

Minutes for NSW Health Pathology Board

23/06/2021 | 10:00 AM - 01:30 PM

Teams Meeting

Peter Loxton, Maree Gleeson, Michael Legg, Darren Turner; Jason Ardler, Nigel Lyons and Cathryn Cox.

In Attendance: Tracey McCosker, Tammy Boone and Martin Canova.

Apologies: Nicholas Hawkins, Carmen Rechbauer, Lyn Baker, Jonathan Iredell and Michael Whiley.

Welcome, Acknowledgement of Country and Emergency Management

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

The Chair noted the apologies received.

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

The Secretariat recorded the minutes.

The Board **NOTED** the term of appointment for Cathryn Cox PSM, Chief Executive, Sydney Children's Hospital Network to the NSW Health Pathology Board for a period of four years.

Declarations of Conflict of Interest

The Chair requested all attendees to declare or remove any conflicts of interest at the meeting. No new conflicts of interest were declared.

Confirmation of previous minutes

Board members were invited to comment on the minutes.

The Board members **APPROVED** the draft Board meeting minutes of 28 April 2021 as an accurate record of the meeting.

Moved: Michael Legg

Seconded: Maree Gleeson

The Action Log were reviewed and updated.

The Board Chair provided compliments and acknowledged the value in participating in the recent Ministry of Health and NSW Health Pathology Finance Team Engagement meeting.

Chief Executive Update and COVID-19 Update

The Chief Executive's report was taken as read.

The Chief Executive noted:

- NSW Health Pathology's reconciliation activities and events across the state around National Reconciliation Week and National Sorry Day.
- Members of the Reconciliation Team from Life Without Barriers were invited to join our June Reconciliation Action Planning Steering Committee meeting to share their insights, challenges and achievements experienced in leading and implementing their RAP and their continuing reconciliation journey.
- The Board discussed the potential opportunities around a meaningful and sustainable approach to advance reconciliation in NSWHP and how best to prepare and engage our staff in our RAP journey and in achieving our reconciliation initiatives.
- Members of the Strategic Leadership Team have undertaken site visits to laboratories to express their appreciation for their incredible work and ongoing dedication through COVID-19 and beyond.

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

- The Chief Executive discussed the recent updates around COVID-19 testing and cases and informed the Board that regular updates will be provided to ensure Board members are kept informed.
- Nigel Lyons provided additional information around the vaccination program.

ACTION: Feedback to be provided to the Ministry of Health around the Vaccine, Infection and Immunology (VIIM) Collaborative Research Group ensuring that rural, regional and remote representation is included in the leading group to inform vaccine policy in the state and beyond.

The Board **NOTED** the update provided.

NSW Health Pathology Operational Plan 2021-2022

The Board welcomed Tracey Cambourn, Redesign Lead, to update the Board on the initiatives identified in the NSW Health Pathology Operational Plan (NSWHP OP) 2021-2022 and NSW Health Statement of Service (NSWH SOS).

- The Board **ENDORSED** the initiatives outlined in the NSWHP OP 2021-2022 and the NSWH SOS. Noting that the Board Scorecard will be updated to align to the initiatives contained within the NSWHP OP 2021-2022.

- The Board **NOTED** the next steps and the scheduled launch for early July 2021.
- The NSWHP OP 2021-2022 will be reviewed quarterly and a summary provided to the Board.
- The Board recognised and thanked Tracey Cambourn for the work undertaken in finalising the NSWHP OP 2021-2022 and for the updated provided.

NSW Health Pathology Budget 2021-2022

The Board welcomed Paul Dunn and Nick Dunn to provide an overview of the NSW Health Pathology *DRAFT* Budget for 2021-2022.

- Discussion took place around proposed efficiency saving strategies, budget risks and revenue and innovation opportunities. Noting data analysis and contract research as opportunities for consideration.
- The Board **NOTED** the proposed work in the development of an NSW Health Pathology Business Development Plan.
- The Board thanked Paul Dunn and Nick Dunn for the presentation provided.

NSW Health Pathology Internal Audit Plan 2021-2022

Tammy Boone provided an overview of the NSW Health Pathology Internal Audit Plan (NSWHP IAP) 2021-2022 seeking the Boards consideration and approval.

- The Board was informed that the NSWHP IAP has been endorsed by the Strategic Leadership Team and the Audit and Risk Management Committee.
- The NSWHP IAP will be reviewed quarterly and findings and proposed management responses will be reported to and monitored by the Audit and Risk Management Committee.
- The ARMC Chair will report to the Board regarding progress against the IAP.
- The Board **APPROVED** the NSWHP IAP 2021-2022.

Cyber Security

The Board **NOTED** the detailed information provided by Michael Legg around Cyber Security. A brief to be prepared for the August Board meeting to facilitate broader discussion.

- The Board referenced the Board's role in governance and oversight of NSWHPs strategic direction around data and information management in NSW Health Pathology.
- The Board suggested extending an invitation to eHealth and Digital NSW to present to the Board and the Audit and Risk Management Committee on the dual role they play around cyber security and the high-level focus areas and strategies for the whole of government at a future Board meeting.
- The Board welcomed the opportunity to meet with Desmond Horsley appointed to the role of Chief Information Security Architect.

ACTION: Presentation from eHealth and Digital NSW to be provided to the Board at a future Board meeting.

ACTION: A brief to be prepared for the August Board meeting responding to the Cyber Security information provided from Michael Legg.

Standing Agenda 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 the financial performance of NSW Health Pathology.

