

Minutes for NSW Health Pathology Board

16/12/2020 | 10:00 AM - 01:33 PM, South 8, Meeting Room, Level 1, 1 Reserve Road, St Leonards.

Attendees

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

In Attendance: Tracey McCosker, Roger Wilson, Tammy Boone, Martin Canova, Amanda Koegelenberg for Item 6, Linda Sorum for Item 7, Lyn Baker for Item 8, Michael Whiley for Item 10, Deanna Paulin for Item 14, Juliana Iles Mann for Item 15.

Agenda

Welcome, Acknowledgement of Country and Emergency Management

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

- No noted apologies.
- 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.

- 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

The Board members **APPROVED** the draft Board meeting minutes of the 28 October 2020 as an accurate record of the meeting.

Moved: Carmen Rechbauer

Seconded: Jason Ardler

The action log was reviewed as part of the agenda.

Chief Executive Update and COVID-19 Update – Tracey McCosker

Chief Executive Update

The Chief Executive's Report was taken as read.

COVID-19 Update

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

ACTION: A letter of recognition to be drafted to Dr Kerry Chant, NSW Chief Health Officer awarded the NSW Premier's Public Servant of the Year.

ACTION: The Board Chair requested the continuation of the fortnightly COVID-19 summary.

Priorities for 2021- Tracey McCosker

- The Chief Executive informed Board members of the priorities discussed with the NSW Health, Secretary and the NSWHP Board Chair in November 2020.
- The Board discussed and endorsed the priorities presented.
- Noting that all the priorities are allocated to Plans on a Page within SLT portfolios.
- All these initiatives will have feedback mechanisms to the Board and Board Subcommittees.

ACTION: SLT Plans on a Page to be circulated to Board members.

Research Governance Framework – Amanda Koegelenberg

- The Board welcomed Amanda Koegelenberg, Research and Innovation Program Director to the Board meeting to provide an update on the Research Governance Framework.
- Noting that the framework aligns to NSWHP's Strategic Direction Priority 5 - Support and harness research and innovation and Priority 8 - Maintain robust governance and financial sustainability - 8.1 - Mature Governance Models and 8.2 Collective Stewardship.
- Adherence to the framework ensures research activity conducted at sites under the control of NSWHP, or involving participants, their tissue or data accessed through NSWHP, meets the highest ethical, scientific, regulatory and professional standards.
- The Board **ENDORSED** the proposed NSW Health Pathology Research Governance Framework.
- The implementation plan to be developed and endorsed by the Chief Executive early 2021 in consultation with the SLT. Implementation plan KPIs will be developed and reported via the Board Scorecard.

NSW Health Pathology Incident Management Policy- Linda Sorum

- The Board welcomed Linda Sorum to the Board meeting to provide an update on the NSW Health Pathology Incident Management Policy.
- Linda Sorum provided an introduction to the Board, and the Board congratulated Linda on her appointment to the role of Director, Clinical Governance, NSWHP.
- The Board discussed and noted the key policy changes of the revised NSW Health Incident Management Policy. Noting a revised NSW Health incident Management Policy alongside changes to the Health Administration Act for reportable incidents, commenced 14 December 2020 and the specific changes to Chief Executive delegations.
- NSWHP's plans around implementation is in progress including a revised NSWHP Critical Incident Procedure and communication strategy to clarify responsibility with key staff.

Finance and Performance Committee – 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.
- The Board **NOTED** the information provided to the Board on the financial performance for the year to 30 November 2020.
- The YTD November NCOS favourable to budget. Underlying COVID result favourable for November 2020 and favourable for the YTD.
- Intrahealth revenue and private revenue are down on last year.
- Unfavourability on expense lines due to unmet efficiency savings targets.
- Favourability from the YTD result has been transferred to the Capital Asset Reserve.
- The Board **NOTED** the ongoing progress and continuing work around data governance, research, and people and culture reporting of KPIs to the Finance and Performance Committee.

Board Scorecard

The Board Scorecard was taken as read.

ACTION: November Board Scorecard to be circulated to Board members out of session.

Audit and Risk Management Committee - Lyn Baker

- Lyn Baker provided an overview of the Audit and Risk Management Committee (ARMC).
- Noting updates were provided to the ARMC around the Business Continuity Plan, Internal Audit Plan, Research Governance Framework, Governance Review and around organisational culture including the Performance Management Framework.

- The revised Ministry of Health Risk Reporting Framework requiring reports overall of system risks to be provided twice yearly, with key organisational risks to remain the responsibility of the Chief Executive.
- Noting the detailed review of the NSWHP Delegations Manual. Currently with the Secretary, NSW Health awaiting approval.
- Noting the ARMC has requested future presentations on Cybersecurity and the Fusion program.

Clinical Council -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 October meeting.

- Street side Medico's a New Service
- An update and overview of Forensic Medicine
- An overview of the Fusion program.

