

Minutes

NSW Health Pathology Board

File ref: 17/04



Date:	26 th April 2017	Time:	10.00-13.00pm	Venue:	Boardroom, Sage Building, Level 13, 67 Albert Ave, Chatswood	
Attendees:	<p><u>Present:</u> Mr Peter Loxton (Chair), Mr Allan Cook, Dr Michael Brydon, Professor Maree Gleeson, Dr Michael Legg, Professor Graeme Stewart and Mr Murray Austin</p> <p><u>In Attendance:</u> Ms Tracey McCosker, Professor Roger Wilson, Ms Vanessa Janissen.</p> <p><u>Teleconference:</u> Ms Kay Hyman and Dr Kerry Chant</p> <p><u>Secretariat:</u> Ms Tanya Dunn</p>			Apologies:	Dr Gus Koerbin	
Item No.	Agenda Item	Discussion		Action/ Decision	Responsibility	Timeframe
1.	Welcome & Attendance	<ul style="list-style-type: none"> ▪ The Chair, Mr Peter Loxton opened the meeting at 10.03am and welcomed those present and Ms Tanya Dunn recorded the minutes. ▪ No noted apologies. ▪ A quorum of Board members was present and the meeting proceeded with business. 				
2.	Declarations of Conflict of Interest	<ul style="list-style-type: none"> ▪ The Board <i>NOTED</i> the NSW Health Pathology Conflict of Interest Register and Gifts and Benefits Register. 		<ul style="list-style-type: none"> ▪ Ms Tanya Dunn to update the NSW Health Pathology Conflict of Interest register; noting declarations advised by Professor Maree Gleeson and Dr Michael Legg at the February Board meeting. ▪ Ms Tanya Dunn to amend 	<p>Ms Tanya Dunn</p> <p>Ms Tanya Dunn</p>	<p>ASAP</p> <p>ASAP</p>

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			the NSW Health Pathology Conflict of Interest register to include correct title for Dr Michael Legg's declaration "Chair, Health Advisory Board, Agilent Pty Ltd."		
3.	Confirmation of Previous Minutes	<ul style="list-style-type: none"> The Board members <u>APPROVED</u> the draft Board meeting minutes of the 22nd February 2017 as a true record of the meeting. <p><u>Moved:</u> Dr Michael Brydon <u>Seconded:</u> Professor Graeme Stewart</p>			
4.	Business Arising from Previous Meetings	<p>The Action Log was reviewed as part of the agenda.</p> <ul style="list-style-type: none"> Professor Graeme Stewart advised that a discussion paper has been forwarded to Ms Tracey McCosker, Chief Executive outlining a proposal that a Clinical Director be appointed to work beside the local Director Operations under a model of proportionate shared authority to ensure a high level of continuity relating to clinical integration, teaching, innovation and research in major teaching hospitals. Discussion ensued. Dr Michael Legg encouraged broader consideration of a similar shared responsibility model for information systems. 	<ul style="list-style-type: none"> Ms Tracey McCosker and Professor Graeme Stewart scheduled to meet 3rd May to continue to progress and articulate the discussion paper prior to discussion at the June Board meeting. 	Professor Graeme Stewart and Ms Tracey McCosker	3 rd May

Items for action / endorsement:

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5.	Chief Executive Report	<ul style="list-style-type: none"> ▪ Ms Tracey McCosker provided an update on NSW Health Pathology. ▪ The Board <u>NOTED</u> the Chief Executive Report. ▪ In particular, noting: <ul style="list-style-type: none"> ○ Recent meeting with the Hon Brad Hazard MP, Ms Tracey McCosker and Mr Peter Loxton. Regular meetings with the Minister's office to occur. ○ The Minister's recent visit to the Forensic and Analytical Science Services facilities. ○ Meeting with the Ministry of Health regarding the development of the 2017/18 NSW Health and NSW Health Pathology Service Compact. ○ Update on the download of pathology results into the clinical HealthNet portal for patients from ISLHD and SESLHD; view to rollout other LHDs over the next few months. NSW Health Pathology will be the first state to download pathology results into patients My Health Record. 			
6.	Finance and Performance	<ul style="list-style-type: none"> ▪ Mr Allan Cook provided an update on the Finance and Performance Committee. ▪ The Board <u>NOTED</u> the Finance and Performance Committee report. ▪ In particular, noting: <ul style="list-style-type: none"> ○ <u>Expenses</u> ○ Although the March results disclosed a favourable variance of \$1.8M Year to 	<ul style="list-style-type: none"> ▪ Transition costing brief to be prepared and discussed at the June Board meeting. ▪ Ms Tracey McCosker to verify the status of Working with Children Checks for relevant staff within NSW Health 	<p>Ms Tracey McCosker</p> <p>Ms Tracey McCosker</p>	<p>June Board Meeting</p> <p>ASAP</p>

