

## NSLHD Board

### MEETING DETAILS

**Date:** Tuesday 16 June 2020 commencing 4:15pm

**Venue:** Norman Nock, Level 5, Kolling Building or via Skype

**Present:**

Mr Trevor Danos AM	Board Chair
A/Professor Annette Schmiede	Deputy Board Chair
Professor Mary Chiarella AM	Board Member
Ms Karen Filocamo	Board Member
Mr Andrew Goodsall	Board Member
Mr Brad Goodwin	Board Member
Mr Anthony Hollis	Board Member (by Skype)
Dr Donna Lynch	Board Member
Mr Don Marples	Board member (by Skype)
Dr Michelle Mulligan	Board Member (by Skype)
Ms Kimberley Reynolds	Board Member (by Skype)
Mr Keith Skinner	Board Member (by Skype)
Dr Stephanie Teoh	Board Member (by Skype)

**In attendance:**

Ms Deb Willcox	Chief Executive, NSLHD (CE)
Dr Bruce Cooper	Chair MSEC, NSLHD (by Skype)
Ms Jacqueline Ferguson	Director Finance & Corporate Services, NSLHD
Mr Mark Zacka	Director Clinical Governance, NSLHD
Ms Melanie Coughlin	A/Corporate Secretariat Officer

**Apologies:**

Ms Elizabeth Wood	Executive Director Operations, NSLHD
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### BOARD MEETING DETAILS – commencing at 4:15pm

The Board held an initial 15 minute in-camera session.

The Board Chair welcomed the Board members and attendees to the meeting.

#### 1. Attendance / Apologies / Quorum / Conflict of Interest

Attendance and apologies were **noted**.

The Board Chair requested all attendees declare any conflicts of interest at this meeting. There were no conflicts of interest declared.

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## 2. Confirmation of Minutes

Minutes of the meeting held 19 May 2020 were confirmed as a true and accurate record of the meeting.

The Board Chair noted there is a Ministry of Health project under way regarding the standardisation of Board Minutes/Reporting across all local health districts. Whilst this is being finalised the NSLHD Board will continue to report as it currently does.

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## 3. Patient Story

This was **noted** and taken as read.

A collection of consumer feedback on COVID-19 was provided to the Board. The CE noted it is particularly important that patients/consumers receive a positive experience as they may need repeat COVID-19 testing. The Board discussed ways in which patient/consumer feedback on COVID-19 might be captured and reporting through GPs and the Sydney North Primary Health Network (SNPHN).

The Board declared how proud it is of the performance of NSLHD in the COVID-19 pandemic and expressed its thanks and gratitude to all involved in the delivery of COVID-19 related health services including staff working in the COVID-19 testing clinics.

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## 4. Ongoing Business/Action Items

### 4.1 Action List – May 2020

The Action List was reviewed and updated accordingly.

### 4.2 Research Advisory Committee update

The CE provided a verbal update on the committee's composition and activities. The committee oversees the research stream at NSLHD. A COVID-19 research group has been established co-chaired by Professor Rory Clifton-Bligh and Dr Bernie Hudson. There are several major projects underway and some of these have had recent media attention. These include the impact of COVID-19 on heart disease and the development of a smell test because losing one's sense of smell is a common occurrence with COVID-19.

### 4.3 Update on COVID19 internal Audit plan

The report was **noted** and taken as read.

The Board Chair commended the Director, Internal Audit & Risk on the quality of the report and on her practical and professional approach to addressing the risks associated with COVID-19. The Board endorses the recommendations to amend the Internal Audit Plan.

### 4.4 Presentation on Clinical Governance

The presentation was **noted** and taken as read.

The CE commended the Director of Clinical Governance on the role he played during COVID-19 and the important work he undertook in managing PPE supplies.

The Director Clinical Governance spoke to the Board on the following:

- Opportunities for a refresh and review of the Clinical Governance activities including committee structure, systems, processes and policies, making these more contemporary.
- Embedding the National Standards across NSLHD.
- Consolidation of the consumer voice in the Board Consumer Committee.
- Patient Experience – prioritising what we need to achieve which includes the recruitment of Patient Experience Officers in the Emergency Departments. These have been trialled in other LHDs and have been highly successful in improving patient experience.
- Monitoring and evaluating real time patient experience will be a part of improving patient experience and reducing complaints.
- Complaints – some common themes include communication, attitude of staff and wait times.
- Training will be developed and rolled out to improve complaint handling and reduce the number of complaints. Learnings will be applied from other sectors.
- Accreditation preparation has been largely placed on hold during the COVID-19 period.
- Types of incidents that occurred during the COVID-19 pandemic have been well captured and will form the basis of future research.

**Action:** CE to invite Ms Annette Penney, National Safety & Quality Health Service Accreditation Manager to a future Board Meeting regarding her observations for the upcoming Accreditation process.

