



**Nepean Blue Mountains Local Health District  
 Board Meeting**

DATE: 21 April 2021 TIME: 4.00pm – 6.30 pm

VENUE: Large Rehab Room, Lithgow Hospital

**MINUTES**

**Attendees:** (P) Present (A) Apology (Ab) Absent

<b>BOARD MEMBERS</b>			
The Hon. Peter Collins, AM QC (Chair)	P	Mr Greg Allchin (Deputy Chair)	P
Mr Murray Austin	P	Mr Joseph Grassi	P
Mr Robert Lagaida	P	Dr Nhi Nguyen	P
Professor Ian Seppelt ( <i>via Skype</i> )	P	Dr Linda McQueen	P
Ms Kath Skinner ( <i>via Skype</i> )	P	Mr Gary Smith	P
Mr Clarke Scott	A	Associate Professor Stephen Fuller	A
Dr Peta Seaton, AM	P		
<b>NBMLHD EXECUTIVE &amp; STAFF</b>			
Ms Kay Hyman, Chief Executive	P	Mr Brett Williams, Director Hospital Services ( <i>via Skype</i> )	P
Ms Jacqui Clark, Director People & Culture ( <i>via Skype</i> )	P	Ms Julie Williams, Director Nursing & Midwifery ( <i>via Skype</i> )	P
Mr Steven Black, A/Director Finance & Corporate Services ( <i>via Skype</i> )	P	Dr Karen Arblaster, Director Allied Health, Research & Strategic Partnerships ( <i>via Skype</i> )	A
Ms Rasha Kiswani, Director Planning ( <i>via Skype</i> )	P	Ms Debbie Wyburd, Director Clinical Governance ( <i>via Skype</i> )	P
Mr Paul Grocott, A/Director Media & Communications ( <i>via Skype</i> )	P	Ms Cathy Crowe, Director Community & Integration ( <i>via Skype</i> )	P
<b>MEDICAL STAFF COUNCIL &amp; JUNIOR MEDICAL STAFF REPRESENTATIVES</b>			
Dr Eddy Fischer, Chair, Nepean Medical Staff Council	A	Dr Jim Kalantar, Chair Blue Mountains Medical Staff Council	A
Dr Daniel Pellen, Mental Health Medical Staff Council ( <i>via Skype</i> )	P	Dr Arman Babajanyan, Blue Mountains Medical Staff Council ( <i>via Skype</i> )	P
<b>WENTWORTH HEALTHCARE LIMITED (Primary Health Network)</b>			
Ms Lizz Reay ( <i>via Skype</i> )	P		

## 1. OPENING AND ACKNOWLEDGEMENT OF COUNTRY

The Chair welcomed attendees to the Nepean Blue Mountains Local Health District (NBMLHD) Board meeting and opened with an acknowledgment of country. Apologies were noted.

## 2. DECLARATION OF CONFLICTS OF INTEREST

The Chair asked members to advise any changes to the conflicts of interest register. Nil changes were advised.

## 3. MINUTES OF PREVIOUS MINUTES

Minutes of the meeting on Wednesday, 17 March 2021 were accepted as a true and accurate record of the meeting.

Moved: Mr Grassi

Seconded: Dr Seaton

**Action: Endorsed by the NBMLHD Board.**

## 4. CHAIRMAN'S REPORT

The Chair brought attention to the current media attention regarding the COVID-19 vaccination. Members noted that the vaccination process has been managed by the Federal Government. Members held discussion on the delayed rollout across NSW and the altering public perception due to advised events following Astra Zeneca vaccination. Dr McQueen noted that despite the adverse events Astra Zeneca is a safe vaccine.

## 5. CHIEF EXECUTIVE REPORT

Members noted the Chief Executive Report for the month of April 2021. The Chief Executive highlighted the following:

### ***Healthy People and Communities***

#### COVID-19 update

The Chief Executive reported that the current status is 78 cases of COVID-19 across NSW. Of these cases 91% are receiving out of hospital care and are all overseas acquired.

Members noted that 22 Residential Aged Care Facilities (RACF) in NBMLHD have received at least dose one of their COVID-19 vaccination with many also having dose two. The Chief Executive stated that the Commonwealth are currently reviewing processes with regard to how new residents to RACFs receive vaccination.

The Chief Executive reported that over the past week there were 894 COVID-19 screening tests whereas during the height of testing our Clinics were screening approximately this number on a daily basis. Members were advised that there were changes to Screening Clinics due to the recent flooding. Members were advised that the Hawkesbury Screening Clinic will

not reopen as there are alternative clinics are available in the area and volumes at the Showground were very low. The Chief Executive reported that the District has capacity for a Pop-Up Clinics should demand peak.

#### Elective surgery

Members were advised since writing the report Hawkesbury Hospital have advised they will not meet their target. The District is working with Hawkesbury to look at resolving this issue with the aim of delivering 000 for LHD.

