

## Meeting of the Southern NSW Local Health District Board

No. 2023/1

Date: Tuesday, 17 January 2023

Time: 10am– 12 noon

Venue: Lotus Room, Peppertree Lodge, Queanbeyan Hospital Campus

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# Minutes for disclosure

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### In Attendance

Beth Hoskins, Chair

Terry Clout PSM, Deputy Chair (VC)

Margaret Lyons, Board Member

Dr Ken Crofts, Board Member (VC)

Dr Duncan MacKinnon, Board Member (VC)

Leanne Barnes OAM PSM, Board Member (VC)

Narelle Davis, Board Member

Jennie Gordon, Board Member

Dr Megan Keaney (VC)

Dr Vennassa Wong (VC)

(VC) – Attendance via videoconference

Margaret Bennett, Chief Executive

Fiona Renshaw, Executive Director Operations

Sarah Wallace, District Director Finance and Performance (VC)

Alison Broadbent, District Director Nursing, Midwifery and Clinical Governance

Dr Liz Mullins, Executive Director Medical Services

Damien Eggleton, District Director Mental Health Alcohol and Other Drugs / District Director People and Wellbeing

Sarah Galton, General Manager Corporate Services

Brian Bonham, General Manager Tablelands Monaro Network

Brad Scotcher, General Manager Coastal Network (VC)

Vanessa Barratt, Manager Media and Corporate Communications (VC)

Nicola Yates, Director Project Management and Service Commissioning (VC)

Eddie Gacitua, Acting District Director Integrated Care and Allied Health (VC)

Jacinta Ducat, Chief Information Officer (VC)

### Apologies

Geoffrey Kettle, Board Member

Lou Fox, District Director Integrated Care and Allied Health/COVID-Coordinator

Jen Spain, Director Governance, Risk and Audit

Dr Suyin Tan, Co-Chair Medical Staff Executive Council

### Secretariat

Karen Clark, Executive Officer

<b>Item 1</b>	<b>Welcome and Apologies</b>
<b>Item 1.1</b>	<b>Welcome</b>
	The meeting was declared open at 10am. The Chair acknowledged the traditional custodians of the lands encompassed by Southern and welcomed new Board members Jennie Gordon, Dr Megan Keaney and Dr Vennassa Wong.
<b>Item 1.2</b>	<b>Conflict of Interest Declarations</b>
	All Board members were asked to provide details of any pecuniary interests, Conflicts of Interest or Director Related Transactions to the Secretariat. Updates were noted.
<b>Item 2</b>	<b>Confirmation of Previous Minutes</b>
<b>Item 2.1</b>	<b>Confirmation of Minutes of Meeting of 1 December 2022</b>
	The Minutes of the Board meeting held on 1 December 2022 were accepted as a true and accurate record.
<b>Item 2.2</b>	<b>Minutes for Disclosure of 1 December 2022</b>
	The Minutes for disclosure of the Board meeting held on 1 December 2022 were accepted as a true and accurate record.
<b>Item 3</b>	<b>Actions from Previous Meetings</b>
<b>Item 3.1</b>	<b>Action List</b>
	The Board reviewed the outstanding action list.
<b>Item 4</b>	<b>Leadership</b>
<b>Item 4.1</b>	<b>Chief Executive Report</b>
	<p>The CE provided an overview of current and key District issues.</p> <p>The District is now in a position to focus on transitioning from the prevailing emphasis on ‘Survive and Stabilise’ to a dominant focus on the areas of ‘Performance, Planning and Partnership.</p> <p>The CE noted a meeting with University of Canberra and ANU to support the Rural Clinical School’s establishment of a formal rural school within Southern. Meetings are also planned with neighbouring LHD’s at Illawarra Shoalhaven, and South West Sydney to formalise partnerships which will enable enhanced clinical and staffing services. The District is also working with other Health Districts to consider staffing partnerships, and a meeting is planned with Western LHD to establish virtual support for small sites.</p> <p>The focus on nursing and medical recruitment continues. The District will take on 122 nursing and midwifery graduates in 2023, with additional graduates on a waiting list. Tranche 1 will be nursing staff, followed by midwifery.</p> <p>The Accreditation follow-up visit is set for 27 February 2023. The District’s response to the priority recommendation will be the main area for consideration.</p> <p><b>Operations:</b> EDO detailed the District’s continued work on improving focus on performance. District KPI’s including TOC and ETP are focus areas.</p> <p>ETP (admitted to ward from ED) and Transfer Of Care (TOC) (from ambulance to ED) are key KPI’s with significant effort being undertaken by sites to achieve targets.</p> <p>EDO noted a patient journey presentation in development which will be shared with the Board to show efforts to improve admitted ETP.</p> <p><b>Integrated care:</b> DDIC advised that the Nicotine Cessation Plan for 2023 is in development, with the District working with the Cancer Institute in development of the plan.</p>

