Brian Pezzutti declared an interest in Item 11.2.

4. ***Board Members to asterisk non-asterisked items that they wish to discuss.**

The Board Members asterisked Agenda Items 6.2, 6.4, 6.5, 6.6, 6.9, 6.11, 6.13, 6.14, 6.16, 6.17 and 6.19.

5. ***Previous Minutes:**

a) The Minutes of the Board Meeting held on 1 October 2014 were ENDORSED with amendments to Item 10.1 Finance and Performance Committee Meeting to include:

- “Dr Joe Ogg expressed concern regarding the inaccurate activity data that was provided. Dr Ogg believed accurate data is important to engage Clinicians and accurately reflect the workload of our services.”

And Item 13.2 “Letter to Dr May Foley...” to be amended to “Letter to Dr Mary Foley...”

Moved: Dr Allan Tyson
Seconded: Mr David Frazer
CARRIED

b) The Abridged Minutes of the 3 September 2014 Board Meeting were APPROVED for placing on the NNSW LHD Internet Site.

Moved: Ms Rosie Kew
Seconded: Ms Deb Monaghan
CARRIED

Mr Frazer queried whether Abridged Board Minutes should continue to be developed due to the decision of the Board to endorse shorter more concise Board Meeting Minutes, and suggested that the Board had previously agreed not to have abridged Board Minutes.

The Board requested that the Secretariat review the previous Board Minutes to ascertain whether the Board has agreed not to continue to develop Abridged Board Minutes and report back to the 3 December 2014 Board Meeting.

Action: The Board Secretariat is to review previous Board Minutes to ascertain whether the Board has previously agreed not to continue to develop Abridged Board Minutes and report back to the 3 December 2014 Board Meeting.

6. Business Arising from the Minutes:

***6.1 The Briefs from the Executive Directors of the two Health Service Groups (HSGs), providing information on whether they intend to employ more Allied Health Staff is to be relisted on the 29 October 2014 Board Meeting for consideration.**

The Board noted the information provided by the two Health Service Group Executive Directors concerning recruitment to Allied Health positions within each Health Service Group and suggested that the response from the Richmond Clarence Health Service Group was cautiously worded.

The Board also noted that one more Physiotherapist is to be recruited within the Tweed Byron Health Service Group and some additional Allied Health Staff may be engaged in a Stroke Unit, when such a Unit is established later in the financial year.

***6.2 Mr James McGuigan, Executive Director of Finance is to provide to the Board a quarterly report showing a breakdown of Year To Date Salaries and Wages costs for the areas of Medical, Nursing, Allied Health and Other including definitions that are used to define Allied Health categories in this report to the 29 October 2014 Board Meeting for consideration.**

Ms Kew noted that she was pleased to receive the information of the breakdown in Salaries and Wages costs for the different Specialities.

An additional report from Mr McGuigan was tabled that provided a further breakdown of Specialities within Allied Health for 2013/14 and 2014/15 to date.

The Board noted there had been an increase in Radiographers, Pharmacists and Occupational Therapists and other Specialities either remained at the same level or there had been a slight decrease.

The Board noted that an updated report showing a breakdown of Year To Date Salaries and Wages costs for the areas of Medical, Nursing, Allied Health and Other including definitions that are used to define Allied Health categories in this report will be provided to the March 2015 Board Meeting.

The Board enquired where the additional Pharmacist Positions are located and asked that this information be provided to the 3 December 2014 Board Meeting.

Action:

Mr Crawford is to ascertain where the additional Pharmacist Positions are located and is to provide a report on this information to the 3 December 2014 Board Meeting.

An updated report showing a breakdown of Year To Date Salaries and Wages costs for the areas of Medical, Nursing, Allied Health and Other, including definitions that are used to define Allied Health categories in this report is to be submitted to the March 2015 Board Meeting.

- 6.3 Mr Crawford is to consider the potential for the introduction of a Hub and Spoke Model for Chronic Pain Care Clinics via outreach to TTH and GBH supported by the LBH Chronic Pain Clinic via the use of Telehealth and provide advice to a future Board Meeting on how such a Hub and Spoke Model could outreach to TTH and GBH.**

Mr Crawford advised that he is still considering the potential for the introduction of a Hub and Spoke Model for Chronic Pain Care Clinics via outreach to TTH and GBH supported by the LBH Chronic Pain Clinic via the use of Telehealth and information will be provided to a future Board Meeting on this proposal.

Action:

Mr Crawford is to consider the potential for the introduction of a Hub and Spoke Model for Chronic Pain Care Clinics via outreach to TTH and GBH supported by the LBH Chronic Pain Clinic via the use of Telehealth and provide advice to a future Board Meeting on how such a Hub and Spoke Model could outreach to TTH and GBH.

