

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 1 of 17

The Chair paid his respects to Aboriginal Elders, past and present, as the traditional owners of the land, being the Bundjalung Nation and thanked them for their custodianship of the land.

1. In-camera Session

No In-camera session was required.

2.1 PRESENT AND APOLOGIES:

Dr Brian Pezzutti, (Chair), Mr David Frazer, Mr Mark Humphries, Dr Joe Ogg, Dr Allan Tyson
Dr John Griffin, Ms Carolyn Byrne, Ms Deb Monaghan, Mr Michael Carter, Dr John Moran, Mr
Pat Grier and Professor Susan Nancarrow.

In Attendance:

Mr Wayne Jones (Chief Executive)
Ms Jenny Cleaver (Secretariat)
Ms Kate Greenwood (Secretariat)
Ms Corinne Martin (Acting Community Engagement Manager)
Ms Michelle Arrowsmith (Executive Director Clinical Operations Southern NSW LHD)

For part of meeting:

Dr David Hutton, Director Clinical Governance
Dr Richard Buss, Director Workforce
Mr Matt Long, Director Corporate Services
Ms Lynne Weir, Director Clinical Operations
Mr Brett Skinner, Director Finance
Ms Vicki Rose, Director Integrated Care and Allied Services

Apologies:

Ms Katharine Duffy, Director Nursing, Midwifery and Aboriginal Health
Mr Ian McLeish, A/ General Manager Mental Health, Drug and Alcohol and Stream
Services

2.2 Declaration of Pecuniary and/or Conflicts of Interest

Item 5.2.7 Dr Brian Pezzutti, Board Chair declared his interest as part of the Opioid Working Party.

2.3 Previous Minutes:

2.3.1 The Minutes of the Board Meeting held on 28 March 2018 as circulated were
ENDORSED as a true and accurate record of the meeting.

Moved: Mr David Frazer
Seconded: Dr Joe Ogg
CARRIED

Dr Alex Stephens presentation was here – please see ITEM 2.3.2.4.

2.3.2 Business Arising from the Minutes:

2.3.2.1 Mr Jones is to provide an updated report on NSW LHD ETP (Emergency Treatment Performance) and activity concerning the new strategies that are being implemented to improve LBH ETP performance to the April 2018 (2 May) Board Meeting.

Ms Weir spoke to the information contained in the brief and gave an overview on the ETP Recovery Plan together with the action being undertaken by Lismore Base Hospital (LBH) to improve its ETP figures.

Ms Weir indicated that LBH has seen an increase in activity and acuity across all services since the opening of the South Tower and has failed to achieve the ETP target of 81% despite the increased capacity of the new Emergency Department (ED). Ms Weir advised that although a number of strategies have been implemented, including the appointment of a new Acting Medical Director of Emergency, an Access and Demand Manager and a Whole of Hospital Co-ordinator, a substantial improvement has only been seen recently with April results at 72.3%, that is now comparable to The Tweed Hospital (TTH) results. Ms Weir spoke of the commitment of the new LBH A/Medical Director of Emergency in making the ETP Recovery Plan viable long term.

The Chair and Mr Jones expressed their appreciation for Ms Weir's effort in implementing improvement strategies and achieving such a good result.

This item can be removed from the Agenda.

2.3.2.2 Mr Jones is to request Ms Lynne Weir to meet with Clinicians from Murwillumbah District Hospital that have recently resigned and report back to a future Board meeting in due course.

The Board noted that Ms Weir is still in the process of co-ordinating a suitable meeting time with the Clinicians who have recently resigned from Murwillumbah District Hospital and will provide an update to a future Board meeting after the meeting has been held.

ACTION:

Mr Jones is to request Ms Lynne Weir to meet with Clinicians from Murwillumbah District Hospital who have recently resigned and report back to a future Board meeting on the outcome of the meeting.

2.3.2.3 Mr Jones is to request Dr Richard Buss, Director Workforce to amend the project item – *value statement* with the inclusions of it being signed by the Board, together with Chief Executive and Executive to indicate the commitment by the Board to the Public Value Statement.

