

SUMMARY OF MINUTES

Meeting of the Board of the Western Sydney Local Health District

Date: Tuesday, 13 November 2012
Boardroom, Mt Drutt Hospital

Minutes

Present: Stephen Leeder (Chair), Peter Zelas (Deputy Chair), Kathy Baker, Abby Bloom, Michael Datyner, Paul Gibson, Hadia Mukhtar, Diana O'Halloran, Andrew Pesce, Jane Spring, Dea Thiele,

Ex officio: Tony Hickmott, Kim Hill, Danny O'Connor.

Secretariat: Michelle Wensley.

The meeting opened at 5:20 pm.

Item 1 Welcome and Leave of Absence

Welcome to Tony Hickmott, new WSLHD Director of Finance, who commenced on 5 November 2012. He was endorsed as an ex-officio member of the Board.

Leave of Absence: Jeremy Chapman.

Item 2 Declarations of Changes in Material Circumstances

Nil.

Presentation:

P Zelas presented a case history of a patient admitted to Blacktown Hospital for a minor procedure for kidney stones whose condition deteriorated when the patient experienced a cardiac event requiring emergency care. The patient recovered well and was discharged after 10 days. Members noted the critical importance of teamwork in the case study.

Item 3 Business Arising

3.1.1 Correspondence tabled. Paul Gibson thanked members for the letter of support sent by the Board in October.

Item 4 Minutes of Previous Meeting

Item 4.1 Acceptance of Minutes

Item 4.1.1 Minutes of Meeting

The Minutes of the Meeting held 9 October 2012 were accepted as a true record of the meeting with no amendments.

Item 4.2 Matters Arising from the Minutes

Nil.

Item 4.2.1 Action Log from the Meeting

The Action Log from 9 October 2012 meeting was tabled with status updates provided.

Members discussed the proposed establishment of the WSLHD Clinical Council (WSLHD CC) (*formerly listed as Clinician Lead Group*) and the impact and linkages with facility-based clinical councils. D O'Connor emphasised the WSLHD CC would provide sound clinical perspectives on matters including Activity Based Funding (ABF) targets, budget decisions and readjustments and meeting National Emergency Access Targets (NEAT). Progress on the establishment of the WSLHD Clinical Council has been listed for the February 2013 Board meeting.

RESOLVED: Report on progress of the establishment of the WSLHD Clinical Council at the February 2013 Board Meeting.

Item 5 Standing Agenda Items – Reports

Item 5.1 Chair's Report

The Chair's Report was noted. Key discussion points included:

- The next performance meeting with the Ministry is scheduled for 15 November 2012. Detailed advice provided in the Chief Executive's Report (Agenda Item 5.2).
- A decision from the Minister confirming Board re-appointments remains pending as at 3 November 2012.
- A successful meeting was held with the Director-General, Chief Executive, Board Chair and Westmead senior clinicians on 24 October 2012 to discuss the Westmead Clinical Services Plan and the proposed model for NSW Pathology. Discussions were led by David Harris on behalf of

Medical staff and Dominic Dwyer representing pathology, to discuss proposed business models.

- The program for the 2012 Annual Public Meeting scheduled for 4 December 2012 at the Blacktown Mt Druitt Hospital Clinical School is well advanced and will feature the inaugural WSLHD Awards presentations. The Director-General and Minister have been invited to attend. The focus of the APM will include the evolution of the former area health service into a district and priorities for the future.
- The 2012 Board Christmas Event will be held on Monday 10 December 2012 at Westmead Hospital from 4pm. In future years the event will rotate to a different WSLHD facility.

Item 5.2 Chief Executive Report

The Chief Executive's Report was noted. Key points of discussion:

- District financial performance.

D O'Connor advised members that NEAT, Transfer of Care (TOC) and financial performance remain the key focus areas for the district. The Ministry have requested a report on current performance against targets, and risk mitigation strategies to be presented to the Ministry on 15 November 2012 at the monthly performance meeting.

By the end of November a model for the governance of continued implementation and sustainability of the initiatives under the district Financial Management Improvement Strategy (FMIS) transferred to the District would be available. The model would reflect several achievements including labour management strategies. Key priorities are to redesign district financial services and improve financial reporting systems.

The Chair reinforced the importance of the role of board members to act as advocates for change to support the district executive with the Financial Management Improvement Strategy. A broadcast would be issued to staff to provide an update on progress of the strategy and to acknowledge the efforts of staff assisting with implementation of initiatives.

The Chief Executive and Director, Finance agreed to present performance to the next Board Meeting including strategies to be discussed with the Ministry to achieve 2012/3 financial targets.

RESOLVED: Chief Executive and Director, Finance to **present to the December Board Meeting**

RESOLVED: **To issue a Broadcast to staff to provide an update on progress of the strategy and to acknowledge the efforts of staff assisting with implementation of initiatives**

- Coding

Members discussed the current status of medical record coding and initiatives in place to improve coding in the district. D O'Connor confirmed an external review had identified the need to invest in clinical coding at Westmead, realignment of coding services, a new accreditation framework for key competencies and recruitment to key positions.

A status report would be provided at the December Board meeting.

RESOLVED: **To provide a coding status report to the next Board meeting.**

- Imaging Partners Online (IPO) proposal to pilot imaging at Blacktown Mt Druitt Hospital

Verbal update from the Chief Executive. Members requested referral of the proposal to the Ministry.

RESOLVED: To refer the matter to the Ministry for advice.

- Defining and Managing Innovations in Surgery - Joint Research between WSLHD and Macquarie University

K Hill invited members to a workshop on 7 December 2012 from 9-12.30 at Westmead Hospital being held in collaboration with Macquarie University. The workshop will focus on the safe introduction of innovations in surgery and will cover a range of topics including the difference between innovations, variations and research in surgery.

Item 5.3 Board Sub-Committee Reports

Item 5.3.1 Board Sub-Committee - Health Care Quality Committee (HCQC) Report

The Report was noted.

RESOLVED to accept the Report as tabled.

Item 5.3.2 Board Sub-Committee – Finance, Performance and Asset Management

The Report was noted.

RESOLVED to accept the Report as tabled.

Item 5.3.3 Board Sub-Committee - Medical and Dental Appointments Advisory Committee (MDAAC)

The revised Terms of Reference were endorsed with the insertion of the word “timely”

RESOLVED: to accept the Report as tabled.

RESOLVED: to accept the revised Terms of Reference

Item 5.3.4 Board Sub-Committee – Research and Education

RESOLVED: to accept the revised Terms of Reference

Item 6 New Business

Item 6.1 Matters raised by Board Members

6.1. Matters raised by Board Members

6.1.1 DRAFT WSLHD Consumer Engagement and Community Participation Framework (K Hill)

K Hill referred members to the draft WSLHD Community Engagement Framework which will consider the

requirements of the new *National Safety and Quality Health Service Standards* from the Australian Commission on Safety and Quality in Health Care applying from January 2013. The Framework is also included in the WSLHD 2012/13 Operational Plan. Work is underway to establish a governance structure and will include links to the four Pillars and the Western Sydney Medicare Local.

A further draft will be submitted to Board in February 2013 for discussion. It is anticipated the final Framework will be completed in June 2013 and then submitted to the Board for approval.

6.1.2 WSLHD Operational Plan 2012-2013: Quarterly Report July-September 2012 (K Hill)

K Hill provided an overview of the status of the implementation of activities under the *WSLHD Operational Plan 2012-2013 July - September 2012* and based on the *2012-2013 Services Agreement* between the WSLHD Board, the NSW Ministry of Health and the WSLHD. All programs are progressing with most strategies identified as on track. (*Tabled 6.1.2.1: WSLHD Operational Plan Quarter 1 Report October 2012*).

6.1.3 COAG Consultation Draft Paper on the proposed Primary Health Care Strategic Development Framework (D O'Halloran)

Di O'Halloran spoke briefly to the Framework which focus on the requirement for collaboration between the for Local Health Districts and Medicare Locals to achieve an integrated primary health care system. The joint actions are summarised in the *COAG Consultation Draft Paper on the proposed Primary Health Care Strategic Development Framework* (tabled). Members noted the number of initiatives already underway under the ML and WS ML-LHD partnership. S Leeder agreed to forward the Menzies response to the Consultation Draft Paper to members for information.

Close

There being no further business, the meeting closed at 7.50pm.

Signed:



(Stephen Leeder, Chair)