

Minutes for NSW Health Pathology Board Meeting

28/10/2020 | 10:00 AM - 01:27 PM

1 Reserve Road St Leonards, Bar Beach Boardroom, Newcastle and Skype

Attendees

Peter Loxton, Maree Gleeson, Michael Legg, Nicholas Hawkins, Darren Turner, Jason Ardler, Jonathan Iredell and Nigel Lyons.

In attendance Tracey McCosker, Roger Wilson, Tammy Boone, Meredith Caelli for Item 7, Lyn Baker for Items 7 and 9, Michael Whiley for Item 10 and Deanna Paulin for Item 14.

Secretariat: Tanya Dunn

Agenda

Welcome, Attendance and Emergency Management

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

- No noted apologies.
- A quorum of Board members was present, and the meeting proceeded with business.
- The Secretariat recorded the minutes.

Acknowledgement of Country

Declarations of Conflict of Interest

The Chair requested all attendees to declare or remove any conflicts of interest at the meeting.

- There were no new conflict of interests to declare or to be added to the Conflict of Interest register at this meeting.

Confirmation of previous minutes and review of action log

The Board members **APPROVED** the draft Board meeting minutes of the 26 August 2020 as an accurate record of the meeting.

Moved: Nicholas Hawkins

Seconded: Jason Ardler

The action log was reviewed as part of the agenda. Noting the invite to Dan Hunter and Alfa D'Amato to attend an upcoming Board meeting to be deferred to early 2021.

Standing Committee Reports

Chief Executive Update – Tracey McCosker

The Chief Executive's Report was taken as read.

Noting:

- The NSW Health Pathology Innovate Reconciliation Action Plan (RAP) has been conditionally endorsed by Reconciliation Australia.
- Progress on funding for the Statewide Laboratory Information Management System (SW LIMS). Awaiting update on progress on funding for the Single Digital Patient Record (SDPR) project.
- The successful Go Live of the new Statewide Pathology Billing Solution (SPBS) at pilot site, West, Rural and Regional.

ACTION: SW LIMS presentation update to be provided at the December Board meeting.

COVID-19 Update – Tracey McCosker

- The Chief Executive provided the Board an update on NSW Health Pathology's COVID-19 response.
- Nigel Lyons provided the Board an update on NSW Health's COVID-19 response and testing update.

ACTION: Board Secretariat to circulate COVID19 summary update out of session.

Governance Review - Approval of changes following workshop – Tammy Boone

Tammy Boone referred to the updated changes to the Board Committee Charters following the Governance Review Workshop.

The Board **APPROVED** the changes to the following Board Committee Charters:

- Clinical Council; and
- Medical and Dental Appointments Advisory Committee.

Following discussions, the Board **APPROVED IN PRINCIPLE**:

- The assignment of responsibility for providing advice to the Board on Informatics Strategy and planning in relation to the use of technology and data analytics to deliver customer-centric solutions and faster, better clinical outcomes to the Quality and Clinical Safety Committee; and
- The assignment of responsibility for providing advice to the Board on research strategy implementation, milestones achieved and monitoring the accounting of research and clinical trial funding to the Finance and Performance Committee,
- The amendments proposed to the Audit and Risk Management Committee Charter to expressly call the accountabilities of the Committee in relation to Informatics and Research Governance,

- with amended Charters giving effect to the above to be presented to the Board for approval at the December meeting.

The Board **NOTED** the revised Medical Staff Council Charter.

Noting:

- Further amendments may be required to the Charters in light of the work undertaken by the Informatics and the Research Governance Working Party as well as the internal structure changes of the various portfolios reporting to the Executive Director, Clinical Governance and Quality and Safety portfolio and the formation of an Office of the Chief Executive incorporating the transfer of data governance and research governance.
- Board members to notify the Board Chair of their interest in being appointed as a Board member representative on the Quality and Clinical Safety Committee and/or the Finance and Performance Committee or an attendee at the Audit and Risk Management Committee.
- Data and research governance, compliance and risk are within the remit of the Audit and Risk Management Committee.
- All governance arrangements and Charters to be reviewed by the Board annually with opportunity for Board input.
- The Board discussed an additional proposed amendment to the ARMC Charter for consideration around ongoing in-attendance of the Chief Information Officer (CIO) or Chief Medical Information Officer (CMIO) and the Executive Director, People and Culture.

