

Minutes for NSW Health Pathology Board

23/02/2022 | 10:00 am - 01:25 pm, Microsoft Teams

Attendees

Peter Loxton; Maree Gleeson; Michael Legg; Nicholas Hawkins; Darren Turner; Jason Ardler and Nigel Lyons

Apologies

Carmen Rechbauer, Cathryn Cox and Lyn Baker

In Attendance

Tracey McCosker, Tammy Boone, Martin Canova, Michael Whiley, Jess Lee

Secretariat

Tanya Dunn

Welcome, Acknowledgement of Country and Emergency Management

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

The Chair **NOTED** apologies received.

A quorum of Board members were present, and the meeting proceeded with business.

The Secretariat recorded the minutes.

Declarations of Conflict of Interest

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

The Conflict of Interest Register was **NOTED**. Noting the new online platforms for Conflict of Interest and Gifts and Benefits to be used in place of the superseded registers.

Michael Legg informed the Board of his involvement with the NDIS Quality and Safeguards Commission.

Confirmation of previous Minutes and Review of Action Log

Board members were invited to comment on the minutes.

The Board members **APPROVED** the draft Board meeting minutes of 15 December 2022 as an accurate record of the meeting.

MOVED: Michael Legg

SECONDED: Maree Gleeson

The Action Log was reviewed and noted. Noting the AP Working Group's report on Digital Pathology will be presented to the Board at the April Board meeting. The Rights of Private Practice White Paper is ongoing.

Chief Executive Update

The Chief Executive's report was taken as read.

The Chief Executive noted:

- 2019 Research Activity Report
- A recent visit to the new Maitland Hospital
- Quality Management Information System
- Forensic Medicine Information System
- Health Prototyping Centre
- Resignation of the Secretary, NSW Health.

COVID 19 Update

The Chief Executive provided the Board with a brief update on NSW Health Pathology's COVID 19 response.

Nigel Lyons provided additional information around NSW Health's proposed Winter Testing Strategy and the non-urgent elective surgery resumption.

The Board **NOTED** the updates provided.

Strategic Priority 1 - Keep People Healthy and Safe

Community Engagement Framework

Nicole Tripney provided an update on progress made since the endorsement of NSWHP's inaugural Customer and Community Engagement Framework and commencement of pilot projects in 2021 and advised the next steps.

- The Board **NOTED** progress, challenges, achievements and the proposed steps to establish improved links with communities, consumers and customers, including implementing the draft framework and accompanying tools to build capacity and capability.
- The Board **NOTED** and discussed how the Board can support NSWHP's community engagement strategies and activities. Continue to contribute to pilot projects, prototyping user testing, shared learnings and experiences of community and customer engagement and provide recommendations for individuals/groups who might be willing to partner with us in our pilot projects and broader community engagement efforts.
- Reference was made to engagement with frontline clinicians, Clinical Council and Medical Staff Council, and other clinical customers around customer stratification to understand their needs, expectations, and interactions.
- Discussion occurred around the importance of consumer representation at the governance level, including on Board Committees, and more broadly in codesign and redesign activities to include

community and customer opinions and connect with processes and existing services currently in place.

ACTION: Further discussion to occur around engagement with the Clinical Council and Medical Staff Council. Tracey McCosker

Strategic Priority 1 - Keep People Healthy and Safe

Reconciliation Action Planning - Strategy and Transformation

KA McKercher presented the Reconciliation Action Planning efforts undertaken in Strategy and Transformation to implement the Reconciliation Action Plan (RAP).

Noting:

- The development and identification of a set of actions that Strategy and Transformation could take to progress reconciliation action.
- The repeatable process around performative actions, service redesign and white fragility.
- Adoption of the Design Justice Framework and principles.
- The Board **NOTED** the focus areas for 2022 around community consultation, building cultural competency and service models.
- The Board discussed ways to further implement and support the RAP into NSWHP activities to continue building relationships with communities to meet their needs better.
- The Board thanked KA McKercher for the presentation provided.

Strategic Priority 5 - Support and Harness Research and Innovation

Health Prototyping Centre

KA McKercher presented a progress update and overview on the Health Prototyping Centre (HPC), a partnership with eHealth, HealthShare and Health Infrastructure. Site managed by eHealth.

