



Health

Illawarra Shoalhaven
Local Health District

**MINUTES
ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT
BOARD MEETING**

Date: Monday 3 December 2012

3.30pm – 5.30pm

**Venue: Conference Rooms 1 and 2, Level 8, Block C,
Wollongong Hospital**

ITEM 1: Attendance of members

Clinical Professor Denis King, Ms Sue Baker-Finch, Ms Marisa Mastroianni, Dr William Pratt, Professor Kathy Eagar, Ms Jill Boehm, Mr Geoff O'Donnell, Mr Roger Downs, Professor Gerard Sutton, Mr Paul Knight

Apology

Clinical Professor Jan Potter

In Attendance

Mrs Susan Browbank, Mr Henry Kornacki, Mrs Rosemary Croke (secretariat)

ITEM 2: Declaration of Pecuniary Interest, Conflict of Interest

There were no conflicts of interest, gifts, or benefits declared.

ITEM 3: Confirmation of Minutes of meeting held 8 October 2012

The minutes were then accepted as a true and correct record.

ITEM 4: Action List

Action list received and noted by the Board.

4.1 Confirmation of service provision by way of the leasing agreement between the District and the ISML in relation to the Health Precinct on SDMH site

Correspondence addressed to the Illawarra Shoalhaven Medicare Local regarding leasing arrangements for a co-located GP Super Clinic

on the grounds of Shoalhaven District Memorial Hospital received and noted by the Board.

ITEM 5: Reports

5.1 Chief Executive

Report received and noted by the Board.

Accreditation

There are ten National Safety and Quality Health Service standards, three of which the District will be assessed against in 2013. The District will be preparing for the implementation of the national standards covering governance, consumer engagement, and infection control. 2013 will be seen as a transitional year for implementation and will afford the District more latitude in achieving successful implementation.

Coronial Inquests

The clinical services provided by the District have been the subject of two coronial inquests recently with both gaining media interest, and the publication of the inquest findings in the local press. The Board was informed that in early 2013 the District will be involved in three inquests in which there is a high probability of media interest in one of the inquests.

The Board expressed an interest in receiving information related to the District's management of adverse clinical outcomes.

ACTION ITEM: The Chief Executive to provide the Board with requested information.

Sobering Up Centres

The Board was informed staffing the non mandatory centre in Wollongong may be problematic for the District. The Board's attention was drawn to the organisation's duty of care when nursing staff are rostered to work off site in an environment not managed by the District.

The Board noted the centre will be managed by a non government provider, and made comment that there may be a role for Justice Health in this type of model.

ACTION ITEM: The Chair noted the information provided and will follow this up with the Head of Justice Health.

Medical Recruitment

The Board was informed the annual medical recruitment for the District has seen improvement in both the number and calibre of applicants. The exceptions to this statement are senior medical registrar/advanced

trainees in general medicine at Wollongong Hospital, and a number of trainee positions in the Emergency Department at Wollongong Hospital.

Pending clinical academic appointments in the disciplines of surgery and paediatrics were noted and discussed by the Board.

Your Say Survey

At a glance the results indicate the District has scored high in response to some questions and low in response to others. The results also indicate a correlation in the areas of improvement with areas that received additional resources. The issue regarding the response rate and the possibility of multiple submissions was discussed.

Chief Executive Report

The Board considered the Chief Executive's question regarding items members would like to see included in the Chief Executive's reports, and more generally in the Board business papers in 2013. General consensus supposed reports and papers should provide sufficient detail but not be overlaid with information and data. Members noted the need to report by exception across a range of topics, including but not limited to, performance, strategic planning, clinical governance, community engagement, clinical engagement, research and teaching, workforce and culture, and work health and safety.

ACTION ITEM: The Chief Executive to meet with Geoff O'Donnell, Sue Baker-Finch and Jill Boehm to pursue this question further.

The Chair spoke of the Board's responsibility in ensuring the District is able to display best practice in systems and processes, and has protocols in place for the management of, for example, the new Work Health and Safety laws. The Chair emphasised the Board's role is to ensure the District has applied due diligence in the development of protocols and processes.

The Chief Executive presented the OH&S and Injury Management Numerical Profile as an example of a reporting system that applies an audit tool to organisational processes. The Profile provides a uniform means of measuring the organisation's work health and safety performance with a strong focus on systematic approaches and continuous improvement.

ACTION ITEM: The Chief Executive to provide the Board with an overview of the methodology of the Numerical Profile process.

The Chair was questioned as to the Council of Chair's viewpoint in relation to LHD Board business paper's schedule and format.

ACTION ITEM: The Chair will refer this question to the next meeting of the Council of Chairs.

5.2 ISLHD Board Executive Summaries

5.2.1 Finance and Performance Committee – Overview Report for period ending 31 October 2012

Report received and noted by the Board.

5.2.2 Planning Committee – meeting held 8 October 2012

Minutes received and noted by the Board.

Verbal report on meeting held prior to the Board meeting was provided by the Chair.

5.2.2.1 Clinical Service Plans

The Board was informed Plans are progressing in line with the implementation schedule.

5.2.2.2 Third Door at Bulli Hospital

The Board was informed the District is at the consultation stage of this initiative with the drafting of policies and protocols to follow. It is anticipated the programme will be ready to be rolled out in March 2013.

5.2.2.3 Health Precinct on SDMH site

The Heads of Agreement with the Illawarra Shoalhaven Medicare Local (ISML) is in the final stages of negotiation. Agreement on most critical issues has been reached.

5.3 Audit and Risk Management Committee

Verbal report on meeting held prior to the Board meeting was provided by Marisa Mastroianni.

