

MINUTES



South Western Sydney Local Health District Board

Date: Monday 24 February 2014

Time: 3:30pm – 6:30pm – Board Meeting

Venue: SWSLHD Board Room, Eastern Campus, Liverpool Hospital

1. Present and Apologies

<i>Members</i>	<i>Pres.</i>	<i>Apol.</i>	<i>Members</i>	<i>Pres.</i>	<i>Apol.</i>
Prof Phillip Harris (Chair)	✓		John Gordon	✓	
Carolyn Burlew	✓		Mark (Jack) Johnson		✓
Christine Carriage	✓		Prof Neil Merrett	✓	
Prof Brad Frankum	✓		Dr Matthew Gray	✓	
Frank Conroy	✓		Nina Berry	✓	
Dr David Abi-Hanna	✓				
Other Attendees					
Amanda Larkin, Chief Executive, SWSLHD	✓		Mark Zacka, Director Clinical Governance, SWSLHD	✓	
Graeme Loy, Director Operations, SWSLHD	✓		Dr Nicholas Collins, Medical Staff Executive Council Representative	✓	
Greg King, Director Finance, SWSLHD	✓		Kung Lim, Director Nursing and Midwifery Services, SWSLHD	✓	
Nel Buttenshaw, A/Manager Executive & Board Secretariat, SWSLHD (minutes)	✓				

<i>Agenda Item</i>	<i>Discussion/Decision/Recommendation</i>	<i>Responsible</i>
2. Declaration of Interests	<ul style="list-style-type: none"> The Chairman invited declarations of interest. No declarations were made. 	
3. Confirmation of the previous minutes and action list	<ul style="list-style-type: none"> <u>MOTION</u>: A motion was moved by Mrs Berry and seconded by Mr Gordon that the Minutes of the Board meeting held on 16 December 2013 be accepted as a true and accurate record of the meeting. The motion was <u>CARRIED</u>. 	
4. Patient Story	<ul style="list-style-type: none"> A briefing regarding the care and treatment provided to Mr SS at Campbelltown Hospital was circulated with the agenda. The Chief Executive provided an overview of the complaints management process in SWSLHD, which may include a review by an independent medical officer. It is the District's preference not to manage a complaint in the public arena, rather to liaise directly with the patient. 	

	<ul style="list-style-type: none"> The Board <u>NOTED</u> the patient story. 	
5. Business Arising		
5.1 NOUS Board Evaluation [16/12/13: Item 7.4]	<ul style="list-style-type: none"> The Board <u>NOTED</u> that the Business Arising Item - NOUS Board Evaluation would be discussed within the Chairman's Report at Item 6.5.1. 	
6. Standing Items		
6.1 Chief Executive's Report	<ul style="list-style-type: none"> The Chief Executive's Report was circulated with the Agenda. Ms Larkin highlighted the following items from within the Report: <ul style="list-style-type: none"> <u>General Manager, Liverpool Hospital</u> Interviews for the position have been held, resulting in a preferred applicant. A recommendation for appointment is pending. <u>Campbelltown Hospital Clinical School</u> Health Infrastructure will undertake planning work on the Campbelltown Hospital Clinical School in close liaison with the University of Western Sydney, who have identified benefactor funding to support this work. The business case will be prepared urgently, for consideration in the 2014/15 Budget context. The Building will be aimed at teaching and research and will be an important element in improving clinical leadership. <u>Bowral Hospital</u> Advice has been received from Health Infrastructure regarding next steps in the process, which include participation in a workshop to explore financing models and the requirement to provide a briefing to the Ministry of Health's Capital Works Steering Committee. The process continues to evolve. <p>The Chief Executive, Health Infrastructure has accepted the invitation to attend the April Board meeting and the Board agreed to raise Bowral Hospital re-development and the 'process' as a discussion point.</p> Ms Larkin clarified the following items from within the Report: <ul style="list-style-type: none"> <u>Community Health Review</u> Significant recommendations have arisen from the PwC Review of Community Health Services in SWSLHD. An implementation plan is currently being prepared and will be provided to the Board for notation in due course. The Review and Implementation Plan align with SWSLHD 	