Noting:

- The site is at Macquarie Park. Scope of works developed in consultation with ICT, NSWHP Planning team, Health Infrastructure (HI) and potential users.
- Provision of essential amenities prototyping support (BYO instruments, simulation zones, subject matter experts) focuses on service, innovation, and usability testing.
- The lease is signed, site go-live estimated June 2022.
- Capability building activities underway around Innovation Academy, Lunch and Learn Series.
- Consideration around commercial interest through partnering with vendors or providers and potential sponsors, including the need to address probity and fairness requirements.

- Ongoing assessment after the initial setup phase and the HPC matures around required staffing profiles and resources. Currently appointed to the HPC is a Centre Director, Design resource and a dedicated ICT resource.
- The Board **NOTED** the progress provided on the HPC and the governance and prioritisation principles and potential risks outlined.
- The Board thanked KA McKercher for the presentation provided and welcomed the opportunity for an update to be provided to the Board at a future meeting. (Oct-Dec 2022).

Strategic Priority 4 - Develop and Support People and Culture

Health Leadership Program

Mel Barden and Alec Anderson presented on the establishment and rollout of the NSWHP Health Leadership Program (HLP).

Noting:

- The Board NOTED the establishment and rollout of the HLP program, NSWHP's new flagship statewide leadership program, as the successor to the Emerging Leaders Program.
- Seven (7) phase program delivered over ten (10) months to develop leaders around adaptive, collective and relational leadership capabilities and enable progress towards understanding key strategic challenges while applying new leadership tools and approaches.
- Program launch scheduled for 9 March 2022. Implementation March – December 2022.
- Expression of Interest (EOI) survey with 134 applications received for the program. Applicants were further shortlisted, assessed, and endorsed by the HLP Steering Committee, 48 learners and 12 local support facilitators.
- Plans around ensuring sustainability and performance from participants of the program.
- Career pathway and evaluation of the program for participants and NSWHP.
- The Board thanked Alec Anderson and Mel Barden for the presentation provided.

Standing Items

Finance and Performance Committee

The Finance and Performance Committee Report was taken as read.

Darren Turner, Chair of the Finance and Performance Committee, provided an overview of the financial performance of NSWHP.

Noting:

- High COVID-19 activity for January 2022. The underlying COVID-19 result is favourable for the month (excluding BAU impact). The January Net Cost of Service (NCOS) is favourable to the budget, and the YTD NCOS is favourable.
- BAU revenue impacted due to COVID-19 and elective surgery ceased in the YTD.

- There was staff absenteeism, high sick leave, and overtime due to COVID-19 and the vaccination booster effect.
- Half-yearly discount paid to Local Health Districts (LHDs) in December as per agreement with Ministry of Health (MoH).
- COVID-19 standard test price and rapid test price reduced 1 January 2022.
- Infrastructure fee revenue was down on the budget for the YTD.
- There is a need to review and discuss COVID-19 FTE/roles and required staffing levels to meet COVID-19 testing and surge capacity needs.
- Reference was made around the delay in redesigning the information security management system (ISMS) to improve cyber security. The Board noted the delay around resources deployed to COVID-19 activities. An update on progress is to be provided at the April Board meeting.
- The Board **NOTED** the information provided to the Board on the financial performance for January 2022 and YTD.

Clinical Council

Michael Whiley, Chair of the Clinical Council Committee, provided an overview of the Clinical Council meeting held on 16 February 2022 from Broken Hill, Wilyakal Country.

Noting:

- The theme of the meeting was around "Our Scientists and Technical Officers"; Everything you ever wanted to know and ask".
- Acknowledge four (4) retiring Council members and four (4) new Council members welcomed and present.
- The Chief Executive provided an update around changes to personnel and activities of NSWHP.
- The Board **NOTED** the information provided to the Board.

Medical Staff Council

No report was provided in the absence of Elizabeth Salisbury.

The Chief Executive advised that the Medical Staff Council (MSC) meeting held on the 16 February 2022 was a handover meeting between the retiring Chair, the newly appointed Chair and the broader MSC Executive group and an opportunity to plan and discuss agenda items for 2022. A standing invitation to the Chief Executive to resume for the April 2022 MSC meeting.

Medical and Dental Appointments Advisory Committee

The Medical and Dental Appointments Advisory Committee (MDAAC) was taken as read. Nigel Lyons provided an overview of the meetings held on 8 December 2021, 19 January 2022 and 16 February 2022.