The Board noted the brief from Dr Buss regarding the amended project item – *value statement* with the inclusion of wording so that the document is to be signed by the

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 3 of 17

Board, together with Chief Executive and Executive to indicate the commitment by the Board to the Public Value Statement.

This item can be removed from the Agenda.

2.3.2.4 Dr Alex Stephens, Director of Research will attend the 2 May 2018 Board meeting and present on his role as the Director of Research.

Dr Alex Stephens, Director of Research provided an overview of his role with the NSW LHD and spoke on the benefits of engaging in research including a snapshot of the LHD and its diverse socioeconomic gradients in health.

Dr Stephens indicated that high quality research is crucial to meet the challenges based on the LHD's population and demographics by developing efficient models of care to meet demand and activity, enhance education, communication and health literacy for both staff and patients, develop preventative strategies and inform the population and public of health initiatives.

A brief overview was given of the clear directive in Australia to promote and embed high quality research in health services and the many benefits associated with this. Dr Stephens spoke of the various ways to implement this being the recent development of the Strategic Advisory Committee, Research Strategic Plan, research register, research Symposium/Day, research training and resources, research partners and robust research ethics and governance.

Dr Stephens outlined that in five years, NSW LHD will be:

- a) Actively seeking research funding on an ongoing basis
- b) Conducting relevant research with our key partners
- c) Be equipped with the necessary skills, support and resources
- d) Contributing to publications and translations

The Chair commented on the research conducted recently on the use of space blankets at Lismore Base Hospital (LBH) and suggested this process should be implemented across the LHD. Mr Jones spoke of the difficulty in mandating certain procedures, as this is not always the best way of implementing new processes and discussion followed around how to best move forward with a new idea.

Mr Jones advised that he will ensure the research paper 'Keeping them Warm' is circulated to the Board for its information.

General discussion followed on the importance of the investment in research but also disseminating and implementing the information and knowledge.

ACTION:

Mr Jones is to circulate the research paper 'Keeping them Warm' to all Board Members.

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 4 of 17

The Chair suggested Ms Lynne Weir arrange for the research lead on the use of space blankets present his findings to The Tweed Hospital (TTH) nursing and anaesthetic staff and consider the implementation of the process at TTH.

Dr Stephens responded to a query that clinicians usually come up with the ideas for research that is then supported by the Research team. An application for funding can then be lodged with the various Government bodies. Dr Stephens also spoke of the importance of implementing a culture change through research so that clinicians understand what they are doing and why they are doing it.

2.3.2.5 Ms Katharine Duffy, Director Nursing, Midwifery and Aboriginal Health is to provide information on what sepsis training is available to undergraduate nursing and midwifery students to the 2 May 2018 Board meeting.

Mr Jones referred to the information contained in the brief and advised there is a component of sepsis training in under-graduate studies with coverage also incorporated in the LHD Orientation Program.

Mr Jones advised that a review is currently underway of the Orientation Program to ensure that priority items are allocated an appropriate amount of time on the program.

This item can be removed from the Agenda.

2.3.2.6 Mr Jones is to ask Mr John Wickham, Medical Administration Manager to provide an updated brief to the Board on the status of the VMO reappointments to the 2 May 2018 Board Meeting.

Mr Jones spoke to the information contained in the brief and advised the VMO reappointments are progressing well although some reminder letters have been issued to those who have been late in returning their contracts.

Negotiations are continuing with anaesthetists at LBH and ENT Surgeons at TTH.

A significant number of contracts have been issued, with many of these having been signed and returned to the LHD by the VMO.

The Chair referred to advertising of certain positions that will need to be in the next VMO status update.

ACTION:

Mr Jones is to request Mr John Wickham, Medical Administration Manager to provide an updated brief to the Board on the status of the VMO reappointments to the 30 May 2018 Board meeting.

2.3.2.7 Mr Jones is to request Ms Vicki Rose, Director Integrated Care and Allied Health facilitate the requested changes to the NNSW LHD Domestic and Family Violence Prevention and Response Action Plan 2018-2020 and respond to the Board's queries concerning Elder Abuse and Aboriginal DV victims and provide

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 5 of 17

an updated plan to 2 May Board meeting for further consideration.

Ms Rose spoke to the information contained in the brief and advised that the requested amendments have been made.

