

**Minutes for the NSW Health Pathology Board**

**27<sup>th</sup> February 2014**

**Tenth Meeting**

**Boardroom, Level 7, 67 Albert Ave, Chatswood**



**Health  
Pathology**

**Present:**

Dr Steve Flecknoe-Brown, Mr Murray Austin, Professor Graeme Stewart, A/Prof Peter Stewart, Dr Bruce Sanderson, Dr Stephen Braye, Ms Kay Hyman (teleconf 1hr)

**Apologies:**

Ms Vicki Taylor, Dr Kerry Chant

**In Attendance:**

Ms Tracey McCosker, Vanessa Janissen, Professor Roger Wilson, Dr Sue Carter, Carina Bates, Gus Koerbin

**Secretariat:**

Ms Sharnie Everton

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Order of Business: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 12, 13, 14, 15, 16, 17

## **BUSINESS OF THE MEETING**

### **1. Welcome & Apologies**

Ms Vicky Taylor & Dr Kerry Chant are noted as an apology.

The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2:25pm and welcomed those present.

### **2. Declarations of Conflict of Interest**

There were no declarations of conflict of interest raised.

### **3. Minutes of Previous Meeting**

The Board members ACCEPTED the December 2013 Board meeting minutes.

**Action: Add Graeme Stewart as an apology in the December 2013 minutes and re-distribute to the Board.**

### **4. Business Arising from Previous Meetings**

The Action List was reviewed as part of the agenda.

**Action: Biobanking to be added to the April 2014 agenda.**

### **5. Chief Executive Report**

Paper Attached:

T McCosker gave an update on NSW Health Pathology.

The Board ACCEPTED the CE Report.

### ***Standing Committee Reports***

### **6. Finance & Performance**

Paper Attached:

Murray Austin gave an update on the Finance & Performance Committee.

The Board ACCEPTED the report.

### **7. Audit & Risk Management**

Paper Attached:

Vanessa Janissen gave an update on the Audit & Risk Management Committee.

The Board ACCEPTED the report.

## 8. Clinical Council

Not applicable

## 9. Forensic & Analytical Scientific Services (FASS)

Paper Attached:

Kevin Forward gave an update to the Board on the current achievements of FASS as well as the changes to government legislation that affects the FASS Network. Kevin also informed the Board of sustainability issues in the food testing area and discussions that would need to occur with the customer and the Ministry. The Board indicated it supported the direction FASS was taking in regard to this issue.

The Board NOTED the report.

### General Business

#### *Strategic Issues for Decision/Discussion*

## 10. Outline of Board Meetings for 2014

Paper Attached:

T McCosker outlined the proposed Board meeting schedule for 2014.

The Board ACCEPTED the schedule with one suggested change.

**Action: T McCosker to change the order of the meeting schedule; Clinicians & LHDs to be brought forward to the April agenda.**

## 11. Strategic Plan

Paper Attached:

S Carter presented to the Board the final draft version of the Strategic Plan.

The Board ENDORSED the Strategic Plan.

### 11.1. Final Version for Approval

### 11.2. Vision for NSW Health Pathology

C Bates outlined the vision statement communication strategy to the Board, and explained how the vision will be communicated to staff.

### 11.3. Values for NSW Health Pathology

M Sainsbury outlined the values communication strategy to the Board and how the values will be implemented and communicated to staff.

The Board ENDORSED the Values and Vision for NSW Health Pathology.

**Action: M Sainsbury to provide the results & baseline for the YourSay survey at the next Board meeting.**

## 12. Operational Plan Update at December 2013

Paper Attached:

S Carter outlined the Operational Plan update to the Board.

There was robust discussion around the formation of a single quality IT system across all the Networks. NSW Health Pathology need to work closely with the LHDs & CEC in the future to develop a clinical governance framework.

The Board NOTED the Operational plan.

**Action: S Carter to provide an update on the Operational Plan on a quarterly basis.  
S Carter to include in the 2014-15 Operational Plan “bridging the gap” in the clinical governance framework between NSWHP and the LHDs.  
T McCosker to add on the agenda of the ELT meeting Pathology Clinical Advisory Committee for discussion.**

## 13. Performance Report Update

S Carter outlined the Performance Report for the Board.

Discussion focused on the performance reporting needs of the organisation. It was agreed that:

- Monthly performance reports to be submitted to the Finance and Performance Committee for review with any performance issues/concerns to be communicated by the Chair to the Board
- Definitions be included for all KPIs reported in the monthly performance reports
- Graphs trending results over time to be included as part of an expanded quarterly performance report
- A schedule to be developed to outline the steps and timeframes in establishing a NSW Health Pathology Performance Framework and Benchmarking Program.

The Board NOTES the Performance Report Update.

## 14. FRACP/FRCPA

G Stewart outlined the FRACP/FRCPA paper to the Board. There was a discussion around the issue of dual appointments between NSWHP and the LHDs. Discussions are continuing with the Ministry of Health to resolve the issue.

The Board resolves that the issues surrounding dual appointments and indemnity for pathologists in positions within the NSW public hospital system be resolved by the Ministry of Health with urgency.

The Board NOTES the FRACP/FRCPA paper.

**Action: M Sainsbury to update the Board at the April meeting on the outcomes from the discussions with the Ministry of Health on dual appointments.**

***Board Updates for Noting/Discussion***

**15. Items Without Notice**

There were no items raised without notice.

**16. Board Evaluation**

**Action: The Board Evaluation to be distributed to the meeting attendees.**

**17. Next Meeting**

24<sup>th</sup> April 2014 – Boardroom Level 7, Sage Building, 67 Albert Ave, Chatswood

**Committee Minutes/Report for Information**

- 1. Finance Committee**
- 2. Audit & Risk Committee**
- 3. Clinical Council N/A**

The meeting closed at 4:32pm