

## CCLHD BOARD MEETING

Date/Time: Thursday 28 March 2023 – 5:30pm

Venue: Conference Room, Education Centre, Wyong Hospital

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### 1. Acknowledgement to Country

The Board Chair acknowledged the Traditional Custodians of the land and paid respect to Aboriginal Elders past, present and emerging.

### 2. Attendance/Apologies

#### Board Members:

MacLELLAN, Prof. Donald	Board Chair
EBBECK, Mr Timothy	
FLINT, Mr Greg	
HEALY, Mr Greg	
JENKINS, Dr Brent	
KING, Mr Robert	(via MS Teams)
LEVETT-JONES, Prof Tracy	
MUNRO, Dr Bill	(via MS Teams)
WINTER, Ms Sarah	

#### Ex Officio:

McLACHLAN, Mr Scott	Chief Executive
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#### Invitees:

CONSTABLE, Ms Jude	Executive Director Acute Care Services
CRUICKSHANK, Mr Adam	District Director Community Wellbeing and Allied Health
INGRAM, Dr Matthew	Chair, Wyong Medical Staff Council
ROSS, Mr James	District Director Finance and Corporate Services
SMITRAN, Ms Maya	District Director Quality, Strategy and Improvement

#### In attendance:

PERSIANI, Ms Tracey	Board Secretariat ( <i>minutes</i> )
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#### Apologies:

FIELD, Ms Belinda	Board Member
McARDLE, Dr Kylie	Chair, Gosford Medical Staff Council
WILKINSON, Ms Fiona	District Director Quality, Strategy and Improvement

The Board Chair welcomed Ms Sarah Winter as the newly appointed District Board member.

### 3. Conflicts of Interest

Nil declared.

### 4. Presentation

Nil presentation.

## 5. Patient Story

The patient story presented was on a 93 year old patient referred by their GP to the Hospital in the Home (HiTH) Rapid Assessment Care Evaluation (RACE) program which is a model of care for the elderly in a community setting. The patient experiencing an onset of delirium was able to stay at home and receive extensive multi-disciplinary support and care through medical officers, nursing and allied health staff avoiding a hospital stay but with a pathway to hospital if needed. The patient improved within a few days and the family felt very well supported.

## 6. Confirmation of the Minutes

The minutes of the meeting held on the 28 February 2023 were confirmed as a true and accurate record of the meeting with the following correction, removal of Ms Sarah Winter as an apology as Board appointment was not finalised.

## 7. Business Arising from Previous Meetings as per Action Sheet.

**Action Item 1:** 2023-24 Annual Priorities – refer agenda item 9.1

## 8. CCLHD Annual Priorities 2022-23

The CCLHD Annual Priorities were discussed in agenda item 9.1.

### 8.1 Chief Executive Report

The Chief Executive Report was distributed in the Board meeting papers. The report was **noted** and taken as read. The Chief Executive discussed:

- Level 2 performance maintained with positive feedback received from the Ministry of Health.
- The budget position heading into the end of financial year and COVID funding.
- Quality care continuing with improvement in the non-performing hospital acquired complications (HACs) and further improvement in the performing HACs.
- Surgery waitlist recovery tracking to reduce to zero near the end of April 2023.
- Workforce staffing level improvement with the commencement of the new graduate nurses, junior doctors and a continued focus on international medical officer recruitment.
- The newly implemented 'Pathways to Excellence' program has been positively received with strong engagement.
- A successful candidate for the District Director Workforce and Culture will commence 1 May 2023.
- Discussion was held on the Wyong Redevelopment contingency; ICT Exercise Banksia facilitated by Cyber Security NSW; recruitment entry/exit history and staff retention/turnover data comparison.
- Hand hygiene intensive communication is continuing including focus on the 5 moments and completion of audits. Ms J. Constable to take on notice that hand hygiene audit feedback is not reaching staff and will raise with both Gosford and Wyong Hospital General Managers for the dissemination of audit results more widely to departments.

### 8.2 Performance Report

The CCLHD Performance Report was distributed in the Board meeting papers. The report was **noted** and taken as read.

- The format of the data provided in the report on the four non-performing HACs was noted and would also be beneficial for the ten performing HACs to identify any trends.
- The Chief Executive and Ms J. Constable provided a presentation and update on timely access to care over the period 2017/18 to 2022/23, improving access and flow through a multi-faceted and targeted approach and as a result the improvement in performance.
- Mr G. Healy raised the Emergency Department clinician concerns from May 2021 and an opportunity to revisit and close off. Chief Executive to invite Dr Trethewy to attend the Board meeting. Out of session.

## 9. Matters for Discussion

### 9.1 2023-24 Annual Priorities

The 2023-24 Annual Priorities briefing note was distributed in the Board meeting papers. The Board held a discussion and provided feedback on the annual priorities recommending some changes in language; development of some of the measures of success, including mental health, innovation and research; inclusion of an overarching statement at the beginning of the document to provide context on the weighting of the priorities; articulated audience communication plans.

**Action: Final 2023-24 Annual Priorities to be submitted to the June Board meeting for endorsement.**

## 10. Strategic Priorities

### 10.1 CARING FOR OUR RESOURCES:

#### 10.1.1 Finance & Performance Committee Minutes

The Finance and Performance Committee minutes from the meeting held on 27 February 2023 were distributed separately. **Endorsed** by the Board.

