

Minutes for NSW Health Pathology Board Meeting

26/02/2020 | 10:00 AM - 01:30 PM, Boardroom, Level 13, 67 Albert Ave, Chatswood

Attendees

Peter Loxton; Maree Gleeson; Michael Legg; Nicholas Hawkins; Darren Turner;

Jason Ardler and Carmen Rechbauer

Apologies: Nigel Lyons

In attendance: Jonathan Iredell, Tracey McCosker, Roger Wilson, Tammy Boone, Paul Dunn, Linda Sorum and Alfa D'Amato.

Secretariat: Tanya Dunn

Agenda

Welcome, Attendance and Acknowledgement of Country

The Chair opened the meeting with acknowledgement of country and welcomed those present and the Secretariat recorded the minutes.

- Apologies were noted.
- A quorum of Board Members were present and the meeting proceeded with business.
- Introductions were provided from Carmen Rechbauer, Jason Ardler and Jonathan Iredell.

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 conflicts of interests to declare or to be added to the Conflict of Interest Register at this meeting.

Confirmation of previous minutes and action log

The Board Members **APPROVED** the draft Board meeting minutes of the 11 December 2019 as a true record of the meeting.

MOVED: Maree Gleeson

SECONDED: Michael Legg

The action log was reviewed as part of the agenda.

Noting:

- The NSW Health Pathology Reconciliation Action Plan (RAP) has been submitted to Reconciliation Australia. Presentation to the Board at the April Board meeting.
- Daniel Hunter, Deputy Secretary, Finance and Asset Management, NSW Health scheduled to attend June Board meeting.

Chief Executive Update

The Chief Executive's Report was taken as read.

Noting:

- The appointment of Martin Canova to the role of Executive Director, Strategy and Transformation commencing 2 March 2020.
- The acknowledgement of the resignation of Martin Sainsbury, Executive Director, People and Culture. An Expression of Interest has been internally distributed to fill the position for an initial period of 3 months while a formal recruitment process is undertaken.
- The Chief Executive and Board Members who were present at the NSW Health Pathology Awards: Caring, Connecting and Pioneering - for all of us noted the great work of the Strategic Communications Team and broader NSW Health Pathology staff hosting this inaugural event. Invites were extended to staff who were recently impacted by the bushfire events; noting the staff were grateful for the opportunity to attend and come together.
- The Chief Executive provided Board members with an overview of the recent meeting with Treasury, NSW.
- The acknowledgement of Dr Stephen Braye, Executive Director, Clinical Services, and Professor Dominic Dwyer, Director, Public Health, NSW Health Pathology for the ongoing management and preparedness planning around COVID-19 (Coronavirus) and the complimentary feedback and responses received from NSW Health of the state-wide public health pathology service.
- The issue of laboratory supervision arrangements was raised. The Chief Executive will follow-up out of session correspondence received from The Royal College of Pathologists Australasia.

Statewide Quality Management Update

- Linda Sorum, Director, Statewide Quality and Patient Safety provided an overview of the NSW Health Pathology Statewide Quality Management initiatives across the organisation.
- The Board noted the appointment of Professor Nicholas Hawkins to the role of Chair of the NSW Health Pathology Quality and Safety Committee and acknowledged Tracey McCosker, inaugural Chair and Roger Wilson in establishing the committee's direction.

Finance Update

- The Board welcomed Alfa D'Amato, Acting Chief Financial Officer, NSW Health who presented on several of the broader financial challenges facing NSW Health.
- Paul Dunn, Executive Director, Finance and Corporate Services, provided an update on efficiency targets and the long term financial and pricing strategies across the organisation.
- Meeting scheduled with the Secretary, NSW Health to explore a draft proposal around leveraging health state-wide support services to improve patient and financial outcomes, offering a broader contribution and linkages to NSW Health objectives and Local Health District practices.

Standing Items

Finance and Performance Committee

The Finance and Performance Committee Report was taken as read.

- The Chair of the Finance and Performance Committee provided an overview of key strategic and operational projects underway, and progress towards efficiency saving strategies for 2019/20.
- 78% of the year to date efficiency savings strategies as of January 2020 have been achieved and is projected to achieve 88% of the full year target.
- The NCOS for January 2020 was favourable to budget. Total reported revenue for YTD was favourable to budget. Total expenses was unfavourable to budget. Full year forecast on track to a favourable budget.
- Rebates have been calculated and are currently being paid and accrued YTD.

Overview on the Board Scorecard was provided.

- No SAC 1 reported. Two SAC 2's reported.
- Review of the scorecard reporting target for Wrong Blood in Tube (WBiT). Discussion to be held between the Performance Team and the Quality and Patient Safety Team.
- Coronial cases despite challenges are still a higher than usual target rate.
- Haematology analysers rollout delayed.
- Revised vertical audit schedule around targets and additional commentary for each site to be provided at a future Board meeting.
- Continue to monitor and progress staff performance review targets.

ACTION: Paul Dunn and Jonathan Iredell to discuss out of session longer term sustainability of the Number 1 and Number 2 accounts.