ACTIONS:

- ***The Director, Corporate Governance to provide amended Charters for Quality and Clinical Safety, Finance and Performance and Audit and Risk Management Committees for approval at the December Board meeting.***
- ***Board members to notify the Board Chair of their interest in being appointed as a Board member representative on the Quality and Clinical Safety Committee and/or the Finance and Performance Committee or an attendee at the Audit and Risk Management Committee.***
- ***The Chief Executive to provide an update to the Board out of session around the internal structural changes of the various portfolios reporting to the Executive Director, Clinical Governance and Quality and Safety portfolio and the formation of an Office of the Chief Executive (OCE) incorporating the transfer of data governance and research governance.***

Approval of Risk Appetite Statement –Meredith Caelli, Tammy Boone and Lyn Baker

The Board welcomed Meredith Caelli, Tammy Boone and Lyn Baker to the Board meeting to provide an update on the revised NSW Health Pathology Risk Appetite Statement (RAS).

Noting:

- The RAS has been reworked to provide clearer, more practical guidance to NSWHP staff regarding NSWHP's appetite for risk in key categories and to include an additional statement around partnering with Aboriginal and Torres Strait Islander stakeholders. There have not been any material changes to the content of the appetite statements from the version presented to the Board in December 2019.
- The Audit and Risk Management Committee endorsed the revised RAS at a special meeting held on the 12 October 2020.
- A detailed communications plan will be developed to ensure the embedding of the RAS across all aspects of NSWHP's operations.

The Board **APPROVED** the revised RAS subject to amendment to the wording around the risk category "Communication and Information" as discussed, and the next steps outlined in the accompanying brief.

Finance and Performance Committee Update – Darren Turner

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 of NSW Health Pathology.

Noting:

- YTD September NCOS was favourable to budget.
- Underlying COVID-19 result favourable for the month and favourable YTD.
- COVID-19 revenue was higher than expected due to the billing cycles with higher testing days at the back end of August being billed in the September result.
- Varying levels of activity decreases outside of COVID-19 with metro areas noting a significant decline than regional.
- Intrahealth revenue down on last year with private revenue flat.
- Efficiency strategies and tracking of progress to be completed after Quarter 1.
- All operational units have 2020/2021 budgets with agreed revenue and expense targets.
- Continue to work on the long-term financial plan with an update to be provided at a future Board meeting.

- A discussion was held around the Capital Asset Reserve, proposed high level capital expenditure requirements and long-term modelling. Further discussion to occur between NSWHP and MoH Financial Operations.

The Board **NOTED** the information provided to the Board on financial results for September 2020.

The Board Scorecard was taken as read.

ACTION: Discussion between Chair, Finance and Performance and Board member Maree Gleeson around research funding and reporting to be held out of session.

Audit and Risk Management Committee – Lyn Baker

The Audit and Risk Management Committee (ARMC) Report was taken as read.

Noting the following presentations and updates were provided at the ARMC meetings held on the 28 August 2020 and the special meeting held on the 12 October 2020:

- NSWHP has engaged O'Connor Marsden as the external provider for internal audit services;
- the endorsement of the Internal Audit Plan;
- Risk Maturity Report report to be finalised and presented to the ARMC at a future meeting;
- The sign off NSWHP's financial statements, with the ARMC commending the Finance and Audit Office teams for their fantastic work;
- ICAC correspondence around how Audit and Risk Management Committees approach fraud and corruption to be presented at the December ARMC.

A revised format of the ARMC Standing Report will be provided at the December Board meeting. Request to all Board members to advise of any additional content they would like to see included in the ARMC standing report.

ACTION: Board members to advise Chair, ARMC of any additional content they would like to see in standing ARMC reports,

Clinical Council – Roger Wilson and Michael Whiley

The Clinical Council Report was taken as read.

Noting the following presentations and updates were provided at the Clinical Council Committee at the August meeting:

- Genomic Surveillance of SARS-CoV-2 for COVID-19 control;
- Epidemiologist/WGS Public Health Pathology Program;
- Update and overview of COVID serological testing.

The Board **NOTED** that the current Chair, Roger Wilson is stepping down and effective at the November meeting the new Chair will be Michael Whiley, Executive Director Medical Services.

Quality and Safety Committee – Nicholas Hawkins

The Quality and Safety Report was taken as read.

Noting the following presentations and updates were provided at the Quality and Safety Committee meeting held on the 7 September 2020:

- COVID-19 update
- Supervision compliance
- Ims+ training
- An update on the Specimen Tracking Project
- An update on the Quality and Safety Performance Indicators (PIs) including the revised PIs.
- Endorsement of the revised PIs and the September 2020 Quality and Patient Safety Report.

The Board **NOTED** the recommended changes to the Quality and Safety PIs for the Quality and Safety Board subcommittee.

Medical Staff Council Update – Jonathan Iredell

Jonathan Iredell provided an overview of the Medical Staff Council Executive Committee meeting held on the 21 October 2020.