General discussion followed around the limited services available for male victims of Domestic Violence and the importance of them having access to similar services as female patients. Ms Rose advised that she will seek clarification of what services are available and if they are to be mentioned in the plan, the LHD needs to be reassured they are reputable agencies.

Ms Weir noted that male domestic violence victims are currently being screened at LBH and a meeting is organised in mid-May with TTH management to implement screening at that site with the view to expand across the LHD in due course.

ACTION:

Mr Jones is to request Ms Vicki Rose, Director Integrated Care and Allied Health to clarify what services are available through Family and Community Services (FACS) for men and for this to be added to the NSW LHD Domestic and Family Violence Prevention and Response Action Plan 2018-2020 so there is increased reference to male victims incorporated into the Plan and submit the updated plan to the 30 May 2018 Board meeting for endorsement.

- 2.3.2.8 Mr Jones to request Dr Hutton, Director Clinical Governance provide a brief explaining the breadth of audits undertaken across the LHD to the 30 May 2018 Board meeting.**

The Board noted Dr Hutton will provide a brief explaining the breadth of audits undertaken across the LHD to the 30 May 2018 Board meeting.

ACTION:

Mr Jones to request Dr Hutton, Director Clinical Governance provide a brief explaining the breadth of audits undertaken across the LHD to the 30 May 2018 Board meeting.

- 2.3.2.9 Mr Jones is to request Ms Corinne Martin, Acting Community and Engagement Officer provide an updated brief addressing the issue of paying volunteers to the 2 May 2018 Board meeting for consideration.**

Mr Frazer spoke to the information contained in the brief, informing the Board that the issue was recently raised by a volunteer at the Mental Health Forum outlining the disparity of payment between staff and volunteers. Mr Frazer advised the Board that some staff appear to be supportive of the volunteers being paid in some instances.

Mr Jones considered it was important to seek clarification from the MOH on volunteer payments as there needs to be a uniform approach across the State. Discussion followed, with various Board members suggesting this matter could be managed within NNSW LHD.

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 6 of 17

Honorarium payments were discussed for reimbursement of expenses for engagement over and above that of a general volunteer noting that utilising this approach would alleviate any tax implications for the volunteers.

Following discussion, Mr Jones suggested that the issue of paying volunteers be raised at the next Rural Chief Executives Forum to obtain their input. Should the Rural CE's agree that a state-wide policy needs to be developed, the Rural CE's will correspond with the MOH requesting that a policy is developed to assist LHD's in managing volunteer payments.

The Board endorsed this approach and also agreed that the current position on reimbursement of expenses and one off payments is maintained until further notice.

ACTION:

Mr Jones is to raise the issue of paying volunteers at the next Rural Chief Executives Forum to obtain their input and if the Forum agree that a state-wide policy needs to be developed, the Rural CE's will correspond with the MOH requesting that a policy is developed to assist LHD's in managing volunteer payments.

- 2.3.2.10 Mr Jones is to request Ms Vicki Rose, Director Integrated Care and Allied Health have the Deloitte report summarised into a brief for the Board for the 30 May 2018 Board meeting.**

The Board noted Ms Rose will provide a brief summarising the Deloitte report to the 30 May 2018 Board meeting.

ACTION:

Mr Jones is to request Ms Vicki Rose, Director Integrated Care and Allied Health have the Deloitte report summarised into a brief for the Board for the 30 May 2018 Board meeting.

- 2.3.2.11 Mr Jones to draft a letter for the Board Chair's signature thanking Ms Sarah Lawty and Ms Helen Mitchell for their effort with the recent ACHS Accreditation survey.**

The Board noted the letters thanking Ms Sarah Lawty and Ms Helen Mitchell for their effort with the recent ACHS Accreditation survey.

This item can be removed from the Agenda.

- 2.3.2.12 Mr Jones to draft a letter for the Board Chair's signature for the midwives across the LHD, commending them on the outstanding result of both aboriginal and non-aboriginal women fully breastfeeding on discharge from hospital.**

The Board noted the letter commending midwives across the LHD on the outstanding result of both aboriginal and non-aboriginal women fully breastfeeding on discharge from hospital.