- *6.4 Mr Crawford is to provide a Brief to the Board following receipt of information from the MOH Secretary about whether the NNSW LHD Board has the authority to acquire the UnitingCare Ageing (UCA) Carroona-Bonalbo Residential Aged Care (RAC) Bed Licences without seeking the approval of the Ministry of Health and Workforce Branch responding to NNSW LHD correspondence about the transfer of UCA Carroona-Bonalbo Staff to the new Bonalbo Multipurpose Service (MPS) and the advice from a Valuer on the value of the fifteen Carroona-Bonalbo RAC Bed Licences to each of UCA and to NNSW LHD.**

Chris spoke to the information contained in the Brief on the options to assist the Board to determine how the final stage of its negotiations with UCA should be conducted with regard to the establishment of the Bonalbo MPS.

The Board ENDORSED the Recommendations set out in the Brief in particular that Option One is the preferred Option for undertaking the final negotiations between UCA and NNSW LHD relating to the establishment of the Bonalbo MPS.

Moved: Mr Malcolm Marshall
Seconded: Mr David Frazer
CARRIED

Action:

Mr Crawford is to provide advice to the 3 December 2014 Board Meeting on queries raised by the Board concerning the implications for the Bonalbo Carroona Residential Aged Care Facility Residents when the Bonalbo MPS is established.

- *6.5 Mr Crawford is to also provide information on the current refurbishment of the NSW Ambulance Service at Bonalbo and whether a co-location arrangement can be established on the Bonalbo MPS Site.**

The Board noted the Brief providing information on the current minor capital works being undertaken at the Bonalbo Ambulance Station and asked that Mr Wayne McKenna, A/Deputy Director North Coast Sector NSW Ambulance Service be invited to undertake further discussions with NNSW LHD and Health Infrastructure (HI) Officers to progress the colocation principle of the Bonalbo Ambulance Station with a future Bonalbo MPS.

- *6.6 Mr Wayne Jones, then Acting Chief Executive is to request that Dr Richard Buss, Executive Director Mental Health and Drug and Alcohol Services provide a Brief to the 29 October 2014 Board Meeting outlining that the PGY 1 and 2 Supervision Description now in place and the JMO appointments that have been made and provide advice on whether the embargo has been lifted on the making of direct admissions to the Lismore Adult Mental Health Inpatient Unit.**

The Board noted that advice contained in the Brief from Warren Shaw, Network Manager, Richmond Clarence Mental Health Services concerning the reinstatement of direct admissions to the Lismore Adult Mental Health Unit.

- 6.7 Where appropriate, the Board Chair is to write to the NNSW LHD Medical Staff Councils and Pathology North thanking them for their co-operation in improving the quality and safety of blood transfusions and thereby assisting in reducing inappropriate blood usage.**

The Board noted the letters to Chairs of Grafton Base and The Tweed Hospitals Medical Staff Councils and Mr Darren Croese, Director Operations, Pathology North thanking them for their co-operation in improving the quality and safety of blood transfusions and thereby assisting in reducing inappropriate blood usage.

- 6.8 Mr Crawford is to provide advice to the 29 October 2014 Board Meeting concerning the scheduling of a meeting between the Gold Coast Hospital and Health Service Board Chair and Chief Executive and NNSW LHD Board Chair and Chief Executive to discuss the issue of the Preferred Provider arrangements with the Gold Coast University Hospital and to raise concerns about Queensland Tertiary Hospitals not accepting Patients from referring NNSW LHD Hospitals for tertiary services, such as Neurosurgery.**

The Board noted the letter from the Board Chair to Mr Ian Langdon, Chair, Gold Coast Hospital and Health Service Board requesting the opportunity to schedule a meeting between the Gold Coast Hospital and Health Service Board Chair and Chief Executive and NNSW LHD Chair and Chief Executive to discuss the issue of the Preferred Provider arrangements with the Gold Coast University Hospital and to raise concerns about

Queensland Tertiary Hospitals not accepting Patients from referring NSW LHD Hospitals for tertiary services, such as Neurosurgery.

- *6.9 Mr James McGuigan, Executive Director of Finance is to be requested to provide a report on how the Medical Officers who manage Simulation training make a claim for this service provision as part of their VMoney claims and how much is being expended on this training to the 29 October 2014 Board Meeting.**

The Board noted the information provided by James McGuigan, on how Medical Officers who manage Simulation training make claims for undertaking this activity.

The Chair advised that Murwillumbah District Hospital Medical Officers are able to access funding for Simulation Training as part of their VMoney access to Medical Officer training grants as long as the training relates to an external course.