Noting the following presentations and updates were provided at the Medical Staff Council Executive Committee (MSC EC):

- The Chief Executive attended the meeting to provide an opportunity for members to consider and discuss a case for change to the current Rights of Private Practice (ROPP) arrangements to ensure long term sustainability of staff specialists and options around the future arrangements for ROPP.
- A standing invitation has been extended to the Chief Executive (or delegate) to attend future MSC EC meetings.
- Research to be discussed more broadly at the upcoming Annual General Meeting (AGM) with an invite extended to Amanda Koegelenberg, Research and Innovation Program Director to provide an update on the activities in NSWHP around Research and to explore ways in which the Medical Staff Council (MSC) can further contribute to research and research governance.
- Jon Iredell's attendance at the NSW Medical Staff Executive Council (NSW MSEC) held on the 14 October 2020. Noting that Jon has accepted an ongoing appointment to the NSW MSEC, an organisation representing the LHD and network Medical Staff Councils of the public hospitals of NSW.
- A review of the Medical Staff Council new membership requests has been considered and proposed changes to membership to be discussed at the November meeting.

Medical and Dental Appointments Advisory Committee – Nigel Lyons

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

Noting the following presentations and updates were provided to the Board.

- Aligning Scopes of Practice with roles of laboratories and recency of practice in relation to laboratory work for clinicians who have dual appointments.

The Board **NOTED** the NSWHP MDAAC Evaluation Survey Summary.

Culture, Safety and Wellbeing – Deanna Paulin

The Culture, Safety and Wellbeing Report was taken as read.

The Board **NOTED** the overview provided by Deanna Paulin for the Health, Safety and Wellbeing Portfolio, including Workers Compensation.

Noting:

- Organisational culture and bullying remain a focus area of the Board and the Board requested progress updates to be provided on bullying and culture at future Board meetings.
- Culture scorecard to be presented to the Board at a future Board meeting.

ACTION: Executive Director, People and Culture to distribute Pulse Check Survey questions to Board members for review and feedback.

Statewide Laboratory Information Management System – Tracey McCosker

The Board was provided an update on the Statewide Laboratory Information Management System.

Terms of Reappointment

The Board **NOTED** the approved reappointments of Peter Loxton as a member and as a Chair of the NSW Health Pathology Board and Michael Legg and Maree Gleeson as members of the NSW Health Pathology Board.

Items without notice

- The Board Chair referred to a request from the NSW Health Council of Board Chairs Working Group around the governance arrangements of LHD and SHN Boards. Noting that NSWHP is out of scope; however, a response will be provided for information providing high level comments on our own arrangements given the role that NSWHP plays as a statewide health support service with a strong clinical focus.
- There being no other business to come before the meeting, the meeting closed 1.23pm.

For Information

- Performance KPIs Critical Issues
- Board Meeting Dates 2021 and Board Calendar 2021
- Finance and Performance Committee Minutes
- Audit and Risk Management Committee Minutes
- Quality and Safety Committee Minutes
- Clinical Council Minutes
- Medical and Dental Appointments Advisory Committee\

Next Meeting

Next meeting 16 December 2020, 10am-1.30pm @ 1 Reserve Road, St Leonards

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology



28/10/20	Executive Director, People and Culture to distribute Pulse Check Survey questions to Board members for review and feedback.	Deanna Paulin	PENDING Verbal update to be provided at December meeting
28/10/20	SW LIMS presentation update to be provided at the December Board meeting.	Juliana Iles Mann	PENDING Deferred to 2021 after SLT discussion
26/08/20 Item	Dan Hunter, Chief Financial Officer, Ministry of Health to be invited to join the October Board meeting.	Darren Turner	ONGOING Deferred to 2021
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. * Change action responsibility to Stephen Braye	Stephen Braye	ONGOING Propose Apr 2021
Items closed since the last meeting			
28/10/20	COVID19 summary update to be circulated out of session.	Tanya Dunn	COMPLETED
28/10/20	Board members to advise Chair, ARMC of any additional content they would like to see in standing ARMC report.	Board members	COMPLETED
28/10/20	Discussion between Chair, Finance and Performance and Board member Maree Gleeson around research funding and reporting to be held out of session.	Darren Turner Maree Gleeson	COMPLETED
28/10/20	The Chief Executive to provide an update to the Board out of session around the internal structural changes of the various portfolios reporting to the Executive Director, Clinical Governance and Quality and Safety portfolio and the formation of an Office of the Chief Executive (OCE) incorporating the transfer of data governance and research governance.	Tracey McCosker	COMPLETED
28/10/20	Board members to notify the Board Chair of their interest in being appointed as a Board member representative on the Quality and Clinical Safety Committee	Board members	COMPLETED

	and/or the Finance and Performance Committee or an attendee at the Audit and Risk Management Committee.		
28/10/20	The Director, Corporate Governance to provide amended Charters for Quality and Clinical Safety, Finance and Performance and Audit and Risk Management Committees for approval at the December Board meeting.	Tammy Boone	COMPLETED