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 7 of 17

This item can be removed from the Agenda.

- 2.3.2.13 Mr Jones to draft a letter for the Board Chair's signature to be sent to all Aboriginal Medical Services within the LHD commending them on their dedicated work in achieving such a high result in aboriginal children being fully immunised across the LHD.**

The Board noted the letter commending Aboriginal Medical Services within the LHD on their dedicated work in achieving such a high result in aboriginal children being fully immunised across the LHD.

This item can be removed from the Agenda.

- 2.3.2.14 The NSW LHD Health Emergency Management Committee is to be added to the 2018 Board Calendar with dates to be set out for the remainder of the year.**
The Board noted the NSW LHD Health Emergency Committee has been added to the 2018 Board Calendar and dates will be set out for the remainder of the year in the near future.

This item can be removed from the Agenda.

- 2.3.2.15 Mr Jones to express the Board's concern to the Ministry of Health over the format and information contained in the Selected Performance Indicators report.**
Mr Jones advised he expressed the Board's concern to the Ministry of Health regarding the formatting in the Selected Performance Indicators report. Ms Susan Pearce, Deputy Secretary, System Purchasing and Performance, has now provided a reformatted report however more work will be undertaken to improve the font.

This item can be removed from the Agenda.

- 2.3.2.16 Mr Jones to seek further clarification on the recent media coverage of non-indigenous nurses acknowledging white privilege to indigenous patients before commencing treatment and report back to the 2 May 2018 Board meeting.**
Mr Jones spoke to the information contained in the brief advising that there is no requirement in the revised Code of Conduct for Nurses and Midwives to acknowledge white privilege to indigenous patients prior to treatment.

This item can be removed from the Agenda.

- 2.3.3 Other Matters Arising from the Minutes**
There were no matters arising from the Minutes.

3. Matters for Decision

3.1 Clinician Engagement KPI's and Touchpoints

Mr Jones spoke to the information contained in the brief advising of the recent proposal to incorporate Clinician Engagement within the touchpoints of the Cultural and Wellbeing Plan.

The Chair indicated there needs to be a separate heading for Clinician Engagement so that is clearly recognised within the Cultural and Wellbeing Plan.

The Board ENDORSED that Clinician Engagement KPI's and Touchpoints be incorporated in the Cultural and Well-Being Plan under the separate heading of Clinician Engagement.

Moved: Dr Allan Tyson
Seconded: Mr Mark Humphries
CARRIED

3.2 Letter from CEAC regarding Permanent Referrals

Mr Jones referred to the information provided in the Brief and explained the permanent referral process and the concerns that had been raised at the Community Engagement Advisory Council (CEAC). Mr Jones indicated that there are often clinical reasons behind this process although it may be misconstrued as 'double-dipping'.

The Board advised that this is a Medicare guideline and was beyond any influence or jurisdiction of the NNSW LHD Board.

The Board ENDORSED the draft letter to the CEAC Chair to be signed by the Board Chair advising this.

3.3 Approval to develop Tweed Valley Hospital Service Statement 2018

The Board noted the approval to develop the Tweed Valley Services Statement 2018 and raised concerns around whether 12 beds were enough for the holding period of five years. Mr Jones responded that there are financial challenges surrounding this but reiterated that very few greenfield sites get holding works to support them prior to a new hospital opening.

Ms Weir mentioned that there are other strategies used in regards to patient flow and concerns were raised around the occupancy level of hospital beds for people waiting on residential aged care. General discussion concerned the possible options and strategies that can be re-visited for these patients awaiting aged care.

The Chair suggested the inclusion of the SES to be added the list of stakeholders to be consulted for the Tweed Valley Service Statement 2018.

The Board ENDORSED the development of the Tweed Valley Hospital Service Statement 2018 with the inclusion of the SES to be included in the consultation group.

4. Chairman's Update

4.1 Chairman's Calendar

The Board noted the Chairman's calendar.