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		<p>Date and End of Year Forecasts are both projecting unfavourable variances which will amount to some \$5.713M AS AT 30/06/2017.</p> <p><u>Revenue</u></p> <ul style="list-style-type: none">○ However, offsetting this position, Total Revenue for March indicates a favourable variance of \$4.847M with Year to Date and End of Year forecasts continuing to project favourable variances amounting to some \$5.206M AS AT 30/06/17. <p><u>Overall General Budget Position</u></p> <ul style="list-style-type: none">○ The net result of these variances AS AT 30/06/2017 is a small improvement of \$366K which would result in a Surplus of \$8.361M as compared to the original Approved Budget which forecast a Surplus of \$7.994M.○ However, as discussed, there are a number of assumptions in both the Expenses and Revenue areas which will need to be closely monitored in the current and future months up to June 2017 to ensure this Budget outcome is achieved.	Pathology.		
7.	Audit and Risk Management Committee	<ul style="list-style-type: none">• Ms Vanessa Janissen provided an update on the Audit and Risk Management Committee.▪ The Board <u>NOTED</u> the Audit and Risk Management Committee (ARMC) report.▪ In particular, noting:			

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		<ul style="list-style-type: none"> ○ The report from PwC regarding the Audit of Forensic and Analytical Science Service's (FASS) compliance with the Human Tissue and Coroner's Act; advising that PwC were satisfied with the adequacy of controls implemented, however, identified 26 incidents requiring clarity of non-compliance. ○ FASS has developed an action plan of non-compliance areas and investigation is in progress; in addition to strengthening controls and staff training. Progress report to be received at the July ARMC meeting. ○ Risk Management Framework – Phase 1; undertake a review of the current clinical risks in the risk register to confirm that all types of risks are documented appropriately. Work underway to migrate manual risk registers to an electronic system. ○ Proposed NSW Health Pathology Audit Plan; ARMC were satisfied with the proposed program, however, requested an earlier review of compliance of the Crimes Forensic Procedures Act would be beneficial. 			
8.	NSW Health Pathology Board Strategic Workshop	<ul style="list-style-type: none"> ▪ Ms Vanessa Janissen provided an overview on development of the 2018-2023 NSW Health Pathology Strategic Plan. <u>Presentation attached.</u> 	<ul style="list-style-type: none"> ▪ Strategic workshop summary to be circulated to Board members out of session. ▪ Post strategic workshop 	Ms Tanya Dunn Ms Tanya Dunn	June Board Meeting June Board

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		 170421 Board Strategy Workshop O	discussion to occur at the June Board meeting.		Meeting
9.	NSW Health Pathology Operational Plan 2017/18	<ul style="list-style-type: none">▪ Strategic workshop summary to be circulated to Board members out of session for review prior to discussion at the June Board Meeting. <ul style="list-style-type: none">▪ Ms Vanessa Janissen provided an overview of the DRAFT NSW Health Pathology Operational Plan 2017/18.▪ In particular, noting:<ul style="list-style-type: none">○ Workshop held 9 February with the NSW Health Pathology Executive Forum and Mr Allan Cook.○ Developed in the context of the results of a midterm review of the Strategic Plan 2014/18, review of the strategic risk register and environmental issues for this coming year.○ Key strategic focus areas for the NSW Health Pathology Operational Plan 2017/18 are improving customer service and efficiency to assure the progress towards achieving commissioning and contestability status by the end of 2018.○ Important to articulate NSW Health Pathology's value-add, in addition to competitive pricing and customer service; incorporate in the NSW	<ul style="list-style-type: none">▪ The Board <u>APPROVED</u> the NSW Health Pathology Operational Plan 2017/18		

