

CCLHD BOARD MEETING

Date/Time: Tuesday 25 July 2023 – 5:30pm

Venue: Conference Room, Education Centre, Wyong Hospital

1. Acknowledgement to Country

Ms Belinda Field provided the Acknowledgement to Country in Darkinjung language, Yadhya gayi-gu Darkinyung ngura “Welcome to Darkinyung Country” and paid respect to Aboriginal Elders past and present.

2. Attendance/Apologies

Board Members:

MacLELLAN, Prof Donald	Board Chair
EBBECK, Mr Timothy	
FIELD, Ms Belinda	
FLINT, Mr Greg	
HEALY, Mr Greg	
JENKINS, Dr Brent	(via MS Teams)
KING, Mr Robert	
LEVETT-JONES, Prof Tracy	(via MS Teams)
MUNRO, Dr Bill	
WINTER, Ms Sarah	(arrived 5:48pm)

Ex Officio:

McLACHLAN, Mr Scott	Chief Executive
---------------------	-----------------

Invitees:

CONSTABLE, Ms Jude	Executive Director Acute Care Services
CRUICKSHANK, Mr Adam	District Director Community Wellbeing and Allied Health
FORTEY, Dr Scott	District Clinical Director CCLHD/District Director Anaesthesia and Pain Management
HILL, Ms Lynelle	A/Director Women, Children and Families
INGRAM, Dr Matthew	Chair, Wyong Medical Staff Council
MAK, Dr Jason	Head of Department Obstetrics and Gynaecology
McARDLE, Dr Kylie	Chair, Gosford Medical Staff Council (via MS Teams)
ROSS, Mr James	District Director Finance and Corporate Services
WILKINSON, Ms Fiona	District Director Quality, Strategy and Improvement
SCANLON, Ms Kym	Clinical Services Plan

In attendance:

LAING, Ms Corinne	Board Secretariat (minutes)
-------------------	-----------------------------

Apologies: Nil.

3. Conflicts of Interest

Mr R. King noted his current engagement as a Pharmacy Guild Representative with Central Coast Local Health District regarding the changes in Opiate treatment programs. The Conflicts of Interest Register has been updated and circulated to the Board.

4. Presentations –

Home Birthing

Ms L. Hill and Dr J. Mak presented an in-depth overview of the development of a model to implement a Home Birth Service at the Central Coast Local Health District (the District). Topics discussed included an evaluation of current birth services within the District, how home birth aligns with the District's Annual Priorities, home birth outcomes, consumer and midwifery feedback and education, stakeholder collaboration and governance structures and plans to ensure safe home birth.

The Briefing note for the New Model of Care – Publicly Funded Homebirth at CCLHD and Model Risk Assessment was distributed with the Board meeting papers. **Endorsed** by the Board.

Action: The Board requested an update in the form of an evaluation 100 days following commencement of the service.

Clinical Services Plan – Part 2

Ms F. Wilkinson presented an overview of Part 2 of the finalised Clinical Services Plan for the District, providing a comprehensive summary of its development and key components. Service directions and service models for 2023 - 2028 were outlined with a 5-year timeframe. The plan considered the needs of the population, alongside service demand and statewide priorities to determine the strategic directions.

Statewide priorities, population data and consultation informed the development of strategic directions. Priority service and enabler planning to be undertaken was outlined.

Action: The updated plan implementation will return to the Board in 2-3 months.

The Briefing note for the Clinical Services Plan 2023 - 2028 was distributed with the Board meeting papers. **Endorsed** by the Board.

5. Patient Story

The patient story was circulated out of session following the meeting.

6. Confirmation of the Minutes

The minutes of the meeting held on the 27 June 2023 were confirmed as a true and accurate record of the meeting.

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

The Board Chair noted the following actions for submission to future meetings:

Action item 1: Part 2 of the Clinical Services Plan was presented to the Board and endorsed under agenda item 4. **Action closed.**

Action item 2: The Foundation Business Case is in the next stage of development and will be presented to the Board at the meeting on 25 September 2023.

8 Chief Executive Report

The Board Chair extended the following congratulations on behalf of the Board:

- Ms J. Constable and the Acute Care Services team for their success in reducing the overdue surgical category A cases on the hospital waitlist to zero by 30 June 2023.
- Mr J. Ross and the Finance team for the financial results attained last financial year.
- Ms F. Wilkinson and the Quality, Strategy and Improvement team for the considerable improvements achieved in Hospital Acquired Complications (HAC's).

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

- Significant work progressed over the last 12 - 18 months achieving positive shifts in the areas of access and improvement, quality and care and finances.
- Challenging current environment with typical winter demand. Gosford and Wyong Hospitals are displaying improved ability to manage demand pressures and recover from them.
- Growing success with our “out of hospital and community-based services”.
- The Path to Excellence Program is seeing accomplishments. Cycle 2 is in the development stage with advanced stage planning for Cycle 3 progressing.
- Recruitment for the District Director of Nursing and Midwifery position is underway with interviews next week.

8.1 Performance Report

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

Ms F. Wilkinson highlighted the following areas requiring improvement:

- Increasing presentations and demand for the Emergency Department
- Aboriginal indicators

9. Matters for Discussion/Endorsement

9.1 NSQHS Board Attestation Statement – The Briefing Note and Board Attestation Statement was **noted** and taken as read. **Endorsed.**

9.2 Safety and Quality Account Submission – The Briefing Note for the Timeline for Submission of the 2022-2023 Annual Safety and Quality Account was **noted** and taken as read.

9.3 People and Culture Committee – Terms of Reference – The People and Culture Committee Terms of Reference were taken as read. **Endorsed.**

10. Strategic Priorities

10.1 CARING FOR OUR RESOURCES:

10.1.1 CCLHD Financial Performance Report YTD.

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

10.1.2 Finance & Performance Committee Minutes

The Finance and Performance Committee minutes from the meeting held on 26 June 2023 were distributed with the Board meeting papers. **Endorsed** by the Board.

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 10 July 2023 were distributed in the Board Papers. **Noted** by the Board.

10.2.2 Health Care Quality Committee – Minutes

The Health Care Quality Committee minutes from the meeting held on 5 June 2023 were distributed in the Board Papers. **Endorsed** by the Board.

10.2.3 Health Care Quality Committee Deep Dive

Ms F. Wilkinson presented an in-depth review of the Health Care Quality Committee outlining its key purpose to oversee, evaluate and monitor clinical safety and quality processes and framework. An overview of the key committees and National Standards committees that report into the Health Care Quality Committee and support the operation of the Safety and Quality Service and governance at each site were discussed. The update to the mandatory short notice accreditation assessment was discussed and key activities for program delivery in 2023/24 outlined with a focus on how this will be achieved and how we can develop and support our people to continually improve. The key HCQC priorities for the next year were presented.

10.3 CARING FOR OUR STAFF:

10.3.1 People and Culture Committee – Minutes

Nil meeting held in July 2023.

10.3.2 Medical and Dental Appointment Advisory Committee - Key Messages

The Medical and Dental Appointment Advisory Committee key messages from the meeting held on 5 June 2023 were distributed in the Board meeting papers. **Noted.**

10.3.3 Medical and Dental Appointment Advisory Committee - Minutes

The Medical and Dental Appointment Advisory Committee minutes from the meeting held on 5 June 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

10.4 CARING FOR OUR FUTURE:

10.4.1 Board Research Committee – Key Messages

Nil meeting held in July 2023.

10.4.2 Board Research Committee - Minutes

Nil meeting held in July 2023.

10.5 CARING FOR OUR COMMUNITY:

10.5.1 Consumer and Community Committee

Nil Key Messages from initial meeting. Ms S. Winter discussed:

- The committee met two of the new consumers who provided feedback and the committee discussed key issues in relation to the Central Coast region.
- Key takeaway from the initial meeting was that one of the consumers spoke about how patient experience is impacted largely by the interpersonal connection, communication and care that patients receive in hospital.
- Next meeting – focus on what the District is doing in the consumer and community engagement space and how it relates to the Annual Priorities.

10.6. Clinician engagement

10.6.1 Medical Staff Council Report

Dr M. Ingram, Medical Staff Council (MSC) Wyong Chair advised the next meeting will be held 1 August 2023. The meeting will be held at Wyong Hospital and via Teams.

Dr K. McArdle, Medical Staff Council (MSC) Gosford Chair and discussed:

- The next meeting will be held 8 August 2023. The meeting will be held at Gosford Hospital and via Teams.
- Election of the Gosford MSC Chair is due for renewal and Dr K. McArdle will not reapply for the position. A thank you was extended to the Board for their support during Dr K. McArdle's term as Chair.

10.6.2 CCLHD Clinical Council Minutes

The Clinical Council meeting minutes from the meeting held on 8 June 2023 were distributed in the Board meeting papers. **Noted.**

11. Compliance Monitoring:

11.1 Audit and Risk Committee Minutes. Noted.

The Audit and Risk Committee minutes from the meeting held on 13 April 2023 were distributed in the Board Papers. **Noted** by the Board.

11.2 Policy Directives (with specific Board responsibility) - Nil.

11.3 Briefing Note - CCLHD Board Conflicts of Interest Register

The CCLHD Board Conflicts of Interest Register was distributed in the Board Papers. **Noted** by the Board.

12. New Business

13. Meeting Close

The meeting closed at 7:55pm.

14. In Camera Session

An *In Camera* session was not held.


Next Meeting:

Tuesday, 29 August 2023 at 5.30pm

CERTIFIED AS A CORRECT RECORD

Prof. Donald MacLellan
.....

Name


.....

Signature

29/08/2023
.....

Date