

## MINUTES

### 1. Present:

Professor Carol Pollock	Chair, Board
Ms Betty Johnson AO	Board Member
Mr Michael Still	Board Member
Associate Professor Annette Schmiede	Board Member
Ms Diane Flecknoe-Brown	Board Member
Ms Ann Brassil	Board Member
Mr Peter Young	Board Member
Mr Anthony Hollis	Board Member
Dr Michele Franks	Board Member
Ms Judith Hopwood	Board Member (via telephone)

### Invitees:

Adj Assoc Professor Vicki Taylor	Chief Executive
Mr Lee Gregory	A/Director Operations/Finance

### In attendance:

Ms Carol Parker	A/Secretariat
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### Apologies:

Dr Andrew Montague	Director Operations
Associate Professor Sue Kurrle	Board Member

### Conflict of Interest

Nil

### Presentations

The Chief Executive in her capacity as chair of the Health Care Quality Committee (HCQC), presented the inaugural report regarding trends in clinical incidents and actions taken to reduce the likelihood of recurrence. The scope of this presentation included links to various elements of the NSLHD Strategic Plan.

### National e-Health Records Program

Greg Wells, Chief Information Officer, NSW Health and Garry Wade, A/Chief Information Officer, NSLHD, presented information on the status of the implementation of the National Personally Controlled e-Health Records (PCEHR) Program. Mr Wells presented slides and outlined how the implementation could occur in the LHDs, and the importance of information sharing with General Practitioners.

HealthNet has been developed for NSW Health with PCEHR Lead Sites established. At this stage, the lead Cerner site is limited to Western Sydney Local Health District with NSLHD to implement in due course. The PCEHR provides access to key information regarding the patient, and is able to deliver discharge summaries to General Practitioners desktops.

The next steps will include the implementation of an Enterprise Imaging Repository (EIR) in mid-2013, and implementation of the next level of discharge summaries as part of the EMR program, and also understand the status of Medicare Locals to participate in the National Program (identifiers, agreements, upgrades, consumer enrolment) and to support expansion of the HealthNet to the NSLHD.

Funding to roll out the Project is expected to be approximately \$2m per former AHS, in our case NS and CC LHD's.

The Chief Executive suggested that this Project would be beneficial to the LHD, and sought the Board's endorsement for a local implementation.

The Board **ENDORSED** the recommendation to write to the Ministry in support of the implementation of the Project and to request funding.

**Action: The Board requested that age related statistics on enrolment be provided, and if school immunisations are recorded in the system.**

### **Patient Story – Investigation relating to Multi Resistant Pseudomonas Aeruginosa**

The Board noted the Referral Note.

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## **2. Confirmation of Minutes**

The Board accepted the minutes of the meeting held on 19 March 2013 as a true and accurate record.

The Board requested that future Board Presentations be noted in the Board minutes.

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## **3. Business Arising from Previous Meetings**

### **3.1 Education Sub-committee**

The Board noted the Referral Note and recommended that this information be referred to the NSLHD Education Committee.

**Action: Board Secretariat to forward information to the Chair NSLHD Education Committee**

### **3.2 Audit & Risk Management Committee**

Not discussed

### **3.3 Capital Planning Updates**

#### **3.3.1 Capital Redevelopments**

##### **Royal North Shore Redevelopment Update**

The information in the Referral Note was noted.

The Board discussed the CSB Interface Agreement and was advised that discussion has occurred with Health Infrastructure (HI) regarding the tender process. It was re-iterated to HI that there was no representative on the Tender Committee from the LHD, and the need for a more robust framework to be established in regard to the interface between the CSB and the ASB.

The Board was advised of the recent meeting with David Hannaford and the Board Chair of the Tresillian Group. Tresillian are investigating a new site for their Willoughby Home. The master planning issues for the RNSH site were explained to Tresillian, and it was agreed that it would be useful for the NSLHD Board to receive further detail from Tresillian re their requirements. The plans could then be discussed at the NSLHD Major Capital Asset Planning Committee, as there is support to have the "Tresillian Home" located on the RNSH site.

**Action: A/Professor Schmeide to contact Mr Hannaford to request further detail.**

A meeting will be held with the Director General in regard to the master planning for the RNSH campus site, prior to a meeting with the Minister for final approval.

Ramsay Health Care has approached the LHD in regard to leasing the previous Radiotherapy Building. There will be further discussion on the potential use of the building in terms of length of lease which must be considered in terms of the master plan.

The Board noted the information regarding the KPMG audit and are pleased with the standard of audits.

### **Hornsby**

The Board noted the Referral Note.

The HKH Medical Staff Council were very appreciative of the LHD Executive and Board in regard to support in achieving Stage 1 approval. The MSC are now looking at Stage 2 planning, which will focus on intensive care and medical services.

The Board was advised of the meeting with Aboriginal members of the Hornsby Shire community. Planning is underway to consider an Aboriginal Medical Centre located within the HKH GP Unit which sits on the HKH campus. The LHD Executive are looking at strengthening the partnership between the Redfern Medical Centre and the HKH service.

### **Hornsby Mental Health**

The Board noted the information in the Referral Note.

### **Graythwaite**

The Board noted the information in the Referral Note.

### **3.3.2 Northern Beaches Redevelopment – Frenchs Forest Update**

The Referral Note was discussed.

A meeting was held recently to discuss the EOI document, and the LHD has provided input into the document. The risk matrix was changed from financial risks only to include other risks (ie clinical, operational). When procurement method agreed by Government, there will be an announcement, meeting with interested parties and release of the EOI.