5. Matters for Discussion

5.1 Chief Executive's Report

Mr Jones referred to the issues that were covered in the Chief Executive's Report to the Board, which included:

5.1.1 Current and Significant Issues

- Clinician Engagement – meetings were held across the LHD including Dr Sue Veloski, General Surgeon, Dr David Scott and Dr Melissa Goldberg, Anaesthetist LBH, Orthopaedic Surgeons at LBH, rounding at TTH and Goonellabah Community Health and phone discussions with Dr David Clough and Dr Andrew White.
- The preferred site for Tweed Valley Hospital was announced by Minister Brad Hazzard on the 4 April 2018. Compulsory acquisition and changes to zoning are required for the preferred site to be progressed.

Discussion followed around the concerns of some of the community that there was not enough consultation before the process commenced. The Site Selection Summary Report is now available on the project website.

- Maclean Helipad – cost estimates for the required works to allow the current helipad at Maclean to be used. The preferred option would require allocation of \$750 000 to make the helipad fit for use. Mr Jones recently presented to the Maclean Rotary, who are commencing a community campaign to seek governance funding for the work.

5.1.2 Update on Strategic Issues

Nil for this meeting

5.1.3 Update on Strategic Plan Implementation

Nil for this meeting

5.1.4 Matters for Approval

Nil for this meeting.

5.1.5 Major Key Performance Indicators

- The Board noted that the result for Emergency Treatment Performance (ETP) during March 2018 was 79% against the target of 81%.
- Elective Surgery Access Performance (ESAP) Category 2 and 3 targets were not met during March 2018. The results were as follows: Category 1, 100% against a target of 100%, Category 2, 96% against a target of 97% and Category 3 was 96% against a target of 97%
- NNSW LHD met all triage targets. All Triage categories were equal to or greater than the March 2017 results.
- The Transfer of Care result for March 2018 was 90% against a target of 90%.

5.1.6 Risk and Compliance Update

The Chair noted the WHS Executive Report January – March 2018 and queried the poor performance regarding fire training. Mr Jones advised that this was due to the information not being uploaded onto Stafflink.

5.1.7 Governance Update

Nil for this meeting.

5.1.8 Capital Works/Planning Projects

- Bonalbo MPS – NNSW LHD have formally taken over Stage 1 with completion of Stage 2 anticipated by October 2018. The recent Community Open Day was a great success with positive feedback from the community and the Save Our Services Committee.
- The Tweed Hospital – newsletter recently distributed to clinicians and staff to update them on both the TVH and TTH Holding works programs.
- Lismore Base Hospital Operating Theatres – services moved to new theatres on 1 April 2018 with positive feedback from staff and clinicians on quality and functionality of the units.
- Grafton Base Hospital Ambulatory Care – advice was recently provided by the MOH that the business case continues to be progressed through the Treasury and it is anticipated a formal announcement will be included in the May 2018 Budget.
- Mullumbimby Hospital Site – MOH have responded to the Byron Shire Council (BSC) regarding the transfer of ownership of the “old site”. BSC are reviewing the proposed changes to the contract and while this occurs, NNSW LHD will continue to provide security of the site.

5.1.9 Matters for Noting

- Health Innovations Conference – was extremely successful and organised by Dr John Moran through the Murwillumbah UCRH team and not NNSW LHD Research as mentioned at the previous Board meeting.
- Commonwealth Games - No major challenges experienced during Commonwealth Games although a range of strategies were implemented to manage the anticipated workload and transport challenges.
- BUPA “No Gaps Cover” proposed changes – Mr Jones advised that BUPA has now decided to defer the “No Gaps Cover” for a period of 12 months. NNSW LHD concerns have been raised with the MOH as part of our budget/activity negotiations for 2018/19.
- Emergency Department Patients Awaiting Care - recent critical media attention to a MOH policy PD2018_010. Unfortunately, this was incorrectly interpreted by some media outlets as proposing the need for a separate waiting area in ED’s for Aboriginal and Torres Strait Islander people. Ms Susan Pearce, Deputy Secretary, System Purchasing and Performance distributed a memorandum to clarify the confusion.
- Amendment to Health Services Act – correspondence was received by the Secretary of Health to advise of two changes made by an amending Act to the provisions of the Health Services Act that have now commenced.
- Cardiac Catheterisation Laboratory – LBH have recently recruited additional medical staff and are now finalising recruitment of the required nursing and support staff to allow

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 11 of 17

commencement of the four-day week operation, with an anticipated start date of early June 2018.