Funding is expected for lung cancer screening, with an update to be provided to Board in the coming months.

Considering an increase in Renal service delivery at Queanbeyan due to increasing demand.

Aboriginal Health remains a focus area for the District, with Closing the Gap initiatives progressing to meet national KPI's. Planning is underway for a Closing the Gap forum in March 2023.

While the prevalence of COVID remains, there has been a noticeable drop in reporting.

**Mental Health:** Planning for a workshop with the Clinical Excellence Commission in December 2023 on “transforming safety culture” to enhance governance for the District.

**Nursing, Midwifery and Clinical Governance:** An Accreditation Rating Report Draft District-wide action plan has been developed for implementation. Surveyors return to the District on 27 February 2023.

Nursing and Midwifery staff provided with the opportunity to complete FLEC extended practice training and HIRAIID training as a format for improvement and to consider impacts of admissions and discharges.

Nursing Midwifery workshop for NUM and above is being planned to support professional development and wellbeing and to build on the skills of the nursing workforce.

Working with the NSW Chief Nurse, Directors of Nursing and the District Midwifery Manager to look at strategies for recruitment.

**Finance:** DFP noted that quarterly performance meetings with Ministry will continue to focus on NWAU and financial results which are Ministry's areas of concern.

Draft micro financial review report will be tabled at Performance Committee.

DFP noted the work being done on NWAU efficiency, particularly in ED and the continued effort on recruitment.

A Board member asked about the availability of reporting on the District's performance against the performance framework. DFP confirmed that there has been no indication of when a Statewide report will be available.

A Board member asked that authors always ensure that the word Aboriginal is capitalised.

The financial recovery strategy listed as a risk is due to staffing recruitment delays.

**People and Wellbeing:** A/DDPW advised that a meeting is to be held to discuss the District's approach to wellbeing and engagement, workforce needs and opportunities.

A Board member asked that a presentation on the Clinical Excellence Commission's “transforming safety culture” be provided to the Health Care Quality Committee and include detail on measures of success and how they will be measured.

A ‘Speak Up page’ is being developed which covers escalation in order of seriousness. The document is in table format with links to Ministry and MyHub information. The document also includes proactive escalation for matters such as conflicts of interest to maintain an integrity-based workplace. The page will be tabled at the February Board meeting.

**Medical services:** Working closely with the medical cost management taskforce to focus on recruitment and support the Medical Workforce Unit. Focus on recruitment and managing rosters.

Building on partnerships with Canberra Health, including joint case reviews.

**Corporate Services:** GMC advised that patient and surgical flows remain an area of focus, to improve activity capture, administrative processes and governance.

Violence Prevention Management (VPM) risk assessments have been completed. Results are being compiled and sent to sites for a final round of consultation.

Provision of Medical Imaging services was discussed. Issues around timeliness of reporting and on-site coverage are ongoing. An improvement plan with weekly meetings is now being held to monitor and manage performance.

GMC advised that following completion of service planning profiles in 2022, the District is now moving to complete a Clinical Service Plan refresh.

Medical records scanning project is completed. Focus now on clinical coding opportunities and improvement.

**Governance, Risk and Audit:** No update

**Media and Communications:** GMM noted the intense political environment. The Board congratulated the District on the opening of the walkway at Goulburn Hospital which was a well run event.