The Board was informed the 2012-2013 ISLHD Internal Audit Plan was approved by the committee. The Board was also informed the Internal Audit Follow Up Report on Control Findings 2012 found no issues to report.

The District Tax Accountant addressed the committee to provide information in relation to meal entertainment. The committee is satisfied with the internal controls currently in place to manage this initiative.

The committee's attention was drawn to the identification of an extreme risk regarding the replacement of medical imaging equipment at some stage in the next five years. The committee

was informed the District will not have sufficient capital funds available to replace the equipment, and if funds were available, the need to comply with capital capping restrictions imposed by Treasury.

Some time ago the MoH made a policy change regarding the ability of facilities to set aside funds over time to replace expensive medical equipment. The devolvement of power to the District has presented the organisation with potential risks as the reporting lines of various services return with aged equipment and no funds to replace same.

Options available to the District to manage this issue were raised and discussed, including the opportunity to enter Public Private Partnerships.

ACTION ITEM: The Chair will raise this issue with the MoH and also at the next Council of Chairs meeting.

5.2.5 Medical and Dental Advisory Appointment Committee (MDAAC) – meeting held 26 November 2012

Executive summary received and noted by the Board.

Verbal report on meeting provided by Jill Boehm.

Two appeals to the Committee of Review are pending with two Board members ordered to produce documents in the appeal of one appellant.

The MoH quarterly Report on the Monitoring of Doctors with Conditions on Medical Registration continues to be monitored by the District.

ITEM 6: Business Arising:

6.1 Report following investigation on the reporting increase in fleet size to ensure the accuracy of the numbers by which the motor vehicle insurance premium is calculated.

Report received and noted by the Board.

ITEM 7: Confidential Items:

7.1 Confidential Item One

Report received and noted by the Board.

7.2 Confidential Item Two

Report received and noted by the Board.

7.3 Confidential Item Three

Report received and noted by the Board.

7.4 Confidential Item Four

Board members are referred to the Confidential Minute for further information related to this item.

8 Correspondence

8.1 Letter from Bulli Hospital Branch NSWNMA

Correspondence received and noted by the Board.

The Chair intends to meet with the Emergency Department staff at Bulli Hospital to allay any fears the staff may have regarding service provision and to right a media statement that had been miss quoted.

ITEM 9: Information:

9.1 NSW Mental Health Performance Report – January to June 2012

Report received and noted by the Board.

9.2 ISLHD Culture Change Initiatives and Strategy Report

Pre-reading report received and noted by the Board.

ITEM 10: Late Business:

10.1 Letter from Shoalhaven Medical Staff Council

Correspondence received and noted by the Board.

The Board noted receipt of the External Review Report of Maternity Services at Shoalhaven District Memorial Hospital (SDMH) and Milton Ulladulla Hospital (MUH). The review was conducted in October 2011. One of the primary determinants of the review was to ascertain whether the maternity service, including neonatal support at both sites, was provided in accordance with the NSW Health Role Delineation for Health Services Guidelines.

The review recommended the current infrastructures at SDMH and MUH supported the continuation of the MoH approved role delineation of a Level 3 maternity service at SDMH and Level 2 at MUH. The Board was informed the District Clinical Executive Committee supported the review role delineation recommendations.

The District Division of Womens and Children's Health will be taking a lead role in ensuring the level of maternity services provided at both sites is in line with the recommended service levels.

The Chair advised a MoH working party was established some time ago to develop an alternative system to the current role delineation guidelines that have been in place since 2002. The Chair was a member of the group and was pleased to be able to inform the Board of the development of a programme titled "Appointment to Scopes of Practice". The Chair emphasised the scopes of practice are site specific. The process focuses on matching credentialed medical officers with the work a site is scoped to perform. The programme is titled "Appointment to Scopes of Practice" and has received Federal Government and Colleges' attention. The system will be rolled out in the ISLHD in February 2013.

People and culture issues in the Shoalhaven including leadership roles, and accountability statements were raised and discussed.

ITEM 11: Business Without Notice

11.1 Remuneration packages for eligible Board members

The Chair informed Board members the MoH has determined a package for those members eligible for remuneration. The remuneration will be an annual fee, excluding minor out of pocket expenses. The package will be paid from September 2012. Board members electing not to claim the stipend are encouraged to donate same to medical research in the District.

11.2 Bulli Hospital signage

The Board was informed of a small transition planning team has been formed to oversee the changes at Bulli Hospital. The team has been charged with organising new signage that reflects the services available on site. The signage will be in place prior to the holiday period 2012-2013.

11.3 Helensburgh Cancer Cluster Investigation

Report on a possible increase in cases of leukaemia among young people in Helensburgh found no evidence of increased leukaemia rates among young people in any Illawarra postcode including postcode 2508, which includes Helensburgh.

11.4 Mid Term Appointment Process for Board Members

Appointment recommendations for midterm Board member appointments will go before Cabinet for approval this week. ISLHD Board member numbers will be increased by one with the appointment of an Illawarra Shoalhaven Medicare Local representative taking up an appointment.

11.5 Illawarra Shoalhaven Medicare Local

The Board was advised Ms Vicki McCartney has been elected to succeed Dr Brett Thomson as Chair of the Illawarra Shoalhaven Medicare Local.

Meeting closed at: 5.35pm

Next meeting: Monday 4 February 2013
4.00pm – 6.00pm
Conference Rooms 1 & 2,
Level 8, Block C
Wollongong Hospital

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King



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Signature

4.2.13.

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Date