



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

Date: Monday 5 November 2012

4.00pm – 6.00pm

**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, Clinical Professor Jan Potter, Ms Jill Boehm, Mr Geoff O'Donnell, Mr Roger Downs, Professor Gerard Sutton, Mr Paul Knight

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

Item 7.1-Health Care Services Plan - to reference the receipt of one independent submission relating to the Bulli Hospital Emergency Department. The submission was circulated to Board members prior to the Board meeting, and discussed at the meeting.

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 Memorandum of Understanding (MoU) between ISLHD and UoW to support collaboration in research and teaching activities

RESOLUTION (48/2012): The Board resolved to endorse the Chief Executive initiate discussions with the Vice Chancellor, UoW, to develop a MoU

between the ISLHD and UoW as the framework for the management of ongoing collaboration in research and teaching activities, and, in principal, approve the draft MoU tabled as the basis for such discussions.

ITEM 5: Reports

5.1 Chief Executive

Report received and noted by the Board.

University of Wollongong and ISLHD joint appointments

The Board noted the growth in the relationship between the University of Wollongong and the ISLHD, particularly since the founding of the Graduate School of Medicine (GSM). The number of academic chairs will increase to six in 2013 with a Chair in Paediatrics supported by the District. The Chief Executive reported two recent professorial resignations; the UoW GSM Professor Noel Tait has resigned his clinical position with the District and indicated his intention to continue his academic appointment with the GSM, and the Professor of Rural Medicine, Hans Dahl, has resigned from the university.

Nowra Correctional Centre

The Chief Executive visited the Nowra Correctional Centre in October at the invitation of the Chief Executive of Justice Health. The Board was informed Justice Health is largely self sufficient when it comes to medical care for the prisoners, however inmates requiring emergency medical treatment may be transferred to SDMH. On these occasions, the treatment costs are borne by the hospital.

To offset the treatment costs, the District has received a grant from the Ministry of Health. The District will be monitoring the situation to ensure there are no out of pocket expenses incurred as prisoners are not covered by Medicare.

Health Service Awards

The Board acknowledged the excellent work undertaken by staff of the ISLHD. The recipients of the awards are to be commended on their commitment to patient care in the Illawarra Shoalhaven region.

Accreditation of Wollongong Hospital for Radiation Oncology Training

The Board noted the granting of Level A accreditation to 31 December 2019 with high recommendations.

Minister's Visit to Wollongong Hospital

Senior medical staff availed themselves of the opportunity to meet with the Minister of Health during her visit to Wollongong Hospital on 29 October 2012.

Check It Sponsorship

The ISLHD continues to be a major sponsor of this free, men's health event as part of the District's community participation strategy. This year the event was held on Saturday 27 October 2012.

Simulation Laboratory

Construction of the facility is on schedule and the anticipated difficulty in recruiting staff with technical expertise has been avoided.

5.2 ISLHD Board Executive Summaries

5.2.1 Finance and Performance Committee – Overview Report for period ending 30 September 2012

Report received and noted by the Board.

5.2.2 Health Care Quality Committee – meeting held 24 October 2012

Draft minutes received and noted by the Board.

5.2.3 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.

5.2.3.1 Health Care Services Plan 2012-2022

The Health Care Services Plan pre-release briefing session was held on Monday 29 October 2012 and attended by approximately 40 invitees including the media. The session format was a resounding success with Board members acknowledging the openness of the information provided at the session, and the work of Executive team members and those supporting the team members in developing the plan.

The Board raised and discussed the District's responsibility to ensure service provision detailed in the plan is maintained at all times. To support this premise, the Board proposed options including technological aids that may assist in maintaining the plan's integrity.

5.2.3.2 Clinical Service Plans

The initial draft of the Aged Care, Rehabilitation and Palliative Care Division Clinical Services Plan has been circulated to the relevant clinical divisions for comment. The challenge for the District will be the meshing of the nine division plans into a District Clinical Services Plan, and at the same time acknowledging the need for the divisions to retain the capacity to maintain ownership of their individual plan.

The Board noted the age and structural condition of several of the District's facilities and the impact this may have on the clinical service plans. The Board will be cognitive of this note during any discussions related to service location, and the drafting of the District Asset Strategic Plan.

5.2.3.3 Asset Plan

The plan should consider the long term future of the current Wollongong Hospital site and the co-location of a private hospital at Wollongong.

The Board was informed MoH policy states monies to the value of \$3M from the sale of assets remain with the District. Monies over this value require a request to the Ministry for retention of same.

5.2.3.4 Health Precinct on SDMH site

The Heads of Agreement with the Illawarra Shoalhaven Medicare Local (ISML) is still under negotiation. A critical issue relates to the provision of after hour services.