Professor Barclay reported that all Medical Officers who provide Simulation training are paid out of the Budget provided by UCHR, except for the Lismore based Anaesthetist Trainers who are not paid, as they have been engaged on a contra in-kind reimbursement arrangement.

- *6.10 Mr Spriggs is to check with NSW LHD Community Engagement Advisory Council (CEAC) Chair as to whether the CEAC Minutes can be placed onto the NSW LHD Intranet Site.**

Mr Spriggs advised that he will raise at the next CEAC Meeting the request from the Board to place the CEAC Minutes onto the NSW LHD Intranet Site and provide feedback to the Board following the CEAC Meeting.

Action:

Mr Spriggs is to raise at the next CEAC Meeting the request from the Board to place the CEAC Minutes onto the NSW LHD Intranet Site and provide feedback to the Board following the CEAC Meeting.

- *6.11 Mr Crawford is to seek written advice from Dr Stephen Prince, Ear Nose and Throat Specialist on whether surgery for children should be undertaken at Murwillumbah District Hospital.**

The Board noted the letter from the Board Chair to Dr Stephen Prince, Ear Nose and Throat Specialist seeking his advice on whether surgery for children should be undertaken at Murwillumbah District Hospital.

The Chair reported that he had discussed this matter with Dr Prince and he has requested Dr Prince to provide a letter to the Board outlining his experience in undertaking surgery on children at GBH, LBH and Casino District Hospital in relation to patient safety issues.

- 6.12 Mr Wayne Jones, then Acting Chief Executive is to contact HI to discuss the status of the LBH Multistorey Carpark Development Application and provide feedback to the Board Chair.**

The Board noted that the issue of the status of the LBH Multistorey Carpark Development Application is covered in Item 8 Chief Executive Report 14(g).

***6.13 Mr Crawford is to provide a report to the January 2015 Board Meeting advising when Medical and Other Staff will have access to a new internet filtering system and have better access to Wifi.**

Mr Crawford advised that Mr Wayne Jones, Chief of Staff, Chief Executive Unit will provide a comprehensive report to the 29 January 2015 Board Meeting on the rollout of Wifi across the LHD.

The Board raised its frustration at the delay in having Wifi access widely available across the LHD and reiterated its request for implementation of Wifi across the LHD and requested that the Board receive advice on the rollout of Wifi at the 3 December 2014 Board Meeting.

Mr Crawford reported that he has instructed Mr Dan Madden, Executive Officer, GBH and Maclean District Hospital to complete the rollout of the Wifi at GBH by the end of December 2014. A proposal is being developed by the NSW LHD eHealth Service to outline how Wifi will be upgraded within NSW LHD, Mr Crawford said. Mr Crawford also noted that currently the replacement of the old Servers is underway and new internet filtering software is currently being trialled. It has been identified that it is the old filtering software that is slowing down the NSW LHD access and the next step will be to trial the new filtering software at one whole facility, likely to be Ballina Hospital. An increase in the bandwidth within the LHD is being worked on and will be undertaken by mid-2015 when the H-WAN rollout is complete, Mr Crawford said.

Action:

Mr Crawford is to provide a report to the 3 December 2014 Board Meeting on how Wifi will be rolled out across the LHD.

***6.14 Mr Wayne Jones is to investigate whether the changes that will occur over the next two years to Community Health Services will have any effect on the Coraki Community Health Services and provide a response to the 29 October 2014 Board Meeting.**

Mr Crawford advised that he has commenced engaging with the Dementia Outreach Staff and all of the HACC Community Nurses to discuss the changes that will be taking place for these services over the next twenty months.

Mr Crawford also indicated that he will schedule a meeting with Mr Kevin Hogan, MP Member for Page to ensure that the changes that are being made to the Dementia Outreach Service do not impact adversely on the current level of Dementia services being provided.

The Board ENDORSED a recommendation from the Chair that a letter is forwarded to Mr Hogan thanking him for his support in advocating for the Primary Health Network

boundaries remaining the same as the Medicare Local NSW North Coast (NCML) boundaries.

Moved: Professor Lesley Barclay
Seconded: Mr Malcolm Marshall
CARRIED

Mr Frazer referred to the cost of maintaining the Coraki Campus and queried what benefit does the LHD Staff receive from this facility, noting that the NCML provides an Outreach Service from that facility. The Board queried whether the NCML should be charged rent for its use of the facility but Mr Crawford responded that the current arrangement is part of the special relationship between the two organisations, which benefits the Community and the Patients who utilise that facility.