<b>Item 4.2</b>	<b>Board Chair update</b>
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The Chair advised of ongoing consideration of recommendations of the Board review and that improvements planned will be communicated to Board members.

<b>Item 5</b>	<b>Presentations</b>
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<b>Item 5.1</b>	<b>Patient story</b>
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The patient story was about a patient referred to the cardiac rehabilitation team at SERH.

<b>Item 5.2</b>	<b>Accreditation report and update</b>
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DDNMCG advised that surveyors will return to the District on 27 February 2023 to review the Not Met item and all 19 Met With Conditions Recommendations. The visit will provide an opportunity to seek to have some of the (now completed) Met With Recommendations items, to be removed from the list. The District are maintaining focus on ongoing PPAD compliance.

<b>Item 6</b>	<b>Accountability</b>
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<b>Item 6.1</b>	<b>Medical and Dental Appointments Advisory Committee</b>
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Noted.

<b>Item 6.2</b>	<b>Health Care Quality Committee (HCQC)</b>
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Noted.

<b>Item 6.3</b>	<b>Audit and Risk Committee Meeting</b>
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Noted.

<b>Item 6.4</b>	<b>Performance Committee</b>
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No meeting held.

<b>Item 6.5</b>	<b>People and Wellbeing Committee</b>
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No meeting held.

<b>Item 6.6</b>	<b>Community Engagement Committee</b>
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No meeting held.

<b>Item 6.7</b>	<b>Aboriginal Health Committee report and minutes</b>
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No meeting held.

<b>Item 6.8</b>	<b>Finance update</b>
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Noted.

<b>Item 6.8.1</b>	<b>EIP update</b>
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Noted.

<b>Item 7</b>	<b>For discussion / endorsement</b>
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<b>Item 7.1</b>	<b>Action item 46/2022 – Exit interview policy and “speak up” page</b>
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Discussed at Item 4.1.

The policy includes a requirement to offer all employees an exit interview and access to an anonymous exit survey. The intention of this process is to understand why the employee is leaving and to acquire information to improve retention.

Periodic reports on exit survey themes will be provided to Board.

Speak up page is in draft form awaiting feedback from the Executive.

The Exit Interview policy and “speak up” page will be provided to the February 2023 Board meeting.

<b>Item 7.2</b>	<b>Action Item 7.2 - Ministry confirmation that recommendation 82 of the Anderson Report into hospital security be removed</b>
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In October 2022, the District submitted the Q3 update against Anderson Report Recommendations to the Ministry and requested written confirmation of acceptance of those items identified as complete, with particular reference to Recommendation 82.

On 13 December 2022, the Ministry provided an updated status report for the District indicating that all Recommendations have now been registered as complete as at 31 December 2022. A

A Board member asked that it be noted that the requested written confirmation of the Ministry’s acceptance regarding the recommendation was not received.

The Board accepted the update and that the Ministry has closed off this action.

<b>Item 8</b>	<b>For Information Only</b>
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<b>Item 8.1</b>	<b>Board Correspondence summary</b>
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Noted.

<b>Item 8.2</b>	<b>2023 Board meeting schedule</b>
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Noted.

<b>Item 8.3</b>	<b>2023 Board work plan</b>
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Noted.

<b>Item 8.4</b>	<b>Aged Care Code of Conduct and strengthening governance</b>
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A/DDIC noted the Aged Care Quality Safety Commission (ACQCS) Code of Conduct and governance requirements and confirmed that all NSW Health aged care providers have these in place.

The Board confirmed having had the opportunity to review the Aged Care Code of Conduct.

<b>Item 8.5</b>	<b>Ministry Board report – July to September 2023</b>
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Noted.

<b>Item 8.6</b>	<b>New Board member orientation</b>
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Noted.

<b>Item 9</b>	<b>Business without notice</b>
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Nil.

<b>Item 10</b>	<b>Meeting Close</b>
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The meeting closed at 11.28AM

**Date of Next Meeting:** Tuesday, 28 February 2023.