The Board acknowledged the significant contribution of Roger Wilson to public service in NSW Health and to NSW Health Pathology since its inception and to the NSWHP Board and wished Roger well as he commences extended leave mid December 2020.

Quality and Clinical Safety Committee - Nicholas Hawkins

Nicholas Hawkins provided an overview of the Quality and Clinical Safety Committee.

- Noting the Committee provided in principle support of the change to the revised Quality and Clinical Safety Charter around data and technology and the revised Committee membership.
- Noting that the Committee held discussion around performance indicators (PIs) and the performance and management against each recommended revised PI. The PI discussed at the December meeting was around Incident Management for changing incidents and associated with recommendations and actions. Complaint Management PI to be discussed at the February Committee meeting.
- Noting data is reflective of the use of the systems. Further clarification and training of staff relating to the use of the systems is underway.
- The Chair, Quality and Clinical Safety Committee acknowledged and recognised the extensive knowledge and expertise of Roger Wilson to the Quality and Clinical Safety Committee.

Medical Staff Council - Jon Iredell

Jonathan Iredell provided an overview of the Medical Staff Council Annual General Meeting (AGM). Noting the following presentations and updates were provided at the Medical Staff Council Annual General Meeting (AGM).

- Pathology Queensland - Managing cohesion in a diverse service
- The future of research in public pathology
- Lesson's from the COVID-19 crisis.
- NSW Health Pathology Research Office - overview of governance structures and research activities
- Rights of Private Practice Town Hall sessions.

Noting changes to the Medical Staff Council membership:

- Chair, Jon Iredell (ongoing), Secretary, John Ng, Deputy Chair, David Sullivan, Treasury, Lesley Survela.

Noting vote of thanks to Roger Wilson.

The Board congratulated Jon Iredell on his reappointment to the role of Chair, Medical Staff Executive Council.

Medical and Dental Appointments Advisory Committee - Nigel Lyons

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

Nigel Lyons provided an overview of the October Committee meeting.

- The Committee providing criteria around the Progression to Senior Staff Specialist checklist of the NSWHP Contract Variation brief against Award requirements. Noting the Committee endorsed the inclusion of the clarification in the checklist.
- The Committee providing guidance for the criteria for Recency of Clinical Practice for appointments across laboratory and clinical services.

Culture, Safety and Wellbeing – Deanna Paulin

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

Deanna Paulin provided an overview for the Health, Safety and Wellbeing Portfolio, including Workers Compensation.

- Pulse Check Survey results to be presented to the Board at the February Board meeting.
- EAP services are currently under review.
- Staff Vaccination Compliance.

Fusion- Juliana Iles-Mann

The Board welcomed Juliana Iles -Mann to the Board meeting to provide an update regarding the progress of Fusion incorporating a statewide Laboratory Information Management System (SW LIMS).

- Fusion encompasses a transformational initiative for NSW Health Pathology (NSWHP), with the SW LIMS and individual initiative currently underway which will inform the SW LIMS solution. These include SW Test Catalogue, SW Specimen Tracking, SW Billing and SW Integration Services.
- The Board **NOTED** the update and the next steps regarding the progress of Fusion.

Council of Board Chairs Meeting

The Board Chair provided an overview of the recent Council of Board Chairs meeting.

- Noting the Minister's Address and the Secretary's Address, thanking all involved for their efforts in 2020.
- Noting presentations from NSW Treasury around the impact of and response to COVID-19, Hunter New England Local Health District around HNELHD's Sustainability Plan and HealthShare on procurement and stock management processes during COVID-19.
- Noting the next event for the Council will be the 2021 Board Members' Conference scheduled for 15 March 2021.

Board Meeting Dates 2021

The Board endorsed the proposed 2021 Board meeting dates.

Items without notice

There being no other business to come before the meeting, the meeting closed 1.33pm.

For Information

- Finance and Performance Committee Minutes
- Audit and Risk Management Committee Minutes
- Quality and Clinical Safety Committee Minutes
- Clinical Council Minutes
- Medical and Dental Appointments Advisory Committee

Meeting Close

Meeting Closed 1.23pm

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology



26/08/20 Item 2.	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 Item 14.	Executive Director, People and Culture to distribute Pulse Check Survey questions to Board members for review and feedback	Deanna Paulin	COMPLETED
28/10/20 Item 15.	SW LIMS presentation update to be provided at the December Board meeting.	Juliana Iles Mann	COMPLETED
16/12/ 20 Item 4.	A letter of recognition to be drafted to Dr Kerry Chant awarded the NSW Premier's Public Servant of the Year		COMPLETED
16/12/20 Item 4.	COVID Summary to be provided to the Board on a fortnightly basis		COMPLETED
16/12/20 Item 5.	SLT Plans on a Page		COMPLETED
16/12/20 Item 8.	November Board Scorecard to be circulated to Board members out of session		COMPLETED