Action: Mr Chris Crawford is to draft a letter for the Board Chair's signature to Mr Kevin Hogan, MP, Member for Page thanking him for his support in advocating for the Primary Health Network boundaries remaining the same as the Medicare Local NSW North Coast boundaries.

6.15 The Board Chair is to forward a letter of congratulations to Mr Martin Bowles, Secretary of the Commonwealth Department of Health on his appointment to that role.

The Board noted the letter of congratulations to Mr Martin Bowles PSM, Secretary Commonwealth Department of Health inviting him to visit the LHD at a time that is convenient to him.

***6.16 Mr Wayne Jones is to investigate the Insurance Company criteria for Workers Compensation Patients for the Hospital to make a claim on the Insurance Company and provide feedback to the 29 October 2014 Board Meeting.**

The Board noted the information that was provided in the Brief developed by Wayne Jones, Chief of Staff, Chief Executive Unit, concerning the Insurance Company criteria for Workers Compensation Patients to enable the Hospital to make a claim on the Insurance Company.

The Board stated that it is imperative for the Patient's classification to be made early in the admission and to ensure that the classification is correct so that the correct charge to the Insurance Company is made.

***6.17 Mr Wayne Jones is to follow-up with the Clinical Governance Unit to ensure that the HCQC is receiving advice of the quarterly RCA recommendations that have not been progressed and that an oversight of the implementation of RCA Recommendations is occurring and that RCA Recommendations are being circulated across the LHD and to provide feedback to the 29 October 2014 Board Meeting.**

The Board noted the information contained in the Brief from Craig McNally, Patient Safety and Corporate Risk Manager concerning the current process for providing feedback on RCA Recommendations to Clinicians and Departments and the memorandum to Health Service Group Managers concerning the opportunity for comment to be made on RCA Recommendations before the RCA is submitted to the Chief Executive for consideration.

Dr Tyson suggested that for RCAs where there are general lessons to be learnt a mechanism should be included as part of the RCA process, so that these lessons can be shared across the LHD, where appropriate.

The Board requested that Mr Crawford request Dr Hutton, Executive Director Clinical Governance to include a mechanism in the current RCA Process to ensure that where there are lessons learned as part of an RCA process that this outcome is included in the RCA process, which will be signed off by the Chief Executive to be circulated across the LHD so that all Clinicians are aware of the issue that has been identified.

Action:

Mr Crawford is to request Dr David Hutton, Executive Director Clinical Governance to include a mechanism in the current RCA Process to ensure that where there are lessons learned as part of an RCA process this is included in the RCA process which will be signed off by the Chief Executive to be circulated across the LHD, so that all Clinicians are aware of the issue that has been identified.

6.18 The Board Chair is to forward a letter of response to Mr George Thompson, Coraki and District Health Reference Group concerning the development of the HealthOne Centre at Coraki.

The Board noted the letter to Mr George Thompson, Coraki and District Health Referenced Group dated 10 October 2014 concerning the establishment of a HealthOne Centre at Coraki.

***6.19 Mr Murray Spriggs is to investigate whether a Board appointment is able to be made to enable Ms Hazel Bridgett to remain a member of the CEAC once she ceases to be a Board Member.**

Mr Spriggs advised that the Board can make a decision to appoint Ms Bridgett to the CEAC. Mr Spriggs advised that he will draft a letter of appointment for Ms Hazel Bridgett to remain on CEAC following a decision made by the Board.

Following receipt of this advice the Board then decided to appoint Ms Bridgett to CEAC.

Action:

Mr Spriggs is to draft a letter of appointment for Ms Hazel Bridgett to remain on CEAC following the decision to this effect made by the Board.

6.20 Mr Wayne Jones is to provide information to the 29 October 2014 Board Meeting on the Introduction of the GP Co-payment System in New Zealand, how it was introduced and what its impact was on Patient behaviour.

Mr Crawford advised that Mr Jones will provide advice on the introduction of the GP Co-payment System in New Zealand, how it was introduced and what its impact was on Patient behaviour to the 3 December 2014 Board Meeting.

Action:

Mr Wayne Jones is to provide information to the 3 December 2014 Board Meeting on the Introduction of the GP Co-payment System in New Zealand, how it was introduced and what its impact was on Patient behaviour.

6.21 Mr Jones is to follow-up on activity data that was provided in one of the Finance and Performance Reports to ascertain if the data is correct.

The Board Chair reported that Mr Jones has followed up the concern that had been raised by Dr Ogg on the accuracy of one of the Finance and Performance Reports.