ACTION ITEM: *Need to gain confirmation of service provision by way of the leasing agreement between the District and the ISML*

5.2.5 Medical and Dental Advisory Appointment Committee (MDAAC) – meeting held 22 October 2012

Executive summary received and noted by the Board.

ITEM 6: Business Arising:

6.1 Progress report on the implementation of the revised Model of Care for the Kalparrin Unit

Report received and noted by the Board.

6.2 Update on Public Meeting arrangements

Report received and noted by the Board.

The Board requested the Chief Executive of the Illawarra Business Chamber receive an invitation to attend the District public meeting to be held on Monday 3 December 2012.

ACTION ITEM: *The Chief Executive of the Wollongong Business Council to be invited to attend the District public meeting.*

6.3 Progress report on the development of the Clinical Service Plans

Report received and noted by the Board.

6.4 Corporate Governance Attestation Statement for ISLHD 2011-2012

Report received and noted by the Board.

The Board noted the Audit and Risk Management Committee comprises five members, not three as stated in the draft statement, who are not employees of, or contracted to, provide services to the organisation.

ACTION ITEM: *Statement to be amended to record five members who are not employees of the organisation.*

RESOLUTION (49/2012): The Board resolved to endorse the Corporate Governance Attestation Statement for ISLHD 2011-2012 following the amendment noted above.

6.5 Current Research Activities

The Board received and noted the report.

There have been recent announcements by the NSW Government and the Ministry of Health concerning health and medical research in NSW, namely the release of the *NSW Health and Medical Research Strategic Review 2012* and the government's response to the report. The review, including recommendations to encourage research and innovation in the health services, is indicative of the importance placed by the MoH on Districts to enhance the capacity and capability of clinical researchers.

To assist clinicians wishing to undertake clinical research, the District commits to building a team of staff capable for supporting ongoing research endeavours. To this end the District will shortly commence recruitment to the position of ISLHD Research Manager with a view to

making an appointment in January 2013. The position will work with the existing research governance office and clinical trials staff.

The Board commends the District's approach to enhance the health and medical research profile of the ISLHD. The Board discussed at length the criticality of this appointment as it will be the incumbent's responsibility to drive the research agenda for the District.

ACTION ITEM: *The ISLHD Research Manager's job description to be published on the Board website.*

ITEM 7: New Business:

7.1 National Emergency Access Target (NEAT) Action Plans

The Board received and noted the report.

RESOLUTION (50/2012): The Board resolved to endorse the ISLHD NEAT Action Plans.

7.2 Changes to the Rural Primary Health Services Programme

The Board received and noted the report.

The Board noted the cessation of the current funding agreement between the ISLHD and the Australian Government Department of Health and Ageing in providing the Rural Primary Health Services Programme as of 30 June 2013. Also noted is the department's position on the role of Medicare Locals.

7.3 Transition to the National Accreditation Scheme

The Board received and noted the report.

The Board received information from Jill Boehm, Board representative on the Health Care Quality Committee regarding the committee's endorsement of the District transitioning to the National Accreditation Scheme.

RESOLUTION (51/2012): The Board resolved to endorse the ISLHD transition to the National Accreditation Scheme from January 2013.

7.4 NSW Health Board's Governance Training Programme-proposed pilot workshop dates

The Ministry of Health has invited the 15 Local Health Districts and two Specialty Health Networks to pilot the NSW Health Boards Governance Training Programme modules between 19 November and 7 December 2012. The Board noted the time frame and requested the ISLHD Board trial a module prior to the 4 February 2013 Board meeting.

ACTION ITEM: *The Chair to approach the MoH with the requested trial date of 4 February 2013.*

7.5 Ambulatory and Primary Health Care Statement of Purpose

The Board received and noted the report.

RESOLUTION (52/2012): The Board resolved to endorse the Ambulatory and Primary Health Care Statement of Purpose for public release.

8 Business Without Notice

8.1 ABF Model

Kathy Eagar raised concerns around the lack of clarity in relation to the MoH's perception of self as a "purchaser" given legislation states it is the LHD's responsibility to meet the health needs of their communities.

The Board Chair takes this concern on notice.

8.2 Joint UoW/ISLHD Human Research Ethics Committee

The Chair is currently preparing an options paper regarding this committee.

ACTION ITEM: *The options paper will be tabled at the next Board meeting.*

ITEM 9: Confidential Items:

9.1 Confidential Item One

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

9.2 Confidential Item Two

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

9.3 Confidential Item Three

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

The Chief Executive, Director of Finance, and Board Secretariat were asked to leave the meeting at 5.30pm.

The Chief Executive, Director of Finance, and Board Secretariat returned at 5.50pm.

Meeting closed at: 5.50pm

Next meeting: Monday 3 December 2012
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

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Date