

## Minutes for NSW Health Pathology Board Meeting

29/04/2020 | 10:00 AM – 1.00 PM

Skype

### Attendees

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

In attendance: Jonathan Iredell, Tracey McCosker, Roger Wilson, Tammy Boone, Angela Pearce and Joy Reid (for Agenda Item 5).

Secretariat: Tanya Dunn

### Agenda

#### 1. Welcome, Attendance and Acknowledgement of Country

The Chair declared the meeting open with acknowledgment of country and welcomed those present and 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 interests to declare or to be added to the Conflict of Interest Register at this meeting.

#### 3. Confirmation of previous minutes and action log

The Board Members **APPROVED** the draft Board meeting minutes of the 26 February 2020 as a true record of the meeting.

**MOVED**: Michael Legg

**SECONDED**: Darren Turner

The action log was reviewed as part of the agenda.

- Research Governance Framework to be presented at August Board Meeting.

## 4. Chief Executive and COVID-19 Update

The Chief Executive's Report was taken as read.

- The Executive Director, People and Culture role recruitment is progressing.
- Launch of the NSW Health Pathology Going Green Campaign in IdeaLab.

The COVID-19 Update was taken as read.

- Nigel Lyons provided Board members with a general overview of the latest COVID-19 information provided to NSW Health.
- Additional resourcing provided to HealthShare from PwC and KPMG to assist with supply chain availability, delivery of medical supplies, and procurement activities.
- HealthShare has linkages to the State Health Emergency Operations Centre, Emergency Operations Centre and is offering support to the NSW Health Pathology Procurement Team.
- A NSW Health COVID-19 Project Management Office has been established by the Secretary to manage the next phase of the COVID-19 pandemic. NSW Health Pathology is participating by developing a paper around future testing approaches, utilisation and capacity.
- Darren Turner provided Board members with an overview of the recent Future Scenario Planning workshop.
- The Board Chair referred to the documentation provided to Board members from the Australian Institute of Company Directors.
- Human Research Ethics Application submitted to rapidly develop a biospecimen collection from people affected by COVID-19, for future approved research.

***ACTION: Agenda item at June Board meeting on how the Board might be able to provide additional support and value to NSWHP, as well as consideration of the lessons learnt and options for future strategic responses to meet emerging risks and opportunities.***

***ACTION: Future scenario planning workshop topics and invites to be provided to Board members. Board members are welcome to participate or provide questions or information in advance of the meeting for discussion.***

***ACTION: Update on future scenario planning workshop outcomes to be provided to Board members at future meetings—a standing agenda item to be added to future agendas.***

## 5. Reconciliation Action Plan

The Board welcomed Angela Pearce, Aboriginal Training Coordinator, Aboriginal Workforce Development Unit (AWDU) to the NSWHP Board meeting for a presentation and discussion on the development and next steps of the NSW Health Pathology Reconciliation Action Plan (RAP).

- The Board discussed the potential challenges in implementing a RAP and ensuring a culturally safe environment for people, and the importance of local acknowledgement, and engagement.
- A discussion was also held on the proposed RAP themes and implementation plan. Further discussion to occur around an accompanying communications strategy.
- Jason Ardler noted his support in providing an active leadership role to the AWDU and increasing the NSWHP Board's exposure to the AWDU activities.
- Opportunity to explore new relationships through collaboration with the HealthShare Talent and Workforce Planning Team.
- The Board **ENDORSED** in-principle the RAP principles outlined in the presentation.
- Revised RAP to be circulated to Board members out of session for comment and formal endorsement.
- The Board thanked Angela for the presentation provided.

***ACTION: Revised RAP to be circulated to Board members out of session for comment and formal endorsement.***

## 6. 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 March 2020. Noting a hybrid month of BAU and COVID-19 impacted results.
- NCOS for March was unfavourable to budget with the YTD result now favourable and the full year forecast unfavourable. Noting that the full-year forecast includes the impact of COVID-19 responses.
- Budget to be provided by the Ministry for COVID-19 related costs. Several expenses in the results will be identified as COVID-19 related and removed from the results.
- NSWHP has been asked by the Ministry to develop scenarios for the remainder of the FY20 year given current uncertainties.
- Budget 2021 process is underway.
- Will be a challenge projecting activity into the new year. Other test volumes are down significantly, impacting revenue.
- Overview on the Board Scorecard was provided.

## 7. Audit and Risk Management Committee Update

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

- The ARMC members joined members of the NSWHP Board to hear the latest COVID-19 update.

