

## CCLHD BOARD MEETING

**Date/Time:** Thursday 6 October 2022 – 5:30pm

**Venue:** Conference Room, Education Centre, Wyong Hospital

---

### 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

HEALY, Mr Greg

EBBECK, Mr Timothy

EDDY, Ms Jennifer

JENKINS, Dr Brent

KING, Mr Robert

LEVETT-JONES, Prof Tracy

MUNRO, Dr Bill

#### Ex Officio:

McLACHLAN, Mr Scott Chief Executive

#### Invitees:

CARR, Mr Steven District Director Asset Management, Finance and Procurement

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

SCHNABEL, Dr Bryan Representative, Gosford Medical Staff Council (via MS Teams)

WILKINSON, Ms Fiona District Director Quality, Strategy and Improvement

#### In attendance:

PERSIANI, Ms Tracey Board Secretariat (*minutes*)

#### Apologies:

FIELD, Ms Belinda

FLINT, Mr Greg

The Board Chair welcomed the newly appointed Directors, Ms Jude Constable, Executive Director Acute Care Services and Mr Adam Cruickshank, District Director Community Wellbeing and Allied Health.

### 3. Conflicts of Interest

Nil declared.

#### **Presentation – Gosford Masterplan**

Health Infrastructure and Fitzpatrick + Partner Architects provided a presentation to the Board on the Gosford Hospital Masterplan and Building B in the Gosford Health and Wellbeing Precinct.

### 4. Patient Story

The patient story was provided to the Consumer Feedback department as a compliment from a patient on the care received after presenting to hospital experiencing chest pains whilst on holidays on the Central Coast. Additional testing identified an undiagnosed illness and was a difficult conversation for clinicians to have with the patient. The patient has begun treatment and is expected to make a full recovery. The patient was thankful for the care and treatment provided.

## 5. Confirmation of the Minutes

The minutes of the meeting held on the 1 September 2022 were confirmed as a true and accurate record of the meeting.

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

Action Item 1: Refer Agenda Item 8

Action Item 2: Refer Agenda Item 10.2.5

Action Item 3: Refer Agenda Item 10

Action Item 5: Sub-acute review - remove and return once model has progressed

## 7. Chief Executive Report

The Chief Executive Report was distributed in the Board meeting papers. The item was **noted** and taken as read. The Chief Executive provided an update on the following:

- The District has seen some access and flow improvement particularly in Triage 2&3, ETP and TOC across both Wyong and Gosford hospitals whilst still experiencing significant presentations.
- The surgery waitlist recovery plan has been revised and is progressing internally and through outsourcing options.
- There has been a significant drop in COVID cases in the community.
- Interviews for the District Director Workforce and Culture role will occur in October. The District Director Asset Management Finance and Procurement has accepted a position with the Ministry of Health with the role covered by an interim appointment whilst the recruitment process is performed.
- The official opening of the Wyong Hospital redevelopment will be held on 7 October 2022 with the NSW Premier, Hon. Mr Dominic Perrottet and the Minister for Regional Health, Hon. Ms Bronnie Taylor scheduled to attend.

### Action:

**The Board Chair requested a proposed trajectory vs actuals on the revised surgery waitlist recovery plan for the next Board meeting.**

The Chief Executive update reported on a collaboration between allied health (speech pathologists, pharmacists & dietitians), nursing and ICT staff that won one of the top innovation awards at the Health Roundtable Allied Health Innovations presentations in September this year and will be presented at the National Health Roundtable Conference in Hobart in November 2022.

Board Secretariat to arrange a letter of compliment to the staff on this achievement on behalf of the Board. Out of session action.

