



MINUTES
ILLAWARRA SHOALHAVEN LOCAL HEALTH DISTRICT
BOARD MEETING
Date: Monday 2 June 2014
3.30pm – 6.00pm
Venue: Conference Rooms 1 & 2, Level 8,
Block C, Wollongong Hospital

ITEM 1: Presentation

The Chair welcomed Mr Alex Smeaton, Acting Manager of the Clinical Redesign and Access Unit to the meeting. Mr Smeaton was invited to present to members the outcomes of the work undertaken in the unit since 2012.

The ISLHD is a member of the Health Round Table (HRT). The HRT is a non-profit hospital collaborative that collects, analyses, and publishes information comparing organisations and identifying ways to improve clinical operational practices. The information and data presented was sourced from the HRT alliance.

HRT includes data on Relative Stay Index (RSI). The RSI allows hospitals to determine the length of stay of patients within a particular DRG in relation to their peers. The District reviews the data to assist with the identification and review of DRGs with potential bed day savings.

Members noted the District's DRG programme is one of continuous improvement. The measurement of which is the District is now cited with HRT exemplar sites with low RSI in a range of identified DRGs. The programme's foci of increased efficiency, and quality has also resulted in financial savings. The slide show titled "High Volume and High Cost DRG Project" provided the data supporting the achievements to date.

During the presentation members were afforded the opportunity to ask questions regarding the presentation. The key issues raised and discussed related to the relationship of the DRG programme and activity based funding.

The Chair informed members there will be live demonstrations of the Activity Based Management (ABM) portal during conference breaks at the LHD and Specialty Network Board Members' Conference 2014 to be held on 20 June 2014.

The Chair thanked Mr Smeaton for the presentation, and acknowledged the work undertaken by the Clinical Redesign and Access Unit.

Mr Smeaton left the meeting at 4.00pm.

ITEM 2: Meeting Opening

2.1 Attendance of members

Clinical Professor Denis King, Ms Jill Boehm, Professor Kathy Eagar, Ms Sue Baker-Finch (part), Mr Roger Downs, Mr Geoff O'Donnell, Mr Paul Knight, Associate Professor Rod McMahon, Dr William Pratt, Ms Marisa Mastroianni, Clinical Professor Jan Potter

In Attendance

Mrs Susan Browbank, Mr Henry Kornacki, Ms Sue Harris, Mrs Rosemary Croke (secretariat)

Apology

Professor Gerard Sutton

2.2 Declaration of Pecuniary Interest, Conflict of Interest

There were no conflicts of interest, gifts, or benefits declared.

2.3 Confirmation of Minutes of meeting held 5 May 2014

The minutes were accepted as a true and correct record.

2.4 Register of Board Resolutions

Members received the Board resolutions of the previous 12 months, and the progress/outcomes to date.

2.5 Action List

That members note the progress/completion of actions.

2.5.1 Formulation of a conceptual MADAAC model

Report received and recommendation noted by the Board.

The Chief Executive provided members with a verbal overview of the conceptual model proposed. The local Interview and Credentials Sub-Committees would review applications and determine if qualifications and experience of each candidate is appropriate to the position advertised. Sub-committee members would develop a list of candidates suitable for interview. The MADAAC would then be accountable for interviewing and selecting candidates for appointment.

Written comments for inclusion in the review were sought from the Illawarra Clinical Council, and the Shoalhaven Clinical Council. Members were advised the proposal was supported when discussed at the Executive Medical Staff Council meeting held on 27 May 2014.

The membership of the Credentials Sub-Committee was raised and discussed. Members sought the inclusion of clinical academic representation on the sub-committee. Academic representation would enhance the committee composition by affirming the role of teaching and education in the appointment process.

Also raised and discussed was the need to ensure the processes are exposed to a level of independent advice, and the need to strengthen the relevant college representation on the sub-committees. Independency and clarity confirm a level of transparency in processes.

ACTION ITEM: Committee composition to be amended to include:

- two heads of clinical departments
- two representatives of the UoW GSM (Dean of the GSM and a clinical academic).

Members discussed various aspects of the proposed improvements to the MADAAC process. Members strongly advocated the introduction of face to face interviews for candidates where possible. This initiative was deemed imperative when recruiting to long term appointments. Members also committed to initiating rigour in the appointment process. This was exemplified by members supporting the concept of long term, and/or permanent medical officer appointments requiring Board endorsement.

Discussion occurred regarding the desirability of senior medical officer permanent appointments being endorsed by the Board.

ACTION ITEM: Matter to be determined by the Chair and Chief Executive.

2.5.2 Low volume high complex cancer surgery update

Report received and recommendation noted by the Board.

Members were informed at the May 2014 Board meeting of an amendment to the provisions of oesophagectomies and pancreatectomies in NSW caveat that would significantly alter

the assumed intent of the service development proposal. The Chair informed members the caveat amendment had been rescinded and the “Illawarra South West Sydney – Your Cancer Network” initiative will proceed in accordance with the Model of Care developed between clinicians and managers of South West Sydney LHD and ISLHD.

The deadline for the submission of an implementation plan is 31 July 2014.

RESOLUTION (2014/18):

The Board approved progression of the “Illawarra South West Sydney – Your Cancer Network” initiative.

