

## CCLHD BOARD MEETING

Date/Time: Tuesday 27 June 2023 – 5:30pm

Venue: Conference Room, Conference Centre, Gosford Hospital

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### 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:

KING, Mr Robert	Acting Chair
EBBECK, Mr Timothy	(via MS Teams)
FIELD, Ms Belinda	(via MS Teams)
FLINT, Mr Greg	
JENKINS, Dr Brent	(via MS Teams)
MUNRO, Dr Bill	
WINTER, Ms Sarah	

#### Ex Officio:

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

CONSTABLE, Ms Jude	Executive Director Acute Care Services
INGRAM, Dr Matthew	Chair, Wyong Medical Staff Council
KAJONS, Ms Nicole	A/District Director Community Wellbeing and Allied Health
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
PALMQVIST, Dr Catherine	Hospital in the Home (HITH)
WARREN, Dr Eloise	Hospital in the Home (HITH)

#### In attendance:

LAING, Ms Corinne	Board Secretariat ( <i>minutes</i> )
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#### Apologies:

CRUICKSHANK, Mr Adam	District Director Community Wellbeing and Allied Health
HEALY, Mr Greg	Board Member
LEVETT-JONES, Prof Tracy	Board Member
MacLELLAN, Prof. Donald	Board Chair

### 3. Conflicts of Interest

Mr R. King declared the following updated conflict of interest for noting:

- Working with the District as the Pharmacy Guild Representative on some changes to the Opiate Treatment Program. There are some changes in policy requiring liaison with the Ministry of Health to ensure a smooth transition for the District.

#### 4. **Presentation –**

Dr C. Palmqvist attended the Board meeting to present on the Development of the Central Coast Hospital in the Home (HITH) Service. An overview was provided to the Board on how the model of care was developed in consultation with the District Executive and outlined the broadened services now offered to the Central Coast community.

A summary of current activity data was shared along with how the service is expanding.

Two key examples for areas of support HITH provides:

- Help at home for women with Hyperemesis Gravidarum (HG), a severe form of nausea and vomiting and patients.
- Assistance for patients with cellulitis requiring consistent antibiotic treatment and monitoring.

Key principles of the service include taking pressure off the hospital emergency departments by diverting patients to receive care under HITH with a General Practitioner (GP) available on site for 12 hours per day. HITH's objective is for all patients admitted to hospital to be reviewed and assessed if they are suitable to have any element of their stay at home.

The strengths of a medical led multidisciplinary HITH service were highlighted. Work is underway to refine and streamline referral pathways and processes. Future goals include engaging GP's in out of hospital care initiatives and to provide services to more Aboriginal people in the community.

#### 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 30 May 2023 were confirmed as a true and accurate record of the meeting.

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

The Chief Executive provided updates to the following actions for submission to future meetings:

**Action item 1:** The next stage of the Clinical Services Plan is on track and will be presented to the Board at the 25 July 2023 meeting.

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

- Continued improvement throughout the month of May in the areas of quality and safety, access and flow, timely access to care and financial measures for the organisation.
- An increased demand on our services is being experienced during June, however this is not unexpected or unusual for the winter season and some improved outcomes are evident.
- The Long Jetty Urgent Care Centre development is close to finalisation. The final stages of planning are underway with a four-month development timeframe.
- The "Our Path to Excellence" Program with Price Waterhouse Cooper (PwC) has had positive outcomes with the first cycle completed and transition to the second cycle.
- Ms. L Bickerstaff, District Director Nursing and Midwifery finishes in the role on 11 August 2023 and recruitment is in progress for an appropriate candidate.
- Mr. J English, Organisational Sustainability Manager has been seconded to Ministry of Health for initially a three-month term with possible extension. Mr. A Chandler, Director Medical Imaging has been seconded to the role for this period.

## 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 of improvement:

- Improved outcomes for patients from improvement in Healthcare Associated Complications (HAC's).
- Improved outcomes for staff with decline in the number of workforce injury claims.
- Improved financial outcomes. The positive financial results to be reported at the July Board meeting.
- Improved readmission rate and smoking during pregnancy however still a focus.

## 9. Matters for Discussion

Nil.