	<p>Priority Strategic Direction (2).</p> <ul style="list-style-type: none"> • <u>Carrington Centennial Care Transfer</u> A signed Agreement and Application to Transfer Form for 94 residential aged care beds has been received by the NSW Ministry of Health and processed to the Commonwealth. SWSLHD will continue to subsidise the nursing home beds. • <u>Immunisation Clinic</u> The Public Health Unit is working with the Wingecarribee Shire Council and South Western Sydney Medicare Local to ensure children have access to immunisation services by identifying bulk billing general practices. The provision of funding to local councils for immunisation clinics is an historical arrangement. • <u>IM&T Governance</u> With the disbanding of the Information Management Committee both South Western Sydney and Sydney Local Health Districts are developing new clinical ICT governance structures. <p>As SWSLHD and SLHD have a shared service and infrastructure, some existing corporate and clinical committees need to remain as is until the meeting to review the outcomes of the Checkley Report.</p> <ul style="list-style-type: none"> • The Board <u>NOTED</u> the Chief Executive’s Report for January 2014. 	
<p>6.2 Performance</p>		
<p>6.2.1 KPI and Comparative Report</p>	<ul style="list-style-type: none"> • The KPI and Comparative Report was circulated with the Agenda. 	
<p><i>Safety & Quality</i></p>	<ul style="list-style-type: none"> • Mr Zacka highlighted the following items from within the Report: <ul style="list-style-type: none"> • On 10-13 February 2014 Campbelltown and Camden Hospitals undertook a Periodic Review. The Draft Report has been received. It states that six criteria were not met. The facility will be given 90 days to show that actions have been met. The actions relate to: <p><i>Mandatory Criteria</i></p> <ul style="list-style-type: none"> - Systematic qualitative and quantitative audits of clinical records - Hand hygiene compliance rates, particularly for medical officers - A system to monitor compliance with the use and management of all appropriate invasive devices - Education and competency-based training in invasive device protocols 	

	<p><i>Developmental Criteria</i></p> <ul style="list-style-type: none"> - Developing an evaluation strategy to assess if consumer information on healthcare associated infections meet the needs of the target audience - Provision of competency based training to improve safety and quality <ul style="list-style-type: none"> • In relation to the SAC 1 incident relating to sepsis, the Chief Executive reported that Dr Cracknell, Clinical Stream Director, Critical Care is currently working in Campbelltown Hospital's Emergency Department (ED) pending permanent recruitment to the ED Director position. • Mr Zacka confirmed monitoring of SAC 1 incident rates occurs internally and is reported periodically to the Health Care Quality & Safety Committee. Rates are monitored on a State-wide basis by the Clinical Excellence Commission. • The Board <u>NOTED</u> the Safety & Quality Report. 	
<p><i>Service Access & Patient Flow</i></p>	<ul style="list-style-type: none"> • Mr Loy highlighted the following items from within the Report: <ul style="list-style-type: none"> • The improvements (as a percentage) in NEAT performance for facilities participating in the Whole of Hospital Program for the period January 2013 to December 2013: <ul style="list-style-type: none"> - Liverpool – 23.7% - Bankstown/Lidcombe – 13.9% - Campbelltown – 5.0% • The LHD has seen improvements in YTD performance for patients in the emergency department greater than 24 hours. A number of strategies are being implemented to improve performance at Campbelltown Hospital, which continues to be an outlier. • The Board <u>NOTED</u> the Service Access & Patient Flow Report. 	
<p><i>People & Culture</i></p>	<ul style="list-style-type: none"> • The following items were highlighted from within the Report: <ul style="list-style-type: none"> • The utilisation of premium staff decreased from the previous month, as expected, during January 2014, for nursing and medical staff at 06.9% and 1.47% respectively. • The total excessive leave balance reduced significantly in January, by 54,512 hours. • There was a slight increase in the number of Aboriginal staff employed in January from 1.11% to 1.37%. 	