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		<p>Health Pathology Strategic Plan 2018-23.</p> <ul style="list-style-type: none">○ Request to review the layout and formatting of the DRAFT NSW Health Pathology Operational Plan 2017/18.			
10.	NSW Health Pathology Transition Update	<ul style="list-style-type: none">▪ Ms Tracey McCosker provided an overview of the accompanying NSW Health Pathology Transition Update brief.▪ In particular, noting:<ul style="list-style-type: none">○ Dr Michael Whiley appointed to the role of the Director, Medical Services.○ Executive Director Forensic Analytical Science Service appointment is pending.○ Professor Dominic Dwyer appointed to role of Director, Public Health.○ Clinical Stream Leads interviews held; credentialing process underway.○ Mr Anthony Gilbertson appointed to the role of Executive Director, Finance.○ Request to notify Board members of new appointments between meetings; and consideration to arranging a meet and greet session with Board members.○ Development is underway regarding proposed Local Pathology Teams; further discussion to occur at the upcoming Strategic Leadership	<ul style="list-style-type: none">▪ Further discussion regarding transition costings to occur at the June Board meeting.▪ Board members to be notified and invited to attend a strategic planning consultation session once the schedule has been developed.	Ms Tracey McCosker	June Board meeting
				Ms Tracey McCosker	When required

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		<p>Team and Executive Forum meetings.</p> <ul style="list-style-type: none">○ Discipline Committee's discussion to occur; intent is to feed into the Clinical Streams to ensure local issues are raised and priorities are identified.○ Further discussion to be held regarding a branding and corporate identity strategy. View to have a phased approach.○ Mr Martin Sainsbury is drafting a proposed plan to develop Communities of Practice to enhance staff engagement. Noting that an alumni of the 2016 Emerging Leaders program participants has been formed.○ Transition costs to be further discussed with the Ministry of Health.			
Other Business					
11.	Items without notice	<ul style="list-style-type: none">▪ Dr Michael Legg advised that he was approached recently by a senior pathologist no longer employed by NSW Health Pathology regarding an issue that had been raised previously; and advised the Board Chair, Mr Peter Loxton and Chief Executive, Ms Tracey McCosker; and subsequently spoke with the Chief Pathologist, Professor Roger Wilson. Investigation was undertaken at the time.			

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		Dr Legg advised that he is satisfied that the matter was fully investigated; however, advised that there could still be a level of dissatisfaction with the senior pathologist.			
12.	Board Evaluation	<ul style="list-style-type: none">Nil	Ms Tanya Dunn to distribute Board Evaluation.	Ms Tanya Dunn	ASAP
Items for information only					
13.	March Performance KPIs	<ul style="list-style-type: none">Noted for information only.	<ul style="list-style-type: none">Review Patient Episodes/Encounters with samples identified as wrong blood in tube per 100,000 samplers KPI; to clarify if the data correlates to collection by NSW Health Pathology staff. In addition, confirm that the trend analysis is updated accordingly.	Ms Tracey McCosker	ASAP
14.	Finance and Performance Committee Minutes	<ul style="list-style-type: none">Noted for Information only			
15.	Audit and Risk Management Committee Minutes	<ul style="list-style-type: none">Noted for Information only			
16.	Clinical Council	<ul style="list-style-type: none">Noted for information only			
17.	Work Health and Safety Quarterly Report and Risk Register	<ul style="list-style-type: none">Noted for information only			
18.	NSW Health Pathology	<ul style="list-style-type: none">Noted for information only			