5.1.10 Important Meetings/ Diary Commitments

NNSW LHD Quality Awards Night is scheduled for Friday 15 June 2018 at the Twin Towns Services Club in Tweed Heads.

5.1.11 Questions for the Chief Executive without Notice

- The Chair encouraged all Board members to read the changes to the Health Legislation Amendment Act.
- The Chair raised his concern on the wording in the Tweed Valley Hospital Development Site Selection Summary Report stating that the Board was consulted. The Site Selection was appropriately determined by the Site Selection Committee and due to probity the Board were updated on progress and decision making which is different to consultation.
- The Board was updated on TTH General Manager commencement date being late June 2018.
- A preferred candidate has been selected for the LBH General Manager position with due diligence underway to ensure the process is completed correctly.

The Board **ENDORSED** the Chief Executive's Report.

5.2 Committee Minutes (discussed on exception basis otherwise noted)

5.2.1 Health Care Quality Committee (HCQC) – 10 April 2018

Dr Ogg, Chair, HCQC provided a verbal report of the HCQC Meeting held on 10 April 2018.

Dr Ogg noted that there were no particular issues to be raised to the Board. The presentation by Mr Anthony Zuill, Occupational Therapist NNSW LHD on a recent experience concerning a patient and the correct set-up and monitoring of preventative pressure injury equipment had been well received. Mr Zuill has also been invited to attend the new LHD Wide Pressure Injury Prevention Committee.

Ms Weir advised the Board of a Professional Development program to be held in October and it has been suggested that the HCQC members attended to hear the presentations.

The Board endorsed the HCQC forgoing the 9 October 2018 meeting to attend the NUM/MUM Professional Development Day and view the presentations being made.

Moved: Dr Allan Tyson
Moved: Mr Mark Humphries
CARRIED

Professor Nancarrow suggested the HCQC meeting could consider ways of systematising relevant audit outcomes so that they can be reported to the committee and Board with possible headings to include problems, solutions, system wide implementation, champion and evidence. Following general discussion, it was agreed that this would be considered as part of the ongoing Board Reporting work.

The Board noted the HCQC Meeting Minutes of 10 April 2018.

5.2.2 Finance and Performance Committee (F&PC) – 18 April 2018.

Mr Humphries provided a verbal report of the F&PC meeting held 18 April 2018.

Mr Humphries informed the Board that Own Source Revenue continues to be the highest concern with deteriorating results in TMF, DVA, and MAA. While the MOH has allowed a 10% reduction in results but NNSW LHD is realising a 30-36% downturn in revenue.

Mr Humphries thanked Mr Skinner for his dedication to his new role and advised that the new reporting format that he has implemented was working well.

Following a query concerning the Ambulance NSW figures Mr Jones responded that a report is received early in the new financial year which creates amendments to prior year billings.

Mr Jones explained that the definition criteria for ED admissions has changed which has resulted in both loss of revenue and misleading data on site admissions. It was noted that no comparison to last year will be available until the following year due to the definition change.

Mr Humphries advised that a date is yet to be determined for the NNSW LHD Budget meeting following the State Budget announcement on 19 June 2018.

General discussion followed around the rates of cancellation on day of operation results and the new stringent reporting systems now being implemented by the MOH.

The Board noted the F&PC Meeting Minutes of 18 April 2018.

5.2.3 Medical and Dental Appointments Advisory (MDAAC) Committee – 12 April 2018.

Dr Tyson provided a verbal report of the MDAAC held on the 12 April 2018 outlining the number of resignations including the recent clinician resignations from the Murwillumbah District Hospital.

Dr Tyson also noted that at the LBH, a Pain Specialist has been appointed and Dr Melissa Goldberg has been appointed as the Director of Anaesthetics with four new anaesthetists.

Dr Tyson advised the Board that discussion may be required at the next Board meeting concerning the reappointment process and which positions may need to be formally advertised.

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 13 of 17

Dr Tyson responded to a query regarding the Murwillumbah District Hospital advising the Hospital is covered by Career Medical Officers.

The Board noted the MDAAC Meeting Minutes of the 12 April 2018.