The Board feels very strongly that the PCG should be chaired by the NSLHD Chief Executive. Warwick Smith from Procure has been appointed as the Probity Advisor. The Legal Advisor EOI has been advertised and interviews conducted, no decision has been made as yet. The Commercial & Financial Advisor EOI to be finalised with input from the LHD Executive and Board.

Workforce issues have been discussed with IR NSW, MoH and NSLHD, and will be within the guidelines of both Federal and State legislation.

There is an integrated government working group regularly meeting to discuss transport/road issues.

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## **4. New Business**

Nil.

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## 5. Standing Agenda Items

### 5.1 Chief Executive Report

The Chief Executive's Report was noted by the Board, of particular note was the improvement in the National Emergency Access Target (NEAT) results, and improved performance compared to February 2013.

The NSLHD Disability Action Plan has been endorsed by the Chief Executive.

### 5.2 Finance and Performance Report

The Finance and Performance report was discussed and noted by the Board.

#### NSLHD Financial Result March 2013

The Board was advised that monthly results will be provided, as well as year to date results in future Board reports.

#### Unplanned Emergency Demand

The increased rate of ED presentations since April 2012 has accelerated this year with ED presentations now 6.37% higher than in 2011/12. This increase in ED presentations and its rate of growth, has put pressure on the available bed base.

The Board noted the considerable effort to contain this demand growth.

#### Own Source Revenue

The overall year to date position remains the same with an increase in private patient revenue up from 83% to 85%. The LHD also continues to see a rise in the proportion of patients recorded as having private health insurance. This increase will be multi-factorial, however it's clear the continued efforts in staff training and process improvement are having an effect.

#### FTE Levels

The Board noted the report on FTE levels and was advised that there are a number of issues with Staff Link at present. The LHD has made this a top priority for resolution reporting.

#### Commissioning of the new RNS Hospital

There has been a change in the mix of RNSH presentations, in particular a rise in T1's over the last few weeks, which has been contributing to bed block.

The Board was updated regarding discussions with the Ministry for a specified grant for the PPP costs.

#### Other Related Issues

#### NSLHD Operational Efficiency and Integration Program

##### Project Initiation Document:

Phase one of the NSLHD Operational Efficiency and Service Integration Program (OESI) is to develop a robust operational framework to achieve the Ministry agreed efficiency targets, and more broadly, the Districts strategic goals.

The out of scope items are out of scope for the program only and are being dealt with through other forums. Financial targets will be set by the end of the month.

It was suggested that the LHD investigate working with private companies in terms of workforce issues. Further discussions to be held in regard to a tender process for this.

**Action: Director Finance to organise for Maree Hynes to present draft targets to the next Board meeting.**

### **5.3 NSLHD Committee Minutes**

#### **5.3.1 Health Care Quality Committee**

The minutes from the meeting held 7 March 2013 were **RATIFIED** by the Board.

#### **5.3.2 Audit and Risk Management Committee**

The draft minutes from the meeting held 22 February 2013 were **NOTED** by the Board.

#### **5.3.3 Medical and Dental Appointments Advisory Committee (MADAAC)**

The draft minutes from the meeting held 3 April 2013 were **NOTED** by the Board.

The endorsed minutes from the meeting held 6 March 2013 were **RATIFIED** by the Board.

#### **5.3.4 Finance and Performance Committee**

The draft minutes from the meeting held 26 March 2013 were **NOTED** by the Board.

The endorsed minutes from the meeting held 26 February 2013 were **RATIFIED** by the Board.

#### **5.3.5 LHD Clinical Council**

The draft minutes from the meeting held 8 April 2013 were **NOTED** by the Board.

The endorsed minutes from the meeting held 4 March 2013 were **RATIFIED** by the Board.

The Board was advised that Dr Elizabeth Murphy, Network Director Youth, Child & Family, raised the issue of additional adolescent beds in the new CSB. It was suggested that this be raised with the GM RNSH.

**Action: A/Director Operations to raise this issue with the GM RNSH**

#### **5.3.6 Education Sub-committee**

The endorsed minutes from the meeting held 6 March 2013 were **RATIFIED** by the Board.

#### **5.3.7 Research and Innovation Sub-committee**

Nil – next meeting 7 May 2013

#### **5.3.8 Peak Community Participation Council (PCPC)**

Nil – next meeting 24 April 2013

#### **5.3.9 Medical Staff Executive Council (MSEC)**

Nil – next meeting 20 May 2013

#### **5.3.10 NSLHD and Medicare Locals Consultative Council**

The endorsed minutes from the meeting held 12 February 2013 were **RATIFIED** by the Board.

#### **5.3.11 Major Capital Asset Planning Committee (MCAP)**

The draft minutes from the meeting held 18 March 2013 were **NOTED** by the Board.

The TOR require updating and refer back to the Board for endorsement.

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## **6. Correspondence**

### **6.1 Board Training Program**

The Board was advised that Board training days fill quickly, those members that haven't signed up as yet need to do so quickly.

6.2 Correspondence from the Minister of Health – Request for update on new devolved governance structure

A draft response is being finalised. As this needs to be finalised by the end of April, a draft will be circulated to the Board by the end of this week for approval.

**Action: Draft response to be circulated to Board for final approval – Professor Pollock.**

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**7. General Business**

7.1 Resignation of Kym Worth as Board Secretariat

The Board thanked Kym in appreciation of her work over the last year as Secretary to the Board and other Committees, and wished her well in her new position.

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**9. Venue and time for next meeting**

Tuesday 21 May 2013 at 4.30pm.

**Meeting Closed: 7:50pm**

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**CERTIFIED A CORRECT RECORD**

**By Professor Carol Pollock, Board Chair  
On 27 May 2013**