Mr Crawford advised that Mr Jones has provided advice that the report that Dr Ogg raised concern about was a proforma report with “dummy” data and therefore the data that was in the report was not indicative of the official Facility activity levels. Mr Crawford reported that Mr Jones has also discussed this finding with Dr Ogg.

6.22 Any Other Matters Arising from the Board Minutes

1 October 2014 Board Meeting

The Board requested information on whether the Murwillumbah District Hospital (MDH) Visiting Medical Officers (VMOs) receive an educational allowance and if so what is the best way for them as a group to use the allowance to gain contemporary Paediatric skills by undertaking additional education and training.

The Board noted the information provided from Dr Michael Hills, Director Medical Services Tweed Byron Health Service Group responding to a request from the Board on whether the MDH VMOs receive an educational allowance, how this allowance could be utilised to enable a group of VMOs to gain contemporary Paediatric skills by undertaking additional education and training.

7. * Action Table - NSW LHD Board Resolution & Decision Register.

The Updated NSW LHD Board Resolution and Decision Register from the 3 September 2014 Board Meeting were noted.

7.1 Changes to Register Items 294, 327, 350, 352 and 362 covered in Item 4 Business Arising.

Noted

The Board Chair requested that Item 294 be finalised and any new action(s) relating to this matter be allocated a new item number. The Board AGREED that this action should occur.

Action:

Mr Spriggs is to close Item 294. Should any new action be required relating to this matter a new number is to be allocated to that matter.

7.2 New Register items 363 to 373 were covered in Item 5 Business Arising.

Noted

8. *Chief Executive's Report

Mr Crawford referred to the issues that were covered in the Chief Executive Report to the Board, which included the NNSW LHD Priority Proposed Capital Works Projects, Launch of Rural Health Plan, Presentation by NNSW LHD Board Chair to the Council of Board Chairs Meeting, 2013/14 NNSW LHD Executive Performance Reviews, 2013/14 Chief Executive Performance Appraisal, 2014/15 Performance Agreements, Capacity Assessment Project, Health On A Page, MOH Financial Diagnostic of NNSW LHD, 2014/15 Budget, NEST, NEAT and Triage Results, Primary Health Network Boundaries, Capital Works Projects – Yamba Community Health Centre, LBH Stage 3A, LBH Emergency Medicine Unit, GBH Pathology Laboratory and Pharmacy Department Upgrade, Byron Shire Central Hospital, Murwillumbah District Hospital (MDH) ED Stage 3, Planning Projects – Ballina District Hospital Operating Theatre and Medical Imaging Upgrade, Casino District Hospital ED, LBH Stage 3B, The Tweed Hospital (TTH) Stage 4, Bonalbo Multipurpose Services (MPS), Coraki HealthOne Service, LBH Multistorey Carpark, GBH Ambulatory Care Centre and Regional Aboriginal Health and Wellbeing Plan and Regional Mental Health Plan, Clinician Engagement, NSW Mental Health Commission Reports, National Statement on Health Literacy, Mental Health Week, National Disability Insurance Scheme, Health Services Union Action Related to possible Outsourcing or Privatisation of Services, Audit Committee Chair, Whole of Hospital Program, Livermates Project, Complex Cancer Services, Proposed Commonwealth Government General Practitioner \$7.00 Co-Payment, Improvement in the Health of Young People in New South Wales, Nurse Practitioners, Medical Cannabis Trial, Rural Research, “Stop It Before It Gets Ugly” Campaign, Address by Commonwealth Minister for Health, Rural Strategy Policy Framework, Quality Achievements, Commonwealth/NSW Dental Partnership Agreement, MOH/NNSW LHD 2014/15 Service Agreement, Pathology North Service Expansion Proposal, Meeting with North Coast Radiology, Tasks Being Devolved to NNSW LHD Staff by HealthShare, Individual Board Member Performance Reviews and Collective Board Review of its Own Performance, Asset Strategic Plan, Pharmaceutical Benefits Scheme Medication Chart Reference Group, Terrorism/Ebola, Opening of the Clarence Health Service Education Centre, NNSW LHD Nursing and Midwifery Awards, Northern Rivers Pharmacist of the Year, MOH Deputy Becomes Acting Education Chief Financial Officer, Australian Rural Health Education Network Meeting and Bureau of Health Information Strategic Plan.

The Board raised the following items:

- Mr Chris Crawford, Chief Executive's 2013/14 Performance Appraisal was conducted by Dr Brian Pezzutti, Chair, Mr Malcolm Marshall, Deputy Chair, Mr David Frazer and Ms Hazel Bridgett. Dr Pezzutti advised the Board that the Panel had rated Mr Crawford's performance highly and on that basis he had completed

the Assessment Form on Mr Crawford's performance for submission to the Ministry of Health.