	<ul style="list-style-type: none"> An Action Plan has been developed and distributed to Facility and Service Managers to improve 4 key areas arising from the Your Say Survey Report. The next Survey is due in September 2014. The Board <u>NOTED</u> the People & Culture Report. 	
<i>Finance & Activity</i>	<ul style="list-style-type: none"> Mr King highlighted the following items from within the Report: <ul style="list-style-type: none"> The Net Cost of Service result for General Fund was favourable by \$700,000 for January 2014. All Hospitals met budget for the month of January 2014, except Liverpool Hospital which was unfavourable due to an accounting error. The LHD is forecasting to come in on budget in 2013/14. The Board <u>NOTED</u> the Finance & Activity Report. 	
6.2.2 Service Reports	<ul style="list-style-type: none"> Reports for the following services were circulated with the Agenda: <ul style="list-style-type: none"> Mental Health Community Health Drug Health Population Health Oral Health Ms Larkin highlighted the following items from the Drug Health Service Report: <ul style="list-style-type: none"> As a result of termination of the Inter-District Agreement, Ms Alison Derrett has been appointed as Acting General Manager, Drug Health Services to assist with the transition while recruitment to executive positions progresses, The success of the Drug and Alcohol Outreach Clinics at Tharawal, which commenced in July 2013, is contributing to a higher engagement of Aboriginal patients. The Board <u>NOTED</u> the Service Reports. 	
6.3 Risk Management	<ul style="list-style-type: none"> The referral note regarding the Risk Register – Top 25 Risks Report was circulated with the Agenda and <u>NOTED</u> by the Board. Mr Loy highlighted the following items: <ul style="list-style-type: none"> The top 25 risks remain unchanged over the reporting period. 	

	<ul style="list-style-type: none"> • The current review of the system and register by PwC is nearing finalisation and will see an increase in the number of risks included in the risk register when complete. • The revised risk register has been informed by: <ul style="list-style-type: none"> • workshops to ensure clinical and corporate engagement in the development of the new register; and • interviews with clinical leaders • The revised register will also align risks with the Areas of Corporate Action, arising from the SWSLHD Corporate Plan and provide links to Governance Committees. 	
<p>6.4 Chairman’s Report</p>	<ul style="list-style-type: none"> • The Chairman reported the following items: • <u>NOUS Board Evaluation</u> The NOUS group have confirmed that all Board evaluation results will remain confidential to the Board and no members comments will be individually identified within the Report. Comparative benchmark data will be provided for all Health Boards (across States and territories) – this comprises 12 Boards and includes Sydney LHD. • <u>Terms of Appointment</u> The NSW Ministry of Health will coordinate the appointment process for Boards on a State-wide basis for those members whose term expires during 2014. The process is due to commence in April 2014. Members whose term of appointment expires in 2014 were invited to contact the Chairman directly. • <u>Chief Executive, Health Infrastructure</u> Arrangements have been confirmed for Sam Sangster, Chief Executive, Health Infrastructure to attend the April 2014 Board meeting, following the Board’s invitation. 	
<p>7. Committees of the Board</p>		
<p>7.1 Health Care Quality and Safety</p>		
<p>7.1.1 Minutes – 5 February 2014</p>	<ul style="list-style-type: none"> • The Minutes of the Health Care Quality and Safety Committee meeting held on 5 February 2014 were circulated with the Agenda and <u>NOTED</u> by the Board. • Prof Merrett highlighted the following items: <ul style="list-style-type: none"> • Item 5.1.1 – The unplanned readmission rate for November 2013 was 6.9% for the LHD compared to 6.7% for the State. A higher than expected readmission rate has been reported for Aboriginal people. 	

	<ul style="list-style-type: none"> Item 5.1.5 – Review of the hand hygiene rates for the period July to October 2013 – the lowest compliance rate is amongst the Student Medical group. A number of actions are being progressed to improve the rate at a State level, via the Clinical Excellence Commission and at the local level, being led through the Clinical Quality Council and the Executive Medical Staff Council. Item 6.1.3 – The SWSLHD complaint rate per 1,000 occupied bed days was 1.7 (for the July to September 2013 period), compared to 1.6 in the previous quarterly reporting period. Item 6.2 – The <i>Insight Series – 30 day mortality following hospitalisation, five clinical conditions, NSW, July 2009 to June 2012</i>. SWSLHD compared favourably for all clinical conditions within the Report, except at one condition at Bowral Hospital. 	
<p>7.2 Finance Committee</p> <p>7.2.1 Minutes – 13 December 2013</p> <p>7.2.2 SWSLHD Policy Directive – Car Parking Arrangements</p> <p>7.2.3 Proposed Amendments to the SWSLHD Delegations Manual</p>	<ul style="list-style-type: none"> The Minutes of the Finance Committee meeting held on 13 December 2013 were circulated with the Agenda and <u>NOTED</u> by the Board. The Board <u>APPROVED</u> the proposed SWSLHD Policy Directive – Car Parking Arrangement, as recommended by the Finance Committee and circulated with the Agenda. The Chief Executive clarified that the Policy will be a discussion item at the March Joint Consultative Committee. The Board <u>APPROVED</u> the proposed amendments to the SWSLHD Delegations Manual without amendment, as recommended by the Finance Committee and circulated with the Agenda. 	
<p>7.3 Audit and Risk Management Committee</p> <p>7.3.1 Minutes</p> <p>7.3.2 Matters Referred to the ICAC</p>	<ul style="list-style-type: none"> The Board <u>NOTED</u> that the next meeting of the Audit & Risk Management Committee is scheduled for 25 February 2014. The Board <u>NOTED</u> four notifications made by the Chief Executive to the Independent Commission against Corruption (ICAC) for the period 26 November 2013 to 4 February 2014. 	
<p>7.4 Research and Teaching Committee</p> <p>7.4.1 Minutes – 6 February 2014</p>	<ul style="list-style-type: none"> The Minutes of the Research & Teaching Committee meeting held on 6 February 2014 were circulated with the Agenda and <u>NOTED</u> by the Board. Prof Frankum highlighted the following item: <ul style="list-style-type: none"> Item 6.1 – Dr Mark Ainsworth has been appointed as the Executive Officer, Sydney Alliance for Healthcare Research & Teaching (SAHRT), commencing in March 	