Quality and Safety Committee

The Quality and Safety Committee Report was taken as read.

Noting the following presentations were provided to the Quality and Safety Committee at the December meeting.

- ACI Clinical Redesign Project "Collect me @ home".
- Enterprise Risk Management and the StaRR dashboard.

Clinical Council

Roger Wilson provided a verbal report on the recent Clinical Council meeting.

Noting the following presentations and updates were provided at the Clinical Council Committee at the February meeting.

- Sharing experiences and challenges around the numerous significant heat and fire events that occurred throughout December and January.
- COVID-19 (Coronavirus) update and overview of the involvement of services to Coronavirus testing.
- Progress on the NSW Health Pathology Statewide Test Catalogue.

Audit and Risk Management Committee

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

Noting the following presentations and updates were provided to the Audit and Risk Management Committee at the December meeting.

- NSW Health Pathology Business Continuity Preparedness (BCP) and Maturity Review. The Strategic Leadership Team has approved funding of a Disaster Coordinator to progress BCP arrangements.
- Cybersecurity. ICT and Cybersecurity presentation to be provided at the April Board meeting.

Statewide Laboratory Information System Update

The Statewide Laboratory Information System Project Status Report was taken as read.

Noting:

- Gateway Review 2 Clearance letter from Department Customer Services.
- Commented that the Single Digital Patient Record decision is expected around April 2020.

Medical Staff Council

Professor Jonathan Iredell, Chair of the Medical Staff Council provided an introduction at the meeting and provided an overview of the Medical Staff Council, and the meeting held 20 November 2019. Noting the attendance of Roger Wilson and Stephen Braye.

- Draft Medical Staff Council meeting minutes circulated to the Board Chair and Chief Executive for review and consideration.

Medical and Dental Appointments Advisory Committee

- The Board **AGREED** to include the Medical and Dental Appointments Advisory Committee (MDAAC) Meeting Minutes in the Board Meeting papers.
- Feedback on the MDAAC can be forwarded to Maree Gleeson or Roger Wilson in the absence of the Chair, MDAAC Nigel Lyons.
- Process for the replacement of Martin Sainsbury to be undertaken.

People and Culture

Martin Sainsbury provided an update on Health, Safety and Wellbeing performance and industrial relations.

Noting:

- Continuing to work with Australian Salaried Medical Officers Federation of NSW in relation to the Rights of Private Practice payments. Agreed statements are being finalised. Update to be provided at the April Board meeting.
- Agreement in principle to introduce new classifications and rates for Forensic Mortuary Technicians and Senior Forensic Mortuary Technicians. Staff translations are currently being finalised with the Health Service Union.
- One Reportable Incident to SafeWork NSW. Nil action taken by SafeWork NSW.
- EAP referrals increase over December on par with historical trends.
- Update provided on the building asbestos exposure.
- Overview of Industrial Relations Report around progress on bullying and culture was provided to the Board.
- The Board acknowledged and expressed appreciation to Martin Sainsbury for his knowledge, commitment and professionalism to the Board, Strategic Leadership Team and the staff of NSW Health Pathology.

ACTION: Future Industrial Relations report to include findings and outcomes on existing cases and high-level summary on new cases.

Other Business

Meeting Feedback

Board Evaluations

Items for Information only

- Performance KPIs Critical Issues and Performance Report
- 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
- WHS Quarterly Report
- Operational Plan Quarterly Report

Next Meeting

The next meeting is to be held Wednesday 29 April 2020 10am-1.30pm, Newcastle.

Meeting Close

There being no further business to come before the meeting, the meeting closed at 1.28pm.

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology



MEETING DATE	ACTION ITEM	RESPONSIBILITY	STATUS UPDATE
26/02/2020	Paul Dunn and Jonathan Iredell to discuss out of session longer term sustainability of the Number 1 and Number 2 accounts.	Jonathan Iredell Paul Dunn	Completed
26/02/2020	Future Industrial Relations report to include findings and outcomes on existing cases and high-level summary on new cases.	Victoria Hiley	Ongoing
11/12/2019	NSW Health Statewide Biobank update to be provided at a future Board meeting. Consideration to be given to hosting one of the 2020 Board meeting at the Biobank.	Roger Wilson	Ongoing
11/12/2019	Reconciliation Action Plan to be presented to the Board	Angela Pearce	Completed
11/12/2019	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 (Jun 2020)
26/08/2019	Research and Innovation KPIs to be identified and included in monthly scorecard. High level commentary on outlier results to be included in the performance reports.	Darren Turner	Ongoing
26/08/2019	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	Ongoing (Aug 2020)
26/06/2019	Chief Medical Information Officer and Chief Information Officer to provide an update on status and future strategies at a future Board meeting.	Stephen Braye	Ongoing (Deferred to Jun 2020)
27/02/2019	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 (Aug 2020)

27/02/2019	The Board welcomed an update and visibility on internal programs and projects; including post review analysis at a future meeting.	Darren Turner	Ongoing
11/12/2018	Perinatal Post Mortem Service update to be provided at a future meeting.	Robert Lindeman	Ongoing