5.2.4 Health Services Development Committee (HSDC) – 12 April 2018

The Board noted the HSDC Meeting Minutes of 12 April 2018 will be submitted to 30 May 2018 Board Meeting.

5.2.5 Audit and Risk Committee (ARC) – next meeting 14 March 2018.

The Board noted Mr Frazer's verbal report of the ARC Meeting held on 14 March to 28 March 2018 Board meeting.

Mr Frazer and Mr Jones reassured the Board that everything possible is being done to recruit additional Audit Unit staff noting the comment in the Auditor General's report.

The Chair referred to the good results of the Auditor General report for NNSW LHD around quality and safety and suggested that a good news media story is developed.

ACTION:

Mr Jones is to request Ms Fiona Baker, Media Manager to develop a good news story in relation to the NNSW LHD quality and safety results from the recent Auditor General report.

Mr Frazer reported on the ARC Meeting held on the 16 April 2018 regarding the NNSW LHD hard close of accounts and the ARC approved the documentation that was submitted.

The Board noted the new NNSW LHD Charter for Audit and Risk Committee.

The Board noted the ARC Meeting Minutes of 14 March 2018.

5.2.6 Clinical Council (CC) – 20 March 2018 – Combined Meeting Dinner

The Board noted the combined Clinical Council meeting was held on 2 May 2018 and was hosted by the North Coast Primary Health Network (NCPHN).

The Board also noted NNSW LHD CC Meeting Minutes of 1 May 2018 will be submitted to the 30 May 2018 Board Meeting.

5.2.7 Community Engagement Advisory Council (CEAC) – 19 March 2018

Mr Humphries provided a verbal report on the CEAC Meeting held on 19 March 2018.

The Board was advised the Opioid Working Party is progressing well with the NCPHN and the Board Chair declared his interest as part of the Opioid Working Party.

Discussion is underway with the development of a working party to re-establish the CEAC Annual Conference with a date to be determined for the Conference.

The Board noted the CEAC Meeting Minutes of the 19 March 2018.

5.2.8 Medical Staff Executive Council (MSEC) – date to be advised

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

5.2.9 Aboriginal Partnership Meeting (APM) – 5 March 2018.

Mr Jones gave a verbal report on the APM held on 5 March 2018 and advised the current APM agreement is being refreshed. All parties are keen to continue with the arrangement with the possibility of introducing new partners including the University Centre for Rural Health.

Mr Jones advised on the comments made by members of the APM expressing great appreciation of the relationship with the LHD in its supporting role with the APM.

The Board noted the APM minutes dated the 5 March 2018.

5.2.10 Mental Health Forum (MHF) – 9 April 2018.

Mr Frazer provided a brief overview of the MHF Meeting Minutes of 9 April 2018.

It was noted that Ms Monaghan was unable to attend due to a conflicting roster commitment. Mr Jones advised that this will be addressed again through the appropriate channels.

Dr Moran queried the progression on the Mental Health First Aid for the staff across the LHD. Mr Jones advised that he will need to discuss this further with the Mental Health Service management and NCPHN and provide an update to a future Board meeting.

The Board noted the MHF Meeting Minutes of 9 April 2018.

ACTION:

Mr Jones is to provide advice on progression on the Mental Health First Aid for the staff across the LHD to the 30 May 2018 Board Meeting.

5.2.11 Health Education Workforce Research Forum (HEWRF)– *next meeting 8 May 2018.*

The Board noted the next Health Education Workforce Research Forum will be held on 8 May 2018.

5.2.12 Drug and Alcohol Community Advisory Committee (DACAC) – 12 April 2018.

The Chair referred to the DACAC Meeting Minutes of 12 April 2018.

The Chair noted that amendments are required to Paragraph 1 Page 1 that he will raise at the next DACAC Meeting.

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 15 of 17

The Chair advised that Dr Katherine Willis-Sullivan, Director Medical Services has agreed to progress the possibility of providing a service from the LBH to transport mental health patients to the LBH ED rather than being transported via an Ambulance.

The Board noted the DACAC Meeting Minutes of 12 April 2018.