- Congratulated Mr Crawford on his response to the MOH on the draft Diagnostic Review Report, being a solution based scenario.
- A copy of the Integrated Care Submission with the attached Budget is to be circulated to the Board for its information.
- Unless funding is being transferred to the Community Health based sector as part of the Integrated Care Funding as part of the 2015/16 Budget, then reimbursement of funding from the MOH on Unplanned Readmissions in 2014/15 and ongoing should be allocated in 2015/16 to Community Health services not only to be put towards offsetting the Workers Compensation Hindsight Premium Deficit.
- Board Members are to be mindful of the Integrated Care Submission Budget includes \$500K to be put into Community Health based services in 2015/16 and this should be considered during the 2015/16 Budget development process.
- If \$500K is to be allocated to Community Health based services, identification of which programs should be enhanced will be required.
- Suggested topics for the Board Chair's presentation to the Council of Board Chairs Meeting are: discussion on what direction the LHD should be undertaking, should the LHD be putting all its energies into its Financial performance or the Activity performance, including Targets, such as NEAT and NEST, acknowledgement of a learning environment and increased professional development in recent years and the need for rural LHDs to have access to more Teaching and Research funding.
- A Board performance self-evaluation is to be undertaken and it is to include a Due Diligence process. Ms Crayden and Mr Marshall are to provide information on how the evaluation may be undertaken for the Board's consideration.
- The Board agreed to undertake a strategic collective Board evaluation at the 28 January 2015 Board Meeting in Lismore. Ms Crayden and Mr Marshall will provide some information including about governance issues to be included as part of the Board evaluation to the Board Secretariat for consideration by the Board Chair in the development of the evaluation tool that will be used for the collective Board evaluation. Ms Crayden indicated that she would be available to lead the collective Board evaluation process.
- The Board is to undertake a collective formal Board Evaluation prior to the 28 January 2015 Board Meeting.
- The Board Chair indicated that at the Council of Board Chairs Agenda Committee he will request that a senior NSW Ambulance Service representative is invited to attend future Council of Board Chairs meetings.
- Ward Based JMO allocation at LBH is continuing as a hybrid model, however work is also continuing to re-introduce a purer model of JMO Ward based allocation.
- A good report has been provided by Dr David Hutton, Executive Director Clinical Governance on Unplanned Hospital Readmissions.
- The Board ENDORSED a proposal by the Chief Executive that he and the Board Chair request a meeting with the Byron Shire Council Mayor and General Manager to assist to forge better working relationships between the two organisations to assist with the development of the Byron Central Hospital.

- The Improving Clinician Engagement Action Plan is to be submitted to the 3 December 2014 Board Meeting for noting following its endorsement by the NNSW LHD Executive.
- The Board Chair indicated that the Aboriginal Health and Wellbeing Strategic Plan (AHWSP) is a good document, however he suggested that consultation with Private Providers, including Day Surgery Providers, may need to be considered. Ms Monaghan advised that she would take this suggestion to the AHWSP Steering Committee for consideration.
- The Board nominated Ms Hazel Bridgett as the NNSW LHD Board Member on the North Coast Regional Mental Health Strategy Sponsor Group.

Mr Frazer left the meeting

Action:

Mr Crawford is to circulate a copy of the Integrated Care Submission with the Budget attached to the Board Members for their information.

The Board is to undertake a formal strategic collective Board evaluation prior to the 28 January 2015 Board Meeting in Lismore.

Dr Pezzutti is to request a meeting between the Byron Shire Council Mayor and General Manager and the NNSW LHD Board Chair and Chief Executive to help in forging better working relationships between the two organisations to assist with the development of the Byron Central Hospital.

The Improving Clinician Engagement Action Plan is to be submitted to the 3 December 2014 Board Meeting for noting following its endorsement by the NNSW LHD Executive.

Mr Murray Spriggs is to correspond with the Medicare Local NSW North Coast advising that Ms Hazel Bridgett has been nominated as the NNSW LHD Board Member on the North Coast Regional Mental Health Strategy Sponsor Group.

The Board ENDORSED the Chief Executive's Report.

***9. Strategic and Planning Items**

9.1 NNSW LHD Ballina Shire Clinical Services Plan

The Board considered and ENDORSED the NNSW LHD Ballina Shire Clinical Services Plan.

Moved: Dr Allan Tyson
Seconded: Mr Mark Humphries
CARRIED

***10. Minutes – Governance Committees**

10.1 *Finance and Performance Committee Meeting (F&PC)

The Board noted the written summary report of the FPC Committee Meeting held on 22 October 2014 and Mr Marshall provided a verbal report of the FPC Meeting.