***ACTION: Meeting to be scheduled to discuss quality and safety reporting to align to risk management processes.***

***ACTION: Consider aspects of the Phase 2 Governance Review that should be prioritised due to NSWHP's COVID-19 response, and consideration of inclusion on future Board agendas.***

## 8. Statewide Laboratory Information System Update

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

- Design and implementation of the Statewide Laboratory Information (SLIMS) System is an essential strategic enabler for NSW Health, reflecting on the role of NSWHP with COVID-19.
- A discussion on progressing the SLIMS Business Case, funding and future capital planning scheduled for mid-May between Ministry, eHealth and NSW Health Pathology.

## 9. Quality and Safety Committee Update

The Quality and Safety Committee Report was taken as read.

- Discussion was held on critical results notification, especially outside working hours across hospital sites. Noting strategies are being explored by the National Pathology Accreditation Advisory Council, The Royal College of Pathologists and NSWHP Clinical Streams. Clarity of processes and responsibilities within Local Health Districts would be beneficial.

## 10. Medical Staff Council Update

Professor Jonathan Iredell provided an overview of the April Medical Staff Council (MSC) meeting.

- Medical Staff Council and Medical Staff Council Executive meeting minutes to be provided to the Chief Executive for review and discussion with the Board Chair, and appropriate distribution to Board members. Secretariat support established and currently managed internally.
- Noting positive feedback from clinical colleagues, thanking the NSWHP Strategic Leadership Team for acknowledging the dedication and commitment of NSWHP's clinical and frontline staff.
- MSC to work closely with the NSWHP Research and Innovation portfolio to better inform and support NSWHP's strategic direction in research.

## 11. Medical and Dental Appointments Advisory Committee Update

Nigel Lyons provided a brief overview of the April Medical and Dental Appointments Advisory Committee.

## 12. Health, Safety and Wellbeing Update

Victoria Hiley, Acting, Executive Director, People and Culture provided an overview on health, safety and wellbeing update.

Noting additional resources implemented to assist staff in response to the COVID-19 pandemic:

- Development of a health and wellbeing toolkit.
- Extended EAP service with a specially dedicated telephone line, RITE support, 24/7 counselling telephone support service.
- Mental Health First Aiders access to online support via iCare.
- Commence environment testing in laboratories.

***ACTION: EAP usage report to be provided to the Board monthly.***

## 13. Items without notice

- The Board Chair thanked Tracey McCosker and the NSWHP Strategic Leadership Team for the excellent work that is being done within NSWHP and to pass on thanks to all staff involved.
- Continue to provide COVID-19 updates to Board members on a fortnightly basis.

## Items for Information only


- Performance KPIs 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
- Safety and Wellbeing Quarterly Report

## Next Meeting

Next meeting 24 June, 10am-1.30pm @ 1 Reserve Road, St Leonards.

## Meeting Close

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology



Meeting and Agenda Reference	Action Item	Responsible	Status
29/04/2020 Item 4.	Agenda item at June Board meeting on how the Board might be able to provide additional support and value to NSWHP, as well as consideration of the lessons learnt and options for future strategic responses to meet emerging risks and opportunities.	Tracey McCosker	ONGOING
29/04/2020 Item 4.	Update on future scenario planning workshop outcomes to be provided to Board members at future meetings—a standing agenda item to be added to future agendas.	Tracey McCosker	ONGOING
29/04/2020 Item 5.	Revised RAP to be circulated to Board members out of session for comment and formal endorsement.	Tracey McCosker	ONGOING To be circulated 19 May
29/04/2020 Item 9.	Consider aspects of the Phase 2 Governance Review that should be prioritised due to NSWHP's COVID-19 response, and consideration of inclusion on future Board agendas.	Tammy Boone	ONGOING
29/04/2020 Item 12.	EAP usage report to be provided to the Board monthly.	Victoria Hiley Tanya Dunn	ONGOING Monthly report to be sent out of session
26/02/2020 Item 6.	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	ONGOING Meeting scheduled 18 May
26/02/2020 Item 14.	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 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 meeting at the Biobank.	Roger Wilson	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 (JUN)
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	ONGOING (AUG)
26/06/2019 Item 10.	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 (JUN)

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 (AUG)
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.	Darren Turner	ONGOING
11/12/2018 Item 3.	Perinatal Post Mortem Service update to be provided at a future meeting.	Robert Lindeman	ONGOING
Items closed since the last meeting (26 February 2020)			
29/04/2020 Item 5.	Reconciliation Action Plan to be presented to the Board	Angela Pearce	COMPLETE
29/04/2020 Item 4.	Future scenario planning workshop topics and invites to be provided to Board members. Board members are welcome to participate or provide questions or information in advance of the meeting for discussion.	Tracey McCosker	COMPLETED
29/04/2020 Item 9.	Meeting to be scheduled to discuss quality and safety reporting to align to risk management processes.	Tammy Boone	COMPLETED
26/08/2019 Item 5.	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	COMPLETE Ongoing work re: automated capture and reporting.