#### **4.5 Board Risk Report**

The Board Chair commended the Chief Risk Officer on an excellent, well written report. The COVID19 Pandemic Risk Report was also a highlight for the Board to read. The Board identified and discussed several emerging risks.

**Action:** Chief Risk Officer to include a section on emerging risks in future quarterly risk reports.

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## **5 Chief Executive update on COVID-19**

The Chief Executive provided an update on COVID-19 activities. Highlights include the following:

- Increased testing within NSLHD with pop up clinics now in Gordon, Berowra, Chatswood and St Ives.
- Maintaining ICU capacity.
- Maintaining PPE supplies.
- Reducing Surgery waitlists.
- Continue to work with private hospitals.

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## **6 Strategic Discussion**

The CE provided a brief update on the Herbert St Precinct project.

The concept plan has been announced, currently awaiting clarification on the consent authority. This may be either Willoughby Council or Department of Planning, Industry and the Environment. The consultation phase will then commence with staff and community forums. A website and email will then be available for submission process. CE will be

convening a group to work on the RNSH precinct plan. . A presentation on the project will be made to the Consumer Committee in July 2020.

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## 7 Standing Business

### 7.1 Board Chair Report

The Board Chair provided a verbal update. Matters covered included:

- Board Chair's recent meeting with Health Secretary.
- Board members will be invited on a tour of the new Ministry building once it is opened.
- Discussions with Macquarie University
- Board Breakfasts will re-commence in July 2020 starting with Clinical Governance Unit.
- Board Annual Calendar has been circulated for review, please provide any amendments.
- Board Chair and Ms Kimberley Reynolds are meeting with the CE to discuss reporting formats.
- Annual Public Meeting date to be confirmed as either late November or early December.
- Kolling Institute Research Strategy is being developed and has ongoing consultation.
- The Federal Government has made announcements about private health insurance and public hospitals.
- A number of members of staff were recognised in the Queen's Birthday Honours List and the CE has written letters to them to congratulate them on behalf of the Board.

**Action:** Board Chair to invite Health Secretary to a Board Meeting in the future.

**Action:** Board Secretariat to provide Calendar invitations for NSLHD Board Meetings for 2021.

### 7.2 Chief Executive Report June 2020

This was **noted** and taken as read.

### 7.3 Finance Risk and Performance Report

This was **noted** and taken as read.

The Director of Finance & Corporate Services noted the Ministry has given budget supplementation for COVID-19.

### 7.4 Committee Updates

#### **Finance, Risk and Performance (FRAP) Committee**

Financial sustainability report to be tabled at Board once updated.

#### **Health Care Quality Committee (HCQC)**

HCQC Chair acknowledged progress on RCA recommendations, fall related injuries are also improving. A Quality and Governance framework for COVID19 and ethically based access is being developed.

**Consumer Committee – Nil.**

CC Chair provided a brief update on the rationalising of the meetings and long term focus on strategic issues going forward. New Terms of Reference expected to be tabled next month.

**JMO Wellbeing Board Committee – Nil.**

**Action:** CE to invite Co-Chairs to provide an update to the Board Meeting in the near future.

**Medical Staff Executive Council – Nil**

**7.5 NSW LHD Selected Performance Indicators – March 2020**

This was **noted** and taken as read.

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**8. NSLHD Committee Reports**

NSLHD Committee Reports (taken as read)

**8.1 Board Audit Risk Committee (BARC)**

Not available.

**8.2 Finance Risk and Performance Committee**

The report was **noted** and taken as read.

**8.3 Consumer Committee**

The report was **noted** and taken as read.

**8.4 Consumer Committee Update**

The report was **noted** and taken as read.

**8.5 Health Care Quality Committee (HCQC)**

The report was **noted** and taken as read.

**8.6 HCQC STRA2P Report June 2020**

The report was **noted** and taken as read.

**8.7 HCQC Safety and Quality Report**

The report was **noted** and taken as read.

**8.8 JMO Wellbeing Board Committee**

The report was **noted** and taken as read.

**8.9 Clinical Council**

The report was **noted** and taken as read.

**8.10 Medical Staff Executive Council (MSEC)**

Not available.

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**9. Additional Reading Material**

**9.1 Meeting the Inclusion Imperative-** noted.

**9.2 Staff eCard initiative – noted.**

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**10. Other Business**

The committee agreed to keep the Board Meetings at RNSH for the time being. Next month's meeting will take place on Level 14, Kolling Building where the Executive Team will be re-located.

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**11. Date, Time & Venue for Next Meeting**

Tuesday, 21 July 2020, commencing at 4.15pm, Level 14 Kolling Building, NSLHD.

**Meeting Closed: 6:45pm**

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**CERTIFIED A CORRECT RECORD**

Mr Trevor Danos, AM Board Chair

**Endorsed by Trevor Danos, AM**

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Signature

**21/07/2020**  
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Date