#### 10.1.2 CCLHD Financial Performance Report YTD.

The CCLHD Financial Performance Report was circulated with the Board meeting papers. The report was **noted** and taken as read. Mr J. Ross discussed:

- The District financial position for YTD February 2023 and heading into the end of financial year.
- Private health insurance revenue conversion, additional revenue targets and reinvestment.

#### 10.1.3 Organisational Sustainability Program Report

The Organisational Sustainability Program (OSP) Report was distributed in the Board meeting papers. The report was **noted** and taken as read. Mr J. Ross discussed:

- Additional significant Pharmacy savings have been identified.
- A review of the 2023-24 OSP targets is underway and reinvestment into managed OSP initiatives.
- The Chief Executive acknowledged Mr J. English who was invited by the Ministry of Health to attend a savings and efficiencies session as a key speaker on the CCLHD's efficiency program approach and is also currently in the Illawarra Shoalhaven Local Health District providing support and has been assisting other Local Health Districts.

### 10.2 CARING FOR OUR PATIENTS:

#### 10.2.1 Health Care Quality Committee Key Messages

The Health Care Quality Committee key messages from the meeting held on 13 March 2023 were distributed in the Board meeting papers. **Noted.**

Board Chair discussed:

- eMR enhancement projects to support delivery of the CCLHD Digital Strategy 2021-2026.

#### 10.2.2 Health Care Quality Committee Minutes

The Health Care Quality Committee minutes from the meeting held on 13 February 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

### 10.3 CARING FOR OUR STAFF:

#### 10.3.1 People and Culture Committee

There was no People and Culture Committee meeting held in March 2023.

#### 10.3.2 Medical and Dental Appointment Advisory Committee

The Medical and Dental Appointment Advisory Committee meeting minutes from the meeting held on 16 January 2023 and 1 December 2022 were distributed in the Board meeting papers. **Noted.**

#### **10.4 CARING FOR OUR FUTURE:**

##### **10.4.1 Board Research Committee**

There was no Board Research Committee meeting scheduled to be held in March 2023. The meeting to be held in April 2023 will include a review on the progress of the five year Strategic Research Plan.

##### **10.5.2 Board Research Committee Terms of Reference**

The Board Research Committee terms of reference were distributed in the Board meeting papers. **Endorsed** by the Board.

#### **10.3 CARING FOR OUR COMMUNITY:**

##### **10.3.1 Consumer and Community Advisory Committee**

The Consumer and Community Advisory Committee is currently not meeting.

The Board Chair reported that development of the new Committee is being led by Ms K. Downs, Director Clinical Safety, Quality and Governance with the support of Board members Mr R. King and Ms S. Winter. An update will be provided at the Board meeting to be held on 30 May 2023.

#### **10.6. Clinician engagement**

##### **10.6.1 CCLHD Clinical Council Minutes**

The CCLHD Clinical Council minutes from the meeting held on 9 February 2023 were distributed in the Board meeting papers. **Noted.**

The Board Chair noted that Dr Palmqvist presented on the newly established Hospital in the Home (HiTH) service and proposed that Dr Palmqvist and Dr Warren also present on the HiTH service to the Board. Chief Executive to follow up out of session.

##### **10.6.3 Medical Staff Council**

Dr M. Ingram, Medical Staff Council (MSC) Chair advised there was nil to report.

#### **11. Compliance Monitoring:**

##### **11.1 Audit and Risk Committee Minutes**

There Audit and Risk Committee (ARC) meeting minutes from the meeting held on 9 December 2022 were distributed in the Board meeting papers. **Noted.**

The Board Chair reported that Mr R. Lagaida commenced as the new committee member attending the meeting held on 9 March 2023 and also acknowledged the valued contribution of Ms V. Ross to the committee ahead of her retirement.

##### **11.2 Enterprise Risk Quarterly Report**

The Enterprise Risk quarterly report for the period 1 December 2022 to 28 February 2023 was distributed in the Board meeting papers. The report was **noted** and taken as read.

- New eMR Epic platform level of risk to be reviewed following the project roll out.
- Fire compliance will remain a focus.
- The Board Chair acknowledged the Audit & Risk Committee, Ms K. Berry and Ms V. Ross on the greater risk focus and quality of the reporting.

##### **11.3 Policy Directives (with specific Board responsibility)**

Nil tabled.

#### **12. New business**

##### **12.1 Executive Leadership Rounding 2023 Schedule**

The Board Chair requested Board members to advise on availability to fill the vacant dates on the 2023 Schedule.

**12.2 Respecting the Difference Training**

The Board Chair provided information on the new Respecting the Difference eLearning module available through My Health Learning for Board members to complete.

**13. Meeting Close**

The meeting closed at 7:45pm.

**14. In Camera Session**

There was no *In Camera* session held.

**15. Appendices**

The following documents were distributed as appendices in the Board papers. **Noted.**

- Performance Report February 2023
- CCLHD Strategy Refresh Report
- CCLHD Annual Priorities 2023-24
- District Financial Performance Report February 2023
- Organisational Sustainability Program Report March 2023
- Board Research Committee Terms of Reference
- High and Extreme Risk Report – 1 December 2022 to 28 February 2023

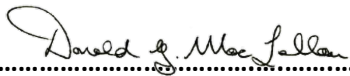
**Next Meeting:**

Tuesday, 2 May 2023 at 5.30pm (April meeting)

**CERTIFIED AS A CORRECT RECORD**

..... Prof. Donald MacLellan

**Name**

..... 

**Signature**

..... 2 May 2023

**Date**