	for a three-year period. An invitation has been extended to Dr Ainsworth to attend the June meeting of the SWSLHD Research & Teaching Committee.	
7.5 Community Engagement 7.5.1 CCC Minutes – 7 February 2014	<ul style="list-style-type: none"> The Minutes of the Consumer Community Council Special Review and Planning meeting held on 7 February 2014 were circulated with the Agenda and <u>NOTED</u> by the Board. The following items were highlighted: <ul style="list-style-type: none"> Item 3 – Representatives of South Western Sydney Medicare Local attended the meeting to provide an update on the population health needs assessment. Item 4 – The Chairman attended the meeting and provided an update of matters, including the top 5 priority areas previously identified by the Council to improve patient centred care. 	
8. New Business		
8.1 Service Agreement – Braeside Hospital	<ul style="list-style-type: none"> The Chief Executive reported that in July 2013 the Ministry of Health provided a template to renew expired affiliated health service agreements. The Board has previously approved the services agreements with STARTTS, Karitane and the Benevolent Society. The new agreements are based on historical budgeting arrangements but include a more rigorous reporting process against agreed KPIs. The SWSLHD is not the sole financier of the organisations. The Board <u>APPROVED</u> the 2013 Service Agreement between the SWSLHD and Braeside Hospital. Action: Execute the Service Agreement. 	Ms Larkin
8.2 Medical & Dental Appointments Advisory Committee	<ul style="list-style-type: none"> The Board resolved to <u>ENDORSE</u> Associate Professor Peter Stewart’s membership of the Medical & Dental Appointments Advisory Committee (MDAAC), replacing Professor David Davies. 	
9. Items for Information		
9.1 Public Relations 9.1.1 Newsletter	<ul style="list-style-type: none"> A referral note regarding public relations matters for January 2014 was circulated with the Agenda and <u>NOTED</u> by the Board. The February 2014 newsletter was circulated with the Agenda and <u>NOTED</u> by the Board. 	
10. Other Business without Notice		
10.1 Council of Board Chairs Meeting	<ul style="list-style-type: none"> The Chairman advised arrangements for the Council now include, on a rotational basis, a presentation from each District / Network. A presentation of the SWSLHD Community Participation Framework will occur at the March Council meeting. 	

	<ul style="list-style-type: none"> Ms Burlew has agreed to attend the September 2014 Council of Chairs meeting, representing the Chair and SWSLHD. 	
10.2 Donate Life	<ul style="list-style-type: none"> The Chief Executive reported her attendance at the NSW launch of Donate Life Week 2014 on 23 February. Donate Life week is an annual national campaign to increase community awareness of organ and tissue donation. The Launch was also attended by the NSW Minister for Health and included an address from the family of a local young man killed in Greece whilst on holidays in 2008. 	
11. Next Meeting	<p>Monday 24 March 2014</p> <p>1430 – 1630 – Workshop – NOUS Board Evaluation 1630 – 1830 – Board Meeting</p> <p>T & R Moore Education Centre, Liverpool Hospital</p>	

Meeting closed at 5:59pm