5.2.13 NSW LHD Health Emergency Management Committee (HEMC) – next meeting 14 May 2018.

The Board noted the next HEMC meeting is scheduled on 14 May 2018.

6. Matters for Noting/Information (discussed only on exception basis)

6.1 Major correspondence

There was no major correspondence for noting.

6.2 NSW LHD Seal

There were no items requiring the NNSWLHD Seal to be applied.

6.3 Updated Board Calendar

The Board noted the updated 2018 Board Calendar.

6.4 Other matters for noting

- Dr Ogg queried when the Board will receive documentation to reassure the Board that there is equitable distribution of services across the LHD.

The Chair also referred to the scheduling of a meeting with Dr Tyson, Dr Ogg and Mr Skinner, Director Finance following receipt of the NSW LHD budget.

ACTION:

Mr Jones to arrange for a meeting with Dr Tyson, Dr Ogg and Mr Skinner, Director Finance to discuss the equitable distribution of services across the LHD following receipt of the NSW LHD Budget. A document will be developed for the Board following this meeting.

- Dr Ogg queried whether NSW LHD HR Department follows PD2014_042 official policy on managing misconduct and as there are clear guidelines around this policy, sought confirmation on whether the Policy has been implemented as intended.

ACTION:

Mr Jones to request Dr Buss, Director Workforce to provide advice on whether PD2014_042 has been implemented appropriately across the LHD to the 30 May 2018 Board Meeting.

- Dr Ogg referred to the recent recruitment of an Infectious Diseases physician at the LBH and asked for clarification on when this was advertised. Mr Jones expressed concern that

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

Page 16 of 17

the request questions the integrity of previous advice but noted he will provide the necessary documents.

ACTION:

Mr Jones is to provide the details and date of the advertisement for the recent recruitment of Infectious Diseases physician at the LBH to the 30 May 2018 Board Meeting.

- Dr Ogg referred to a recent discharge summary from the LHD presented at a local GP clinic and the lack of information contained in it. Mr Jones responded that he will raise this with Ms Vicki Rose, Director Integrated Care and Allied Health.
- Dr Tyson queried when a meeting will be organised again with Northern Pathways to discuss the impact on LHD services with the progression of the Grafton Jail.

ACTION:

Mr Jones is to arrange a meeting with representatives from Northern Pathways and NNSW LHD to discuss the impact on LHD services with the progression of the Grafton Jail.

- Dr Moran suggested the need for NNSW LHD Board members to undertake further education around governance requirements such as with the Australian Institute of Company Directors (AICD). Mr Jones responded that he will make enquiries with AICD to develop some multi-day programmes and bring them back to the Board for consideration.

ACTION:

Mr Jones is to contact the Australian Institute of Company Directors to develop some multi-day programmes for Board members that are relevant to health governance and submit them back to the Board for consideration.

- Dr Griffin sought leave from the Board from 27 June 2018 to 29 July 2018.

Moved: Dr Alan Tyson
Seconded: Mr David Frazer
CARRIED

- Professor Nancarrow provided a brief overview of the meeting and commented that consideration can be given to the more important items to be first on the agenda and that some briefs are not always required to be on the action list. The Board Chair responded that even though some items are small, they are important matters and still require a brief.

7. Meeting Finalisation

7.1 Next Meeting 30 May 2018

MINUTES OF THE MEETING OF THE NORTHERN NEW SOUTH WALES LOCAL HEALTH DISTRICT BOARD HELD ON WEDNESDAY 2 MAY 2018 AT CASINO MEMORIAL HOSPITAL, HOTHAM STREET, CASINO, COMMENCING AT 12.30PM

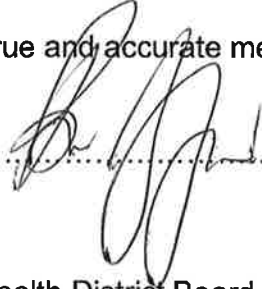
The Tweed Hospital Boardroom – 4th Floor 9.00am – 1.00pm

7.2 Meeting closed

There being no further official business, the Chair declared the meeting closed 4.00pm.

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

Signed



Date 9/7/18

Dr Brian Pezzutti
Chair
Northern NSW Local Health District Board