### 9.1 Risk Appetite Statement – The report was **noted** and taken as read. **Endorsed.**

- The Board discussed the Risk Appetite Statement, and the Chief Executive highlighted it as a guide for the District Executive around what priorities are to be focused on during the next 12 months.

### 9.2 Internal Audit and Risk Attestation Statement – The report was **noted** and taken as read. **Endorsed.**

- The Chief Executive highlighted the Internal Audit and Risk Attestation Statement as an annual process for 8 separate attestations.

### 9.3 Audit and Risk Committee Charter and Internal Audit Charter – The audit and risk charter **Endorsed.**

- The Chief Executive highlighted this as a revised charter for the Audit and Risk Committee, noting the committee has a newly appointed Chair and Independent Member.

## 8. 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 29 May 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 5 June 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 8 May 2023 were distributed in the Board Papers. **Endorsed** by the Board.

### 10.3 CARING FOR OUR STAFF:

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

The People and Culture Committee meeting key messages from the meeting held on 20 June 2023 were distributed in the Board meeting papers.

The Board Chair highlighted:

- Progress in improvement of Workers compensation performance
- Improvement in recruitment timeframes
- Improvement in mandatory training completion
- Ms B. Kestel, District Director People and Culture will present a deep dive into People and Culture at the August Board meeting.

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

The People and Culture Committee meeting minutes from the meeting held on 18 April 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

### **10.3.3 Medical and Dental Appointment Advisory Committee - Key Messages**

The Medical and Dental Appointment Advisory Committee key messages from the meeting held on 1 May 2023 were distributed in the Board meeting papers. **Noted**.

### **10.3.4 Medical and Dental Appointment Advisory Committee - Minutes**

The Medical and Dental Appointment Advisory Committee minutes from the meeting held on 1 May 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**

The Board Research Committee meeting key messages from the meeting held on 13 June 2023 were distributed in the Board meeting papers. **Noted**.

### **10.4.2 Board Research Committee - Minutes**

The Board Research Committee minutes from the meeting held on 11 April 2023 were distributed in the Board meeting papers. **Endorsed** by the Board.

## **10.5 CARING FOR OUR COMMUNITY:**

### **10.5.1 Consumer and Community Advisory Committee**

Terms of Reference endorsed out of session. Initial meeting scheduled for 11 July 2023.

## **10.6. Clinician engagement**

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

The Clinical Council meeting minutes from the meeting held on 11 May 2023 were distributed in the Board meeting papers. **Noted**.

### **10.6.2 Medical Staff Council**

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

- A successful clinician information session was held last week at Gosford on voluntary assisted dying. A session will be held at Wyong Hospital on 6 July 2023. The session will be recorded so that it is available for all staff to view.
- Workforce pressures for Junior Medical Officers (JMO's) within the medical services and fatigue. The Board discussed improvement opportunities to engage and support JMO's.

## **11. Compliance Monitoring:**

### **11.1 Enterprise-wide High and Extreme Risk Report. Noted.**

The Enterprise-wide High and Extreme Risk Report was distributed in the Board meeting papers. **Noted** by the Board.

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

## **12. New Business**

### **12.1 Board Chair and Member Renewal**

The **Acting** Board Chair discussed recent advice received from the Minister for Health who has commenced a statewide expression of interest process for new nominations for the Boards with the intention to improve diversity, representation and capability across NSW Boards.

Prof. Donald MacLellan's term as Chair has been reappointed to 31 December 2023 with further advice to follow in the next few months.

The Chief Executive noted that Ms B. Field previously agreed to remain on the Board until a replacement has been formally appointed. Due to the review of the Boards, the recruitment of the Aboriginal Board Member may take longer than anticipated.

**13. Meeting Close**

The meeting closed at 7:30pm.

**14. In Camera Session**

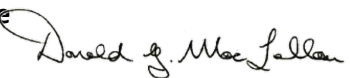
An *In Camera* session was not held.

**Next Meeting:**

Tuesday, 25 July 2023 at 5.30pm

**CERTIFIED AS A CORRECT RECORD**

Prof. Donald MacLellan  
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**Name**   
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**Signature**  
..... 25 July 2023  
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**Date**