

Minutes for the NSW Health Pathology Board

24th April 2014

Eleventh Meeting

Boardroom, Level 7, 67 Albert Ave, Chatswood



Health
Pathology

Present:

Dr Steve Flecknoe-Brown, Mr Murray Austin, Professor Graeme Stewart (teleconference) Associate/Professor Peter Stewart, Dr Bruce Sanderson, Dr Stephen Braye (teleconference), Ms Kay Hyman (teleconference 1hr) and Dr Kerry Chant

Apologies:

Ms Vicki Taylor and Vanessa Janissen

In Attendance:

Ms Tracey McCosker, Professor Roger Wilson, Dr Sue Carter and Gus Koerbin

Secretariat:

Mrs Tanya Dunn

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

BUSINESS OF THE MEETING

1. Welcome and Apologies

Ms Vicki Taylor and Mrs Vanessa Janissen are noted as an apology.

The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2:40pm and welcomed those present and Mrs Tanya Dunn recorded the minutes. A quorum of Board members was present and the meeting proceeded with business.

2. Declarations of Conflict of Interest

Dr Steve Flecknoe-Brown disclosed potential conflict of interest, as his superannuation has shares in Ramsay Health Care.

3. Minutes of Previous Meeting

The Board members APPROVED the draft Board meeting minutes of the 27th February 2014.

4. Business Arising from Previous Meetings

The Action List was reviewed as part of the agenda.

5. Chief Executive Report

Paper Attached:

Tracey McCosker provided an update on NSW Health Pathology.

The Board ACCEPTED the CE Report.

Action: Key discussion points from the Executive Leadership Team meetings to be included in the Chief Executive Report.

Standing Committee Reports

6. Finance and Performance

Paper Attached:

Murray Austin provided an update on the Finance and Performance Committee.

Sue Carter delivered a report on the quarterly performance for the period January – March 2014. A number of questions were asked and discussion ensued.

The Board ACCEPTED the quarterly performance report with a suggestion to include further clarity of the KPI definitions.

Action: Retain KPI definitions in the quarterly performance report and seek clarification of definitions.

7. Audit and Risk Management

Paper Attached:

Tracey McCosker provided an update on the Audit and Risk Management Committee.

The Board ACCEPTED the report.

8. Clinical Council

Not applicable

9. Forensic & Analytical Scientific Services (FASS) :

Tracey McCosker provided an update to the Board on progress issue with food testing SLA with the NSW Food Authority. Tracey McCosker also informed the Board that the issue has been flagged with the Health Services Union. A stop work meeting is scheduled for the 29th May 2014.

Kevin Forward, Director Forensic Analytical Science Service, and the Public Health Branch will participate in the development/review of the specifications and be a part of the evaluation panel for the Authority's tender process.

The Board NOTED the verbal report.

General Business

Strategic Issues for Decision/Discussion

10. Partnerships, Networking and Processes

Paper Attached:

Tracey McCosker presented to the Board the NSW Health Pathology Strategy Map and gave a brief update on Partnerships, Networking and Processes strategic initiatives of the NSW Health Pathology Operational Plan 13/14. Questions were asked and answered.

11. Strategic Risk Management Framework

Paper Attached:

Sue Carter presented to the Board the final version of the Strategic Risk Management Framework and discussion ensued.

The Board ENDORSED the Strategic Risk Management Framework.

1.1. Managing Clinical Risk

Presentation:

Roger Wilson presented to the Board the Managing Clinical Risk Presentation and discussion ensued.

Action: The Managing Clinical Risk presentation should be offered to the broader community including LHD Clinical Councils, Medical Grand Rounds and Clinical Governance Units as well as the non-pathology community.

Action: The Managing Clinical Risk Presentation to be circulated accompanying the Board Meeting Minutes.

12. Clinical Governance Framework

Roger Wilson also presented on the issues to be addressed in a Clinical Governance Framework.

Board Updates for Noting/Discussion

13. Items Without Notice

There were no items raised without notice.

14. Board Evaluation

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

15. Next Meeting

29th May 2014 – Boardroom Level 7, Sage Building, 67 Albert Ave, Chatswood.

Committee Minutes/Report for Information

- 1. Finance and Performance Committee**
- 2. Audit and Risk Management Committee**
- 3. Clinical Council – N/A**
- 4. YourSay 2013 Results**
- 5. Dual Appointments**

There being no further business to come before the meeting, the meeting was closed at 4:38pm.