Noting:

- The extraordinary meeting held on 19 January 2022 was valuable in identifying and ensuring appropriate processes around the appointment of clinicians with specific and special skills that may be new to NSWHP.
- The Board **NOTED** the information provided.

Quality and Clinical Safety Committee

No report was provided as there has been no meeting since 14 December 2022. The DRAFT 14 December 2022 Quality and Clinical Safety Committee meeting minutes are available for information. An update and report will be provided at the April Board meeting.

Safety and Wellbeing

The Safety and Wellbeing Report was taken as read.

Jess Lee, Acting Director, People and Culture, provided an overview of the Health, Safety and Wellbeing portfolio, including Workers Compensation.

Noting:

- COVID -19 Vaccination -NSWHP staff is currently 98% vaccinated.
- EAP usage for December 2021 – January 2022 with 38 new cases.
- WHS Incidents and Incident Reporting – 123 incidents. 10% reduction in compensable workplace injuries.
- WHS mandatory training – on track achieving over 85% completion.
- Nil SafeWork NSW site visits.
- Workers Compensation Claims – 39 open claims.
- MoH Security Audit (SIAT) – the report has been completed, and FASS is currently developing an action plan.
- The Board **NOTED** the information provided to the Board and **NOTED** their appreciation to Jess Lee and the People and Culture team for their efforts, hard work and dedication throughout the challenges of the last few months.

Fusion

- Tracey McCosker, Chief Executive, advised that a Program Risk Management Review is being undertaken for eHealth and NSWHP around the Single Digital Patient Record Program, including Fusion.
- The Board **NOTED** the outlined Scope of Service for the Risk Management Review.

Items without Notice

- Reference was made to the 2022 Board Members' Conference scheduled for 28 March 2022 at the Hyatt-Regency, Sydney. An agenda for the conference is currently being prepared and distributed once finalised. Noting the pre-conference event to be hosted 27 March 2022, Sydney CBD.
- The Chief Executive provided an update to the Board around security initiatives to enhance staff and visiting persons' safety while attending the Bourke Multi-Purpose Service and ensuring continuous service delivery to this region.
- April Board meeting to be hosted from the Newcastle Corporate Office.
- There being no other business to come before the meeting, the meeting closed at 1.25 pm.

For Information

NSW Health Pathology Scorecard

The Board Scorecard was provided for information and taken as read.

Medical and Dental Appointments Advisory Committee Meeting Minutes

Noted for Information.

Finance and Performance Committee Meeting Minutes

Noted for information.

Quality and Safety Committee Meeting Minutes

Noted for information.

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology



Action Log for NSW Health Pathology Board

27/10/2021 Item 6.	Presentation to the Board at a future meeting on the progress of projects within the Amalgamated Steering Committees.	Martin Canova	ONGOING OCT 2022
24/02/2021 Item 12.	A copy of the White Paper to be presented to the Board at a future meeting. ** Delayed will be prioritised for May 2022.	Tracey Dwyer	ONGOING JUN 2022
11/12/2019 Item 8.	NSW Health Statewide Biobank updates to be provided at a future Board meeting. Consideration is to be given to hosting one of the 2022 Board meetings at the Biobank facility.	Tracey McCosker	ONGOING OCT 2022
Items closed since the last meeting			
15/12/2021 Item 8.	Present to the Board the work undertaken by the Anatomical Pathology Working Group on Digital Pathology.	Martin Canova	COMPLETED
23/06/2021 Item 8.	An update post end of the financial year 2021 to be provided to the Board around the process and management of transitioning COVID-19 to BAU. Updated ** Partly addressed in strategic discussions October and December meetings.	Darren Turner	COMPLETED
28/04/2021	Access to the Risk Reporting Portal and risk reporting to be made available to Board members. Due to restricted access to the intranet for external staff – a copy will be provided as required.	Tammy Boone	COMPLETED
15/12/2021 Item 7.	Report to the Board with an update on the progress within the Health Prototype Centre.	Martin Canova	COMPLETED
27/10/2021 Item 11.	An update to be provided to the Board at the December meeting around progress on the Community Engagement Framework.	Nicole Tripney	COMPLETED
27/10/2021 Item 6.	Pandemic to endemic developments and updates to be provided to the Board quarterly.	Tracey McCosker	COMPLETED