ITEM 3: Reports

3.1 Board Chair

3.1.1 Chief Executive farewell

The Chief Executive farewell will be held at Lorenzo’s Diner, Keira Street, Wollongong on a date to be confirmed. The Board will extend an invitation to the ISLHD Executive Team to attend.

ACTION ITEM: Members to inform Board Secretary of availability during period mid-August to mid-September 2014.

3.1.2 Federal Budget 2014-2015 health impacts

The Chair provided members with an overview of a paper prepared by the Government Relations Branch in response to the handing down of the Federal Budget 2014-2015 in May 2014.

ACTION ITEM: Members to be provided with a copy of the impact statement.

3.1.3 Private hospital facility

For further information related to this item, please refer to Confidential Item 6.6.

3.2 Chief Executive

3.2.1 Balanced Scorecard 2013-2014 – month and YTD April 2014

Report received and recommendation noted by the Board.

3.2.2 Finance Report for period ending 30 April 2014

Report received and recommendation noted by the Board.

3.2.3 Activity Report for period ending 30 April 2014

Report received and recommendation noted by the Board.

3.2.4 Health Services Performance Reports – April 2014

Report received and recommendation noted by the Board.

ITEM 4: Business Arising:

4.1 Committee charters

Charters received and recommendation noted by the Board.

Members were informed the Planning Committee made minor changes to the committee's Charter at the June meeting.

Discussion ensued in relation to the positions of committee chairs. Each member was notified on 10 March 2014 of acceptance of their nomination/s to become a member of the various committees. The communication did not however refer to the appointment of committee chairs.

ACTION ITEM: Chair to provide members with committee chair appointments at the next Board meeting.

RESOLUTION 2014/19):

Members approved the committee Charters of Finance and Performance, Health Care Quality, Planning, and Aboriginal Health.

4.2 Illawarra Population Health Information Platform update

Report received and recommendation noted by the Board.

The District has received the draft business case and associated documents from the Ministry of Health, and will be providing the Ministry with comment on the draft documentation.

ACTION ITEM: Chair to be provided with a copy of the draft documentation received from the Ministry of Health.

4.3 Food Service Improvement Programme update

Report received and recommendation noted by the Board.

The introduction of a business model that incorporated an optional user pay food and beverage menu for inpatients was raised.

Members resolved to hold this concept over for discussion at a time in the future.

ITEM 5: New Business:

5.1 Impact of the Commonwealth Government May 2014 Budget on Oral Health Services

Report received and recommendation noted by the Board.

5.2 Impact of the Commonwealth Government May 2014 Budget on Ambulatory and Primary Health Care Services

Report received and recommendation noted by the Board.

5.3 Strategy on a Page

Report received and recommendation noted by the Board.

Member's comments regarding the document's content were discussed. The lack of emphasis on non-clinical aspirations, the need to incorporate "innovation", and the need to review whether some of the listed outcomes were actually enablers was noted.

ACTION ITEMS: i Members requested to provide comments to the Chief Executive as soon as possible.

ii Second draft of the document to be tabled at the July meeting.

RESOLUTION (2014/20):

The Board approved the concept of the Strategy on a Page document.

5.4 Review of Medicare Locals

Report received and recommendation noted by the Board.

Members allocated this item a "watch status".

ITEM 6: Confidential Items:

6.1 Confidential Item One

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

Ms Sue Baker-Finch left the meeting at 5.32pm; part way through discussions in relation to Item 6.1.

6.2 Confidential Item Two

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

6.3 Confidential Item Three

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

6.4 Confidential Item Four

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

6.5 Confidential Item Five

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

6.6 Confidential Item Six

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

6.7 Confidential Item Seven

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

ITEM 7: Information

7.1 Finance and Performance Committee – minutes of meeting held 28 April 2014

Minutes received and recommendation noted by the Board.

7.1.1 2014-2015 ISLHD Principles of Target Distribution

Report received and noted by the Board.

7.2 Planning Committee – minutes of meeting held 7 April 2014

Minutes received and recommendation noted by the Board.

7.2.1 Board Services Delivery Priorities document

Report received and noted by the Board.

7.2.2 Restart Illawarra Infrastructure Fund-Bulli Hospital

Report received and noted by the Board.

7.3 Media and Community Engagement Activity – April 2014 and May 2014

Report received and recommendation noted by the Board.

7.4 Shoalhaven Clinical Council – minutes of meeting held 21 April 2014

Minutes received and recommendation noted by the Board.

7.5 Illawarra Clinical Council – minutes of meeting held 9 April 2014

Minutes received and recommendation noted by the Board.

ITEM 8: Notifications regarding Upcoming Events

8.1 Save the dates

8.1.1 20 June 2014 – 2014 LHD Specialty Network Board members conference

Notification received and noted by the Board.

8.1.2 20 November 2014 – NSW Health Ministerial Advisory Committee pre meeting dinner

Further details of the event will be provided closer to the date.

ITEM 9: Date and venue of next meeting

Information received and noted by the Board.

Meeting closed at 6.20pm.

Next meeting: Monday 7 July 2014
4.00pm – 6.00pm
Conference Rooms 1 and 2
Level 8, Block C
Wollongong Hospital

CERTIFIED A CORRECT RECORD

Clinical Professor Denis King OAM


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Signature

7.7.14
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Date

TRIM Ref: DT14/32232