

Minutes for the NSW Health Pathology Board
25th June 2015
Eighteenth Meeting
Boardroom, Level 7, 67 Albert Ave, Chatswood



Health
Pathology

Present:

Dr Steve Flecknoe-Brown, Professor Dominic Dwyer, Mr Kevin Forward, Mr Murray Austin, Dr Maxwell Alexander, Ms Tamsin Waterhouse and Dr Kerry Chant (Teleconference)

Apologies:

Ms Kay Hyman and Professor Graeme Stewart,

In Attendance:

Ms Tracey McCosker, Professor Roger Wilson, Dr Sue Carter, Dr Gus Koerbin and Ms Vanessa Janissen (Videoconference).

Secretariat:

Ms Tanya Dunn

Order of Business: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11,

BUSINESS OF THE MEETING

1. Welcome and Apologies

Ms Kay Hyman and Professor Graeme Stewart noted as apologies.

The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2:41pm and welcomed those present and Tanya Dunn recorded the minutes. A quorum of Board members was present and the meeting proceeded with business.

2. Declarations of Conflict of Interest

No Declarations of Conflict of Interest were noted.

3. Minutes of Previous Meeting

The Board members APPROVED the draft Board meeting minutes of 30th April 2015.

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 Chief Executive Report.

Standing Committee Reports

6. Finance and Performance

Paper Attached:

Murray Austin provided an update on the Finance and Performance Committee. The Board APPROVED the Finance and Performance Committee report. Noting a highly commendable result.

Murray Austin made reference to the circulated documentation included in the Board papers from John Roach regarding “New Cash Management Arrangements for Unrestricted (General Fund) Cash Assets”, noting major changes across the whole of Government regarding the handling of cash and corresponding debt. Brief

NSW Health Pathology Board Minutes

discussion ensued; noting concerns.

Proposed workshop to be held early July. The Board agreed to wait until further details and workshop outcomes are finalised.

ACTION: Ministry of Health will continue to liaise with LHDs and SHNs;

Murray Austin to provide an update to the Board at the August Board meeting.

ACTION: Standing agenda item to be included on the monthly Finance and Performance Committee meeting agenda; and include relevant information in the Finance and Performance Standing Committee Report provided to the Board.

7. Clinical Council

The Clinical Council Standing Committee Report was tabled at the Board meeting.

Roger Wilson provided an update on the Clinical Council Committee.

The Board ACCEPTED the Clinical Council report.

ACTION: Roger Wilson to circulate to the Board out of session, draft correspondence to each Local Health District seeking re-nomination of membership to the NSW Health Pathology Clinical Council; as well as the revised NSW Health Pathology Clinical Council Terms of Reference for review and comment.

ACTION: Roger Wilson to distribute thank you letters to the current membership of the NSW Health Pathology Clinical Council acknowledging their contribution, and advising of the re-nomination process.

ACTION: Roger Wilson to present to the NSW Health Pathology Clinical Council the revised NSW Health Pathology Clinical Council Terms of Reference upon endorsement of the Board, at the next NSW Health Pathology Clinical Council meeting scheduled for the 26th August.

ACTION: Roger Wilson to amend the revised NSW Health Pathology Clinical Council Terms of Reference to include membership representation from the Office of the State Coroner. Invitation correspondence to be addressed to Magistrate Michael Barnes, State Coroner.

General Business

Focus Area: Partnerships, Networking and Processes

8. Risk Management Strategy

Vanessa Janissen presented to the Board an overview of the NSW Health Pathology Enterprise Risk Management Framework outlining NSW Health Pathology's approach to risk management. Discussion ensued.

The Board provided input identifying significant strategic risks within NSW Health Pathology. Sue Carter noted identified strategic risks; and advised that these risks will be reviewed against the current NSW Health Pathology Risk Register and mapped/aligned to the NSW Health Pathology Operational Plan or to the relevant NSW Health Pathology Network Operational Plan's. Vanessa Janissen to provide an update at the August Board meeting.

ACTION: Vanessa Janissen to provide an update at the August Board meeting regarding alignment of the identified significant strategic risks and confirmation of risk descriptions.

9. Local Health District Visits

Sue Carter provided to the Board an overview of recent visits undertaken to nine (9) Local Health Districts; the purpose for each site visit is to build and enhance relationships, and to improve services between NSW Health Pathology and Local Health Districts. Discussion ensued.

ACTION: Sue Carter to seek approval from each Network Director regarding wider circulation of each Network's detailed site visit summary.

MOTION by Murray Austin that pathology services be incorporated at the beginning of the planning process for any new service/infrastructure redevelopment. Sue Carter to draft documentation and forwarded to the Board out of session for endorsement, prior to submission to Dr Foley, Secretary, Ministry of Health.

Motion duly moved and seconded (Dominic Dwyer).

10. Developing Partnerships with TAFE

Gus Koerbin provided to the Board an overview of NSW Health Pathology's position in relation to developing partnerships with TAFE and other tertiary institutions.

Discussion was held regarding the proposed phlebotomy partnership between Sydney TAFE and NSW Health Pathology. View to commence the program in the new financial year (15/16).

Gus Koerbin noted that phlebotomy and Point of Care Testing are potential areas for NSW Health Pathology to engage and attract Aboriginal or Torres Strait Islander trainees into the workforce. Discussion ensued regarding funding.

ACTION: Gus Koerbin to provide a progress report to the Board regarding the phlebotomy partnership between Sydney TAFE and NSW Health Pathology at the October Board meeting.

New Business

11. Items without Notice

Tracey McCosker made reference to the relocation of the Chatswood office from Level 7 to Level 13. Advising that further details will be provided to the Board.

- 1. Finance and Performance Committee**
- 2. Clinical Council Minutes**

There being no further business to come before the meeting, the meeting was closed at 4.50pm.