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	Operational Plan 2016-17 Jan-Mar Progress Report				
19.	DRAFT October Board Meeting @ Dubbo	<ul style="list-style-type: none"> ▪ Noted for Information only. ▪ The Board <u>AGREED</u> to the proposed DRAFT travel itinerary for the October Board Meeting at Dubbo. ▪ Consideration of the Western NSW Local Health District Chief Executive, Mr Scott McLachlan to present to the NSW Health Pathology Board at the October meeting. ▪ Extend invitation to identified members of the Strategic Leadership Team. 	<ul style="list-style-type: none"> ▪ Board members to notify Ms Tanya Dunn of their preferred travel arrangements to Dubbo. ▪ Ms Tracey McCosker to follow-up with Mr Scott McLachlan, Chief Executive, Western NSW Local Health District regarding proposed itinerary and to give consideration to presenting to the NSW Health Pathology Board at the October Board meeting. 	Board Members Ms Tracey McCosker	ASAP ASAP
20.	Next meeting	28 th June 2017, 10am – 13.00pm			
21.	Meeting Close	There being no further business to come before the meeting, the meeting was closed at 12.59pm.			

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Topic	Specific action required	Responsibility	Status Report
Conflict of Interest Register	Ms Tanya Dunn to update the NSW Health Pathology Conflict of Interest register; noting declarations advised by Professor Maree Gleeson and Dr Michael Legg at the February Board meeting.	TD	Completed
Conflict of Interest Register	Ms Tanya Dunn to amend the NSW Health Pathology Conflict of Interest register to include correct title for Dr Michael Legg's declaration "Chair, Health Advisory Board, Agilent Pty Ltd."	TD	Completed
NSW Health Pathology Strategic Workshop	Strategic workshop summary to be circulated to Board members out of session. Post strategic workshop discussion to occur at the June Board meeting.	TD TD	Completed On the agenda for discussion
Working with Children Checks	Ms Tracey McCosker to verify the status of Working with Children Checks for relevant staff and volunteers within NSW Health Pathology.	TMcC	Completed Effective date for NSW Health Pathology is 1 st April 2018. NSW Health Pathology are well advanced on ensuring compliance with the new requirements.
March KPI Performance Report	Review Patient Episodes/Encounters with samples identified as wrong blood in tube per 100,000 samplers KPI; to clarify if the data correlates to collection by NSW Health Pathology staff. In addition, confirm that the trend analysis is updated accordingly.	TMcC	Completed Brief included in the meeting papers under Business Arising from previous minutes
October Board	Board members to notify Ms Tanya Dunn of their preferred travel arrangements to	Board	Completed

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Meeting at Dubbo	Dubbo for the October Board meeting.	Members	
October Board Meeting at Dubbo	Ms Tracey McCosker to follow-up with Mr Scott McLachlan, Chief Executive, Western NSW Local Health District regarding proposed itinerary and to give consideration to presenting to the NSW Health Pathology Board at the October Board meeting.	TMcC	In Progress Teleconference scheduled for mid-July with CE, Western NSW LHD
Strategic Plan Consultation Sessions	Board members to be notified and invited to attend a strategic planning consultation session; once the schedule has been developed.	TMcC	In Progress Meeting scheduled for the 22 nd June to finalise consultation sessions.
STOP Program Evaluation	Evaluate the effectiveness of the STOP program and similar programs across the State; view to obtain a resource to undertake evaluation.	VJ	In Progress SESLHD STOP program evaluated by Business Analysts internally and review held with the SESLHD team. The Emergency Care Institute at ACI support the rollout of STOP across LHDs. NSWHP to engage with ACI to inform the evaluation process. Submission made to Leading Better Value Care Round 2 to establish a Pathology Atlas of Variation which will inform improved STOP programs.
Pap Smear Screening Testing	Ms Vanessa Janissen to provide a brief to the Board regarding the changes to Pap Smear Screening Testing.	VJ	In Progress The clinical streams are preparing a position paper on HPV and is on the 2017/18 workplan. There remains an urgency to finalise a decision with the new testing protocol to commence on 1 st December 2017. The position paper needs to be informed by NPAAC guidelines which have just been released and confirm that a minimum number of tests need to be performed by the testing laboratory. This will support our goal of a single testing site in NSWHP
Transition Briefing	Professor Graeme Stewart to work with the Chief Executive in development of a	GS	Completed

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	discussion paper regarding consideration of appointment of Clinical Director with shared authority that