#### Vaccination program

The Chief Executive reported on the District staff vaccination program to date, noting that 1,188 staff who work in high risk areas have been vaccinated. Members were advised that regardless of vaccination status staff are still required to use PPE and comply with guidelines. The Chief Executive advised that NBMLHD could be a Pfizer hub in the near future.

#### Lithgow Community Private (LCP)

The Chief Executive reported that the District continues to work with Lithgow Community Private to develop an updated Service Agreement. Members were advised that the District continues to provide financial assistance as not all costs are fully recovered. Members held extensive discussion on how to support LCP.

The Chair offered two Board members the opportunity to sit on a working party that included senior management and members of LCP Board to review options for a model moving in to the future.

**Action: Working party to report final outcome to the Board after discussions are complete.**

### ***Exceptional Patient and Consumer Experiences and Outcomes***

#### Nepean Hospital capacity

The Chief Executive reported on the current demand for service at Nepean Hospital. Members were advised on the increased demand on NSW Ambulance across the Sydney metropolitan area which at times is impacting response to 000 calls, as highlighted in the media. Members expressed concern with the upcoming peak demand of winter.

### ***Responsible Governance and Financial Management***

#### 2021/22 Budget Negotiations

The Chief Executive reported on the NSW Ministry of Health 2021/22 Budget Negotiations meeting which have now been re-scheduled to 14 May. Members noted that the District has been assured funding of \$2.2M for the PACER, Virtual Mental Health and other vulnerable populations. This will allow programs to continue into the next financial year.

#### Restructure

The Chief Executive advised that the new roles as part of the restructure have been filled.

#### Own Source Revenue

Mr Lagaida brought attention to the reduction in revenue due to reduced private patients during and reduced parking revenue during COVID-19. Members noted that there has been a

significant drop with these two sources of income and minimal chance of insured patient revenue increasing due to the rate and quality of private insurance policies held.

### ***Talented, Happy and Engaged Workforce***

#### Visiting Medical Officer (VMO) Quinquennial Appointments

The Chair brought attention to the VMO Quinquennial reappointment process. Members noted that the District target is well on track and will have a number of offers issued months ahead of the 30 June 2022 deadline.

### ***Nepean Hospital and Integrated Ambulatory Services Redevelopment Report***

#### Cancer and Wellness Centre

The Chief Executive advised that a consumer forum is being held to obtain patient views with regard to future service delivery.

The Chief Executive reported on the Nepean Cancer Care Centre flooding damage over the past 18 months. Members noted the following has occurred to reduce the impact of flooding:

<b>Item</b>	<b>Cost</b>
Engineering reports - 2020	\$15,000
Civil works	\$195,346
Repairs (able to be claimed from insurance)	\$29,840
Engineering reports – after civil works and post recent floods	\$6,888
<b>Total Costs</b>	<b>\$247,074</b>

Members noted that due to the continued flooding and capacity of the Nepean Cancer Care Centre a new Cancer and Wellness Centre remains a high priority for the LHD.

***Action: Chair to write to Nepean Cancer Centre staff in support of their ongoing effort toward patient care during times of flooding.***

### **Section B - Appendices**

#### COVID-19 Screening

For information.

#### Organisation Chart

For information.

#### Construction Update

For information

### **Section C**

#### NBMLHD KPIs by Directorate

For information.

#### NBMLHD Emergency Department - Elective Surgery and Hub Performance

For information.

## Media & Communications Board Report February 2021

For information.

### **6. FEEDBACK FROM MEDICAL STAFF COUNCIL**

#### 6.1 Nepean Medical Staff Council

Nil report.

#### 6.2 Blue Mountains Springwood Medical Staff Council

Dr Babajanyan reported on behalf of the Blue Mountains District ANZAC Memorial Hospital (BMDAMH) Medical Staff Council. Members were advised of:

- Recent flood damage at BMDAMH
- The new Special Care Nursery is expected to officially open in May 2021
- Adolescent patient transfer to Children's Hospital Westmead

#### 6.3 Mental Health Medical Staff Council

Dr Pellen reported on behalf of the Mental Health Medical Staff Council. Dr Pellen stated that the MSC would like to congratulate Ms Cathy Crowe on her recent appointment as the Director Community & Integration. Members were advised that Mental Health are happy to hear of the additional funding for those services in the community. Dr Pellen reported that patient demand for Mental Health Services continue.

Members held discussion on the attendance of Lithgow medical staff at Board meetings.

### **7. WENTWORTH HEALTHCARE LIMITED (PRIMARY HEALTH NETWORK)**

Ms Reay provided members with an update on the COVID-9 vaccination process by General Practitioners in the District. Ms Reay stated that feedback from GPs has been that their clinic attendances has been fairly full. Members were advised that GPs have nationally delivered over 850K doses.

### **8. NBMLHD RESEARCH & EDUCATION FOUNDATION**

Mr Grassi reported that the Nepean Research & Education Foundation Board met on Friday, 16 April. Minutes will be distributed in the near future. Mr Grassi stated that the fund raising event that was to be scheduled in September is now postponed and will be considered for March 2022.