The following issues were raised:

- A new format for Reporting on Finance and Performance is now in the final stages of development, and a concern was raised that reports were not available on financial performance by Site. As the LHD is now four months into the financial year and is reporting to the end of September 2014 it was suggested that this is a risk for the LHD. The new MOH management reporting Narrative changes were well accepted with the format being considered to be clear and concise.
- The Board was advised that the Chief of Staff is currently assessing whether the existing TTH Coders are able to be more productive or whether additional coding resources are required to address the delays in coding at TTH.
- There has been a focus on the accuracy of data relating to Unplanned Hospital Readmissions and an audit was undertaken on the June 2014 data. The FPC resolved that any funds received from allocation of budget supplementation relating to unplanned readmissions being found to be below the State average was agreed to be applied to offset the Hindsight Premium Deficit in 2014/15.
- The FPC discussed the findings of the Diagnostic Review Report and the response by the LHD Executive and noted that the LHD had in many cases already implemented some of the Report's recommendations or had commenced work on actions emanating from the recommendations included in the Report.

The unconfirmed Minutes of the FPC Meeting held on 22 October 2014 were noted.

Dr Sue Page joined the meeting via teleconference.

10.2 *Health Care Quality Committee (HCQC)

Ms Kew provided a verbal report on the HCQC Meeting held on 14 October 2014.

The following issues were raised:

- The Board was advised of the poor results for the Adult Patient Assessment Tool and noted the opportunity for improvement to be made in utilising the Adult Patient Assessment Tool with the introduction of the new Patient Admission Screening Tool for Adults and the Nursing Assessment Careplan Handover of Shift Tool.
- Ms Kew advised that she will be requesting some additional work be undertaken in key areas that are being identified as risks in some RCAs including Obstetrics, Falls and Management of Head Injuries with a focus on areas where Quality and Patient Safety

could be improved. The Board suggested that this is the type of de-identified RCA information which should be circulated for their information to all Clinicians. Ms Kew suggested that Dr David Hutton be requested to undertake work to review RCAs to identify any trends with RCA incidents and what key messages need to be provided to all Clinicians being any trends that are identified.

- The Tweed Hospital successfully completed its AC90 review.
- The Board requested that media reported compliments need to be included in the Compliments Report. Sue Walker, Media Manager is to provide any compliments received in media reports to Joy Hathaway, Consumer Relations Manager so she can include these compliments in the HCQC Compliments Report.
- Mr Craig McNally, Patient Safety and Corporate Risk Manager is to be requested to ensure that the word "Client" is replaced with "Patient" in future RCA Reports.

Action:

Mr Crawford is to request Dr David Hutton, Executive Director Clinical Governance to review the RCAs to identify any trends with RCA incidents and what key messages need to be provided to all Clinicians if any trends are identified, especially in the areas of Obstetrics, Falls and Management of Head Injuries.

Mr Crawford is to request Mr Craig McNally, Patient Safety and Corporate Risk Manager to ensure that the word "Client" is replaced with "Patient" in future RCA Reports.

The unconfirmed Minutes of the HCQC held on 14 October 2014 were noted.

10.3 *Medical and Dental Advisory Appointments Committee (MDAAC)

Ms Bridgett provided a verbal report on the MDAAC Meeting held on 9 October 2014.

The Board Chair queried why the position of the Richmond Clarence Health Service Group Rehabilitation Specialist has not been advertised. Ms Bridgett responded that she would make enquiries prior to the next MDAAC Meeting on this matter.

The unconfirmed Minutes of the MDAAC Meeting held on 9 October 2014 were noted.

10.4 *Health Services Development Committee (HSDC)

The Board Chair provided a verbal report on the HSDC meeting held on 9 October 2014.

Dr Tyson referred to the Agency for Clinical Innovation Refracture Program and advised that should GBH want to operate a Refracture Outpatient Clinic, a Rheumatologist would need to be appointed to GBH to supervise the Outpatient Clinic Program.

The unconfirmed Minutes of the HSDC Meeting held on 9 October 2014 were noted.

10.5 *Audit and Risk Committee (ARC)

The Board noted the Minutes of the ARC Meeting held on 11 September 2014 about which Mr Frazer had provided a verbal report to the 1 October 2014 Board Meeting.

10.6 *NNSW LHD Clinical Council (CC)

The Board noted the Minutes of the CC Meeting held on 9 September 2014.

Ms Kew provided a verbal report on the CC Meeting held on 21 October 2014 advising that an update on the Homebirth Program was received and Mr Crawford provided updates on the Bonalbo MPS and the Byron Central Hospital Projects and the MOH Diagnostic Review Report.