- The Board **NOTED** the information provided to the Board on the financial performance for the year to 31 May 2021.
- The YTD May NCOC favourable to budget. Underlying COVID-19 result favourable for May 2021 and favourable for the YTD. Full year NCOS forecast favourable.
- Favourability from the YTD has been transferred to the Asset Reserve.
- Intrahealth revenue and private revenue are down on budget and last year.
- The Board **NOTED** the attendance of Amanda Koegelenberg, Research and Innovation Program Director at the Finance and Performance Committee meetings on a quarterly basis to provide an update around research KPIs and research data governance.
- Noting higher levels of sick leave with feedback that the vaccination program has impacted sick leave for April/May 2021.
- The Board requested an update post end of financial year 2021 around the process and management of transitioning COVID-19 to BAU.
- The Board **NOTED** the increase in excessive annual leave across the whole of NSWHP and the approach to the management of excessive leave to provide a period of recreation and rest to ensure employee health, safety and wellbeing.

ACTION: An update post end of financial year 2021 to be provided to the Board around the process and management of transitioning COVID-19 to BAU.

Board Scorecard

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

ACTION: Presentations provided to the Finance and Performance Committee at the 23 June 2021 meeting to be provided to the Board for information.

Audit and Risk Management Committee

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

- Noting no meetings of the ARMC have been held since the last report to the Board.
- The Board NOTED the risk raised around non standardisation and misinterpretation of pathology reports. It was proposed to raise at the Quality and Clinical Safety Committee.

ACTION: Tammy Boone to review the NSWHP Risk Register and rating around Fusion (SWLIMS).

Clinical Council

The Clinical Council report was taken as read.

Medical Staff Council

No report was provided.

- Noting the Medical Staff Council Annual General Meeting (AGM) scheduled for the 14 July 2021. A report will be provided to the Board at the August Board meeting.

Medical and Dental Appointments Advisory Committee

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

Maree Gleeson provided an overview of the April and May Committee meetings.

- The Board acknowledged the excellent work of Marco Chan, Medical Workforce Manager and the Medical Workforce Unit.

Culture, Safety and Wellbeing

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.
- The Board was informed of a high-level overview of the presentation around Psychological Safety presented to the Finance and Performance Committee as part of the Rite Pulse Culture Check Deep Dives.

Fusion

The Fusion Project Status Report was taken as read.

- The Chief Executive provided an update to the Board on the recent changes to a number of Strategic Leadership Team (SLT) and Clinical Operations roles, reporting lines and responsibilities as a result of key appointments to ensure senior expertise within the statewide Fusion program.

- Michael Legg provided a short report on the Fusion Stakeholder Meeting representing the NSW Health Pathology Board.
- Discussion was held around the release of the Request for Proposal (RFP) for the Single Digital Patient Record and Fusion and finalising the requirements between eHealth and NSW Health Pathology. RFP scheduled to be released end of June 2021.

ACTION: The Chief Executive, NSWHP to follow up with Chief Financial Officer, MoH regarding the finalised SDPR and Fusion RFP.

Service Configuration Blueprint 2035

Martin Canova provided an update on the Service Configuration Blueprint 2035 to the Board. Noting the recent meeting held with the Secretary, NSW Health.

The Board **NOTED** the update and the next steps regarding the progress of the Service Configuration Blueprint 2035.

- It was agreed to provide a disclaimer around Forensic and Analytical Science Services (FASS) separated from the process at this stage in the Service Configuration Blueprint 2034.
- It was proposed to include commercial companies as stakeholders.
- Service Configuration Blueprint 2035 Risk Assessment workshop to be held with the Strategic Leadership Team early July 2021.

Items without notice

The Board Chair referred to his recent meetings held with each member of the SLT.

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

For Information

Board Scorecard

Noted for information.

Cybersecurity Authoritative Reports

Noted for information.

Transformation Program

Noted for information.

Audit and Risk Management Committee Minutes

Noted for information.

Medical and Dental Appointments Advisory Committee

Noted for information.

Finance and Performance Committee Meeting Minutes

Noted for information.

Clinical Council Meeting Minutes

Noted for information.

Medical Staff Council Meeting Minutes

Noted for information.

Meeting Close

Meeting closed 1.30pm

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology

A handwritten signature in black ink, appearing to read "Peter Loxton". The signature is fluid and cursive, with a long horizontal stroke at the end.

23/06/2021 Item 8.	An update post end of financial year 2021 to be provided to the Board around the process and management of transitioning COVID-19 to BAU.	Darren Turner	
23/06/2021 Item 8.	A brief to be prepared for the August Board meeting responding to the Cyber Security information provided from Michael Legg.	James Patterson	On August agenda
23/06/2021 Item 8.	Presentation from eHealth and Digital NSW to be provided to the Board at a future Board meeting. – Peter Croll and James Patterson	Tammy Boone	On August agenda
28/04/2021	Access to the Risk Reporting Portal and risk reporting to be made available to Board members.	Tammy Boone	ONGOING
24/02/2021 Item 12.	A copy of the White Paper to be presented to the Board at a future Board meeting	Tracey McCosker	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 meetings at the Biobank facility. * Change action responsibility to Stephen Braye	Stephen Braye	ONGOING
Items closed since the last meeting			
23/06/2021 Item 8.	The Chief Executive, NSWHP to follow up with Chief Financial Officer, MoH regarding the finalised SDPR and Fusion	Tracey McCosker	COMPLETED
23/06/2021 Item 8.	Tammy Boone to review the NSWHP Risk Register and rating around Fusion (SWLIMS).	Tammy Boone	COMPLETED
23/06/2021 Item 9.	Presentations provided to the Finance and Performance Committee at the 23 June 2021 meeting to be provided to the Board for information.	Tanya Dunn	COMPLETED
23/06/2021 Item 4.	Feedback to be provided to the Ministry of Health around the Vaccine, Infection and Immunology (VIIM) Collaborative Research Group ensuring that rural, regional and remote representation is included in the leading group to inform vaccine policy in the state and beyond	Tracey McCosker	COMPLETED