Mr Grassi reported that the Foundation has been in contact with Deloitte regarding development of a Business Plan.

### **9. WORK, HEALTH & SAFETY**

#### 9.1 Board Members' Advice to NBMLHD Executive

Nil report.

#### 9.2 NBMLHD Executives' Advice to Board

Vaccination issue.

## 10. ACTION SHEET

### 10.1 Mental Health – options for classifications of Triage Assessment Centre Activity

The Chief Executive stated that this item will be reported at the May 2021 Board meeting. Members were advised that work is underway and further discussion is required with NSW Ministry of Health.

## 11. CORRESPONDENCE IN

### 11.1 HPRM 21/37071 Email to Deputy Chair NBMLHD Board regarding Blue Mountains District ANZAC Memorial Hospital complaint

*The Chair advised that the 'correspondence in' is for noting.*

## 12. CORRESPONDENCE OUT

### 12.1 HPRM 21/30861 Letter of congratulations to Mr Mark Scott on his appointment as Vice Chancellor University of Sydney

### 12.2 HPRM21/37284 Response to Ms Ellen Hill regarding Blue Mountains District ANZAC Memorial Hospital complaint

*The Chair advised that the 'correspondence in' is for noting.*

## 13. COMMITTEE REPORTS

### 13.1 Aboriginal Health

Members noted that the Aboriginal Health Committee meeting is scheduled on 20 April.

### 13.2 Audit & Risk Committee

Members noted the attached Audit & Risk Committee Quadrant Report.

#### 13.2.1 HPRM21/30096 Institute of Internal Auditors Australia – Final Report on Internal Audit Quality Assessment Peer Review

Mr Lagaida reported that the attached Final Report on Internal Audit Quality Assessment Peer Review is submitted for information. The report is a standard report every five years as an internal audit function. Members noted that the District received a very good rating.

#### 13.2.2 HPRM21/32102 Audit & Risk Committee Assessment of External Audit 2020

Mr Lagaida reported that the Audit & Risk Committee Assessment of External Audit 2020 is submitted for information.

#### 13.2.3 HPRM21/32103 Audit & Risk Committee Annual Report 2020

Mr Lagaida reported that the attached Audit & Risk Committee Annual Report 2020 is submitted for information.

**Action: NBMLHD Board members noted all reports. Mr Lagaida to provide extreme and high risks report at the next meeting.**

Members held discussion on Independent Commission Against Corruption referred cases and how cases are processed. Members noted the number of overdue audit recommendations and cases that were rated as high risk. Mr Lagaida reported these cases are related to Information Technology. Mr Smith asked for clarification on the highlighted risks and how they are determined.

### 13.3 Clinical Services Strategic Development

Members noted that the Clinical Services Strategic Development Committee meeting is scheduled on 31 May.

### 13.4 Finance & Performance

Members were advised that the Finance & Performance Committee meeting was held on Monday, 19 April 2021. Reports are available on the NBMLHD Board portal. Members noted there was some improvement to the District financial position.

### 13.5 Health Care Quality Committee (HCQC)

Members noted the attached Health Care Quality Committee Report.

### 13.6 Medical & Dental Staff Appointments Advisory Committee (MDAAC)

Mr Allchin reported that the Medical & Dental Staff Appointments Advisory Committee minutes are attached for information.

### 13.7 Integrated Care

Members noted that the next Integrated Care Committee meeting is scheduled on 26 May.

### 13.8 Research

Members noted the attached Research Committee Quadrant Report. Mr Austin highlighted that the Research Office has achieved good results for research KPI approvals. Members noted that the District is recruiting to two research key roles.

#### 13.8.1 HPRM 21/32107 Research Committee DRAFT Terms of Reference

Mr Austin reported that the draft terms of reference are submitted for endorsement and that there were changes for the membership with the inclusive of MDAAC representatives.

Moved: Mr Austin

Seconded: Mr Smith

**Action: Endorsed by the NBMLHD Board.**

### 13.9 Workforce & Culture

Members noted that the next Workforce & Culture Committee meeting is scheduled on 27 April.

### 13.10 Work, Health & Safety Committee

Members noted that the next Workforce & Culture Committee meeting is scheduled on 27 April.

## **14 BUSINESS WITHOUT NOTICE**

Dr Seaton brought attention to the past work by NSW Government Behavioural Insights Unit at Westmead Hospital regarding private health insurance.



**Action: To be discussed at the May Board meeting.**

## 15 FOR INFORMATION ONLY

The Chair reported that Mr Allchin will start the May meeting on his behalf before his arrival. For information.

The meeting closed at 5.51 pm

## 16 NEXT MEETING

**Date:** Wednesday, 19 May 2021  
**Time:** 4.00pm – 6.30pm  
**Venue:** St Clair Community Health Centre

*Nepean Blue Mountains Local Health Board Minutes 21 April 2021.*



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*The Hon. Peter Collins, AM, QC.*

Date: 19 / 5 / 2021