10.7 *Community Engagement Advisory Council (CEAC)

The Board noted that the next CEAC Meeting is scheduled to be held on 24 November 2014.

10.8 *Medical Staff Executive Council (MSEC)

The Board noted that the next MSEC Meeting date is to be advised.

10.9 NNSW LHD Interim Aboriginal Partnership Meeting (APM)

The Board noted that the Minutes of the APM held on the 14 July 2014 are to be submitted to 3 December 2014 Board Meeting for noting.

10.10 *NNSW LHD Mental Health Forum

The Board noted the Minutes of the Mental Health Forum held on 20 October 2014 will be submitted to 3 December 2014 Board Meeting for noting.

***11. Items for Decision/Resolution**

11.1 *Schedule of Board Meetings for 2015 – for Endorsement

The Board endorsed the draft Schedule of Board Meetings for 2015 with the change to swap the location for the 28 January and 4 March 2015 Board Meetings with the 28 January 2015 Meeting to be held at Crawford House, Hunter Street, Lismore and the 4 March 2015 to be held at the Murwillumbah District Hospital.

11.2 * Brief on approval of accommodation costs for Board Chair's accommodation when attending meetings in London in May 2014

The Board ENDORSED the retrospective payment of accommodation costs for Dr Brian Pezzutti, Board Chair, for 12 and 13 May 2014 in order to attend meetings relevant to NNSW LHD activities whilst overseas.

Moved: Ms Hazel Bridgett
Seconded: Mr Mark Humphries
CARRIED

11.3 *Information on requirement for Chair of Medical Staff Executive Council's (MSEC)

Attendance at Board Meetings.

The Board discussed the confidentiality requirements for attendees at NSW LHD Board Meetings. Mr Spriggs advised that the NSW LHD Board currently has a Confidentiality Statement that is signed by external parties who attend Board Meetings. The Board noted that although NSW LHD Clinicians and Staff would be covered by the NSW LHD Code of Conduct document a Confidentiality Statement would also be required to be signed when they attend Board Meetings. The Secretariat is to email the Central Coast LHD Confidentiality Undertaking and NSW LHD Confidentiality Undertaking to Board Members for their consideration and feedback.

The Board discussed the concerns that had been raised by Sim Mead, Director, Australian Medical Association Limited, that Dr Tyson, as a NSW LHD Board Member and Chair of the MSEC may have a conflict of interest. Dr Tyson advised that he suggested to Sim Mead that he may be able to assist to re-engage the NSW LHD MSEC Members.

Dr Tyson indicated that his term as MSEC Chair is drawing to a close and so this issue may be resolved by the election of a new Chair, should the MSEC be re-engaged

The Board discussed the By-Law requirements for the Board to invite specified attendees to Board Meetings. The Board noted that LHD Executive Members are invited to attend Board meetings from time to time to discuss specific Agenda items.

Action:

The Secretariat is to email the Central Coast LHD Confidentiality Undertaking and NSW LHD Confidentiality Undertaking to Board Members for their consideration and feedback.

12. *Items Without Notice/Late Business

- Ms Bridgett reported that she was not appointed to the PBS Medication Safety Sub-Committee.
- Mr Spriggs reminded the Board that the 3 December 2014 Board Meeting is being held in Ballina followed by the Annual Community and Stakeholder Meeting. At the completion of the Annual Community and Stakeholder Meeting a dinner will be held at the Education Centre, Ballina District Hospital to thank Ms Bridgett for her service to the LHD.
- Mr Spriggs also advised that on 4 and 5 December 2014 a Community Engagement Workshop is being held at the Ballina Surf Club and all Board Members are invited to attend all or a part of this Workshop.

13. Items for Noting

13.1 Letter of thanks to Dr Doug Turner, Orthopaedic Surgeon from Board Chair following his foreshadowing of his retirement in December 2014

Noted

13.2 Letter of congratulations to Ms Hazel Bridgett following her inclusion in the 2014 Hidden Treasures Honour Role.

Noted

13.3 Letter from the Hon Jillian Skinner, MP Minister for Health and Medical Research concerning a Chronic Pain Service at The Tweed Hospital

Noted

14. Items for Information:

There were no items for information.

15. Date and Time of next Board Meeting:

**Wednesday 3 December 2014 in the Education Centre, Ballina District Hospital,
Cherry Street, Ballina commencing at 1.30pm**

16. Close of Meeting

There being no further official business, the Chair declared the meeting closed at 4.42pm.

I declare that this is a true and accurate meeting record.

Signed

Dr Brian Pezzutti

Chair, Northern NSW Local Health District

Date 10/31/15