

Minutes for NSW Health Pathology Board Meeting

24/06/2020 | 10:00 AM - 01:30 PM

1 Reserve Road, St Leonards, Honeysuckle Meeting Room, Newcastle and Skype

Attendees

Peter Loxton, Maree Gleeson, Michael Legg, Nicholas Hawkins, Darren Turner; Jason Ardler; Carmen Rechbauer; Nigel Lyons

In attendance: Jonathan Iredell, Tracey McCosker, Roger Wilson, Tammy Boone, Dominic Dwyer (for Agenda Item 5), Martin Canova (for Agenda Item 6), Stephen Braye and James Patterson (for Agenda Item 7) and Leanne Abernethy (for Agenda Item 14).

Secretariat: Tanya Dunn

Agenda

1. Welcome, Attendance and Acknowledgement of Country

The Chair declared the meeting open with acknowledgement of country and welcomed those present.

The Secretariat recorded the minutes.

No apologies were noted.

A quorum of Board Members was present, and the meeting proceeded with business.

2. Declarations of Conflict of Interest

- There were no new conflicts of interest to declare or to be added to the Conflict of Interest Register.
- Michael Legg advised the Board that his membership of The Royal College of Pathologists Australia CPA Project on Structured Reporting of Cancer Steering Committee and the Pathology Associations Council has concluded.
- The Secretariat **NOTED** the amendments to the Conflict of Interest Register.

3. Confirmation of previous minutes and action log

The Board Members **APPROVED** the draft Board meeting minutes of the 29 April 2020 as an accurate record of the meeting.

MOVED: Carmen Rechbauer

SECONDED: Michael Legg

The action log was reviewed as part of the agenda.

4. Chief Executive Update

The Chief Executive's Report was taken as read and the following items were noted:

- 2020 Emerging Leaders program;
- National Reconciliation Week;
- Pending appointment of new Executive Director, People and Culture, NSW Health Pathology;
- COVID-19 testing support to Victoria.

The Board Chair noted his recent meeting with the Secretary, NSW Health during which the excellent work of NSW Health Pathology was noted.

5. COVID-19 Update

The Board welcomed Professor Dominic Dwyer, Director, Public Health, NSW Health Pathology to the meeting to provide an update on NSW Health Pathology's response to COVID-19 Virology testing and Public Health response including:

- Laboratory testing assays and platforms;
- Turnaround times;
- Patient SMS service;
- Next steps in testing.

The Board Chair thanked Dominic Dwyer for the excellent work that is being done within NSW Health Pathology and asked him to pass on the Board's thanks to all staff involved.

6. Future Scenario Planning and Board Support for NSW Health Pathology

The Board welcomed Martin Canova, Executive Director, Strategy and Transformation to the meeting to provide an update on NSW Health Pathology's Future Scenario Planning (FSP) activities and outcomes and an overview of the NSW Health Pathology Operational Plan 2020-2021.

Martin also provided an overview of the establishment of Program Services in the Strategy and Transformation Portfolio. Program Services will support the governance processes in relation to and strengthen the delivery of transformational projects across NSWHP.

- The Board **NOTED** the activities and outcomes of FSP.
- The Board **NOTED** the NSWHP Operational Plan 2020-2021.
- The Board **NOTED** the changes implemented in relation to Program Services and the NSWHP Transformational Program - Governance Transition Timeline.

ACTION: Board members to provide feedback to Executive Director, Strategy and Transformation on the FSP outcomes document and 2020-2021 Operational Plan; and identify initiatives they would like to be involved in, support or have oversight of moving forward.

7. ICT update

The Board welcomed Stephen Braye, Executive Director, Clinical Services and Chief Medical Information Officer and James Patterson, Chief Information Officer, to provide an update on ICT including:

- Statewide Laboratory Information Management System (SLIMS known as Fusion);
- COVID-19 response around SMS Robot and Lessons Learnt;
- IoT projects, technology trends and Healthcare benefits;
- Cybersecurity.

The Board Chair advised that Cybersecurity remains an area of focus for the Board and Government more broadly; and requested that the Board be kept informed on proposed cybersecurity activities and risks; and the progress towards compliance with the NSW Government's Cyber Security Policy and ISO 27001 certification.

The Board thanked Stephen and James for the presentation provided.