## 8.1 Performance Report

The CCLHD Performance Report for August 2022 was distributed in the Board papers. The item was **noted** and taken as read. The District Director Quality Strategy and Improvement provided an update on the following:

- There has been a sustained level of the 10 performing Hospital Acquired Complications with some challenges in the non-performing areas.
- The Board Chair noted the need for improvement in the rate of completion for staff performance development reviews.
- Improvement in key KPIs was discussed and the Board was pleased to hear that this has been achieved through a sustained effort and engagement in the emergency departments and across the whole of hospital. Initiatives and strategies implemented along with a settling of activity has reduced some peak pressure with a positive shift and an improvement in staff shortages.

## 9. Matters for Discussion

Nil

## 10. Strategic Priorities

### **Action 3: CCLHD Annual Priority Action Plan 2022-23 – Briefing Note**

The CCLHD Annual Priority Action Plan 2022-23 was distributed in the Board Papers. The item was **noted** and taken as read. Closed off. Key matters highlighted:

- The plan provides a first snap shot of the progress on the priority actions and the format for cascading down through the organisation. A revisit on the annual priorities will occur in December.

## 10.1 CARING FOR OUR PATIENTS:

### 10.1.1 Health Care Quality Committee Deep Dive

The role and purpose of the Health Care Quality Committee is to ensure the District has appropriate and effective clinical safety and quality systems in place to ensure the delivery of safe, high quality reliable care and to monitor patient experience and outcomes. The Committee will also promote and support a culture of collaboration, trust and continuous improvement in the delivery of health care services.

The District Director Quality Strategy and Improvement provided a detailed presentation on the Committee's responsibilities, processes, safety governance, accreditation, safety intelligence, safety challenges and improvement initiatives.

The Committee has identified 4 key priorities for 2022-23 which align with organisational priorities and risks, and target improvement initiatives - *District Performance on All Hospital Acquired Complications; Towards Zero Suicide; Ensuring Safe and Timely Access to Care; Ensuring patients and carers have positive experience and outcomes that matter.*

The Board acknowledged the valuable information provided in the presentation and identified an opportunity to cascade key clinical safety and quality data to staff and departments to provide an understanding on how the District is performing across key KPI areas.

### 10.1.2 Value Based Care Progress Reports

The Value Base Care Progress Reports for Tranche 1 January to June 2022 and Tranche 2 April to June 2022 were distributed in the Board Papers. The item was **noted** and taken as read.

### 10.1.3 Health Care Quality Committee Key Message

The Health Care Quality Committee key messages from the meeting held on 26 September 2022 were distributed in the Board Papers. The item was **noted** and taken as read.

### 10.1.4 Health Care Quality Committee Minutes

The Health Care Quality Committee minutes from the meeting held on 15 August 2022 were distributed in the Board Papers. The item was **endorsed** by the Board.

## 10.2 CARING FOR OUR RESOURCES:

### 10.2.1 Finance and Performance Committee Key Messages

The Finance and Performance Committee key messages from the meeting held on 26 September 2022 were distributed in the Board Papers. The item was **noted** and taken as read.

### 10.2.2 Finance & Performance Committee Minutes

The Finance and Performance Committee minutes from the meeting held on 22 August 2022 were distributed in the Board Papers. The item was **endorsed** by the Board.

### 10.2.3 CCLHD Financial and Activity Report YTD.

The Finance Report for August 2022 was circulated with the meeting papers. The item was **noted** and taken as read.

The District Director Asset Management Finance and Procurement provided an update on the August 2022 financial position of the District.

#### **10.2.4 Organisational Sustainability Program Report.**

The Organisational Sustainability Program (OSP) Report was distributed in the Board papers. The item was **noted** and taken as read.

#### **10.2.5 Action Item 2: Clinical Documentation Audit Findings**

The Clinical Documentation Audit Findings results were reported to the Board. The item was **noted** and closed off.

- The District Director Quality, Strategy and Improvement reported that the audit has been completed. Health Roundtable has reviewed the data and identified opportunities for uplift in the National Weighted Activity Units (NWAUs). A plan will be developed to investigate the opportunities and internal audits conducted.

### **10.3 CARING FOR OUR STAFF:**

#### **10.3.1 People and Culture Committee Key Messages**

The People and Culture Committee key messages from the meeting held on 27 September 2022 were distributed in the Board Papers. The item was **noted** and taken as read.

#### **10.3.2 People and Culture Committee Minutes**

The People and Culture Committee minutes from the meeting held on 23 August 2022 were distributed in the Board Papers. The item was **endorsed** by the Board.

#### **10.3.3 Work Health Safety and Workers Compensation Report**

The Work Health Safety and Workers Compensation report and Briefing Note for August 2022 was distributed in the Board papers. The item was **noted** and taken as read. The following was highlighted:

- There was a reduction in new claims and there will be a focus on reducing the long term claims.

#### **10.3.4 Medical and Dental Appointment Advisory Committee Key Messages and Minutes**

The Medical and Dental Appointment Advisory Committee key messages and minutes from the meeting held on 1 August 2022 were distributed in the Board Papers. The item was **noted** and taken as read.

### **10.4 CARING FOR OUR COMMUNITY:**

#### **10.4.1 Consumer and Community Advisory Committee Key Messages**

The Consumer and Community Advisory Committee key messages from the meeting held on 13 September 2022 were distributed in the Board Papers. The item was **noted** and taken as read. The following was highlighted:

- Mr R. King, Co-Chair advised that the next meeting will see a number of members reaching their end of tenure appointments as Committee members and acknowledged their valuable contribution. The Committee will be furloughed for a few months to enable the replacement of positions ready to re-commence in 2023.

#### **10.4.1 Consumer and Community Advisory Committee Minutes**

The Consumer and Community Advisory Committee minutes from the meeting held on 12 July 2022 were distributed in the Board Papers. The item was **endorsed** by the Board.

### **10.5 CARING FOR OUR FUTURE:**

#### **10.5.1 Board Research Committee Key Messages**

There was no Board Research Committee meeting held in September 2022.

**10.6. Clinician engagement**

**10.6.1 CCLHD Clinical Council Minutes**

The CCLHD Clinical Council minutes from the meeting held on 11 August 2022 were distributed in the Board Papers. The item was **noted** and taken as read.

**10.6.2 Medical Staff Council (MSC)**

The next Gosford Medical Staff Council meeting will be held in November 2022.

The next Wyong Medical Staff Council meeting will be held in November 2022. Dr Michael Bonning from the Australian Medical Association will be attending to present to the Wyong MSC.

**11. Compliance Monitoring:**

**11.1 Audit and Risk Management Committee**

There was no Audit and Risk Management Committee held in September 2022.

**11.2 Policy Directives (with specific Board responsibility)**

Nil

**11.3 Committee Map, Board Terms of Reference and Board Charter**

The revised Committee Map, Board Terms of Reference and Board Charter were distributed in the Board papers. **Endorsed** by the Board.

**12. New business**

**12.1 Board Membership**

Ms J. Eddy will not be seeking reappointment following her end of tenure period as a Board member and will finish following the November Board meeting. The Board Chair thanked and acknowledged Ms Eddy for her valuable contribution as a Board member.

The Board Chair informed the following Board Sub-committee position changes:

Mr R. King has been appointed as the acting Chair, People and Culture Committee

Ms T. Levett-Jones has been appointed as the acting Chair, Health Care Quality Committee

The acting Chair position for the Medical and Dental Appointment Advisory Committee is to be determined.

**13. Meeting close**

The meeting closed at 7:35pm

**14. In-camera session**

An *In-camera* session was held following the Board meeting.

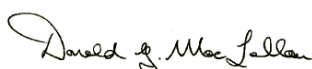
**Next Meeting:**

Thursday, 1 November 2022 at 5.30pm.

**CERTIFIED AS A CORRECT RECORD**

**Professor Donald G. MacLellan**

**Name**



**Signature**

**3 November 2022**