Standing Items

8. Finance and Performance Committee Update

The Finance and Performance Committee Report was taken as read.

- The Chair of the Finance and Performance Committee provided an overview of the financial performance for May 2020;
- The budget process is progressing as BAU, although the formal budget process with Treasury has been delayed. Forecasting review scheduled for September 2020;
- NCOS for May 2020 was favourable to budget with the YTD result favourable before abnormal items. Abnormal items recognised in the YTD result;
- Operational unit results do not have any variance to budget for COVID-19 related revenue/expenses as the budget has been provided to offset at the operational level;
- The favourability for the margin on COVID-19 testing is included in the financial results summary;
- Public and private revenue is down against budget for May 2020. The impact of the private activity decrease in April impacting the May result. Activity levels are starting to increase due to the return of elective surgery and routine testing;
- Stock ordering levels still high in relation to COVID-19 purchases;
- Increased staff costs due to COVID-19 issues increased leave accruals and overtime;

- Overview of the Board Scorecard was provided. Review of the Board Scorecard to occur once the FSP outcomes have been reconciled into the new NSW Health Pathology Operational Plan 2020-2021;
- Two SAC 2 Incidents reported for May 2020.
- Quality and Safety Vertical Audit reporting is currently under review. Continue to progress and monitor scheduled Vertical Audits for 2020. All NSWHP laboratories are accredited as of May 2020;
- Coronial case report completions remain higher than the monthly average achieved in the 12 months prior; and the backlog of overdue reports is reducing.

The Board Chair acknowledged the excellent work of the Finance and Corporate Services Team and the Forensic Medicine Team.

9. Clinical Council Update

The Clinical Council Report was taken as read.

An extraordinary abridged meeting was convened entitled COVID-19 Pathology's response to the Pandemic.

Presentations included:

- Virology/Public Health Support provided by Dominic Dwyer, Director, Public Pathology Service, NSWHP;
- Clinical Services to Hospitals provided by Rob Lindeman, Executive Director, Clinical Operations, NSWHP;
- Forensic Services provided by Michael Symonds, Executive Director, Forensic and Analytical Science Service;
- Communication provided by Nicole Tripney, Executive Director, Strategic Communications.

The presentations were well received from members of the Clinical Council.

10. Governance Review Phase 2 Update

The Governance Review Phase 2 Update was taken as read.

- Tammy Boone, Director, Corporate Governance provided an overview of the proposed next steps of the Phase 2 Governance Review.
- Reconvene Governance Review Phase 2 Workshop in Quarter 1 (Q1) of the 2020-2021 financial year.
- Completion of a Responsible, Accountable, Supporting, Consulted and Informed (RASCI) matrix showing responsibilities across the Board and Committees in relation to risk, to ensure broad coverage and oversight.

- A detailed review of Board Committees to occur to clarify how the Board and Committees interact and ensure that Committee membership is appropriate and that there is a clear definition of decisions, opportunities, events and risks which need to be brought before each Committee; and clear and transparent reporting and escalation mechanisms.
- Information security and governance will be considered as part of the detailed review of the Board Committee Charters.
- The Director, Corporate Governance, acknowledged the collaboration and ongoing support of the NSWHP Clinical Governance Team, NSWHP Research Governance Office and the NSWHP Corporate Governance Team.

The Board **NOTED** the information provided in the accompanying brief.

ACTION: Board members to provide feedback to the Director, Corporate Governance and the Board Chair regarding the proposed steps of the Phase 2 Governance Review.

ACTION: Board Committee Charters are available in Diligent Boards and will be circulated to Board members for information before the reconvened Governance Review Phase 2 Workshop to be held Q1 2020-2021.

11. Quality and Safety Committee Update

The Quality and Safety Committee Report was taken as read.

- Nicholas Hawkins provided a brief overview of the 11 June 2020 committee meeting.
- The committee welcomed two (2) Emerging Leaders to the Quality and Safety Committee meeting for 12 months;
- Implementation of ims+ in NSWHP sites within 6 Local Health Districts;
- The Quality and Safety KPIs around incident management and recommendations remains an area of focus for the committee;
- Vertical Audits schedule has been distributed to Board members for information;
- Consideration to change the committee name to Quality and Clinical Safety Committee.

12. Medical Staff Council Update

Professor Jonathan Iredell provided an overview of the recent activities of the Medical Staff Council and the NSWHP Medical Staff Council (MSC) Annual General Meeting (AGM) held 27 May 2020 including:

- The MSC membership acknowledges the high-quality service provided by NSWHP to the people of NSW in the COVID-19 response;
- Rights of Private Practice Number 1 and Number 2 accounts;
- NSWHP's Research Register and maturing NSWHP's strategic direction in research and training;

- Executive Committee nominations/elections and office bearer terms;
- Medical and Dental Appointments Advisory Committee and medical workforce engagement;
- Consideration of senior pathology bios to be made available on the NSWHP website.

13. Medical and Dental Appointments Advisory Committee

The Medical and Dental Appointments Advisory Committee report was taken as read.

The Chair of the Medical and Dental Appointments Advisory Committee (MDAAC) provided a brief overview of the 20 May 2020 meeting.

- MDAAC evaluation scheduled for May 2020 with findings to be discussed at the June 2020 meeting.

14. Safety and Wellbeing Update

The Safety and Wellbeing Update was taken as read.

- Health and Wellbeing tool kit currently being finalised for managers and staff;
- The rollout of the Mindarma mindfulness and resilience package for all staff developed in conjunction with the Black Dog Institute;
- Workers Compensation Claims and KPIs update;
- Nil SafeWork NSW Reportable incident and Nil SafeWork NSW site visits during May 2020;
- WHS Mandatory Training on track;
- Updated Occupational Assessment Screening and Vaccination Policy has been released;
- EAP usage for May 2020.

15. Items without notice

The Board **AGREED** to continue with the proposed plans for the October Board meeting to be hosted in Wollongong.

Items for Information only


- Performance KPIs and Critical Issues and Performance Report
- Finance and Performance Committee Minutes
- Audit and Risk Management Committee Minutes
- Clinical Council Minutes
- Medical and Dental Appointments Advisory Committee Minutes
- Medical Staff Council Minutes
- NSW Health Pathology Operational Plan Q3 Summary.

Next Meeting

Next meeting 26 August, 10am-1.30pm @ 1 Reserve Road, St Leonards.

Meeting Closed 1.34pm.

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology

A handwritten signature in black ink, appearing to read "Peter Loxton". The signature is written in a cursive style with a long horizontal stroke at the end.

Meeting and Agenda Reference	Action Item	Responsible	Status
24/06/2020 Item 10.	Board members to provide feedback to the Director, Corporate Governance and the Board Chair regarding the proposed steps of the Phase 2 Governance Review.	Board members	ONGOING
11/12/2019 Item 5.	Revised Risk Appetite Statement to be circulated out of session and update on embedding of Enterprise Risk Management to be provided at June meeting.	Tammy Boone	ONGOING
11/12/2019 Item 8.	NSW Health Statewide Biobank update to be provided at a future Board meeting. Consideration to be given to hosting one of the 2020 Board meetings at the Biobank facility.	Roger Wilson	ONGOING
27/02/2019 Item 5.	Daniel Hunter, Chief Financial Officer, Ministry of Health to be invited to attend an upcoming Finance and Performance Committee meeting and Board meeting.	Darren Turner	ONGOING
Items closed since the last meeting (24 June 2020)			
24/06/2020 Item 6.	Board members to provide feedback to Executive Director, Strategy and Transformation on the future scenario planning outcomes document and the NSWHP Operational Plan 2020-2021; and identify initiatives the Board would like to be involved in, support or have oversight of moving forward.	Board members	COMPLETED
26/08/2019 Item 15.	Progress towards the implementation of Research Governance Framework and broader update on Research and Innovation Framework activities to be presented to the Board in 2020.	Roger Wilson	COMPLETED AUGUST AGENDA
24/06/2020 Item 10.	Board Committee Charters are available in Diligent Boards and to be provided to Board members for information before the reconvened Governance Review Phase 2 Workshop to be held Q1 2020-2021.	Tammy Boone	COMPLETED
27/02/2019 Item 5.	The Board welcomed an update and visibility on internal programs and projects; including post review analysis at a future meeting. ** Part of the project prioritisation schedule.	Darren Turner	COMPLETED
11/12/2018 Item 3.	Perinatal Post-Mortem Service update to be provided at a future meeting. BAU not required for update to Board.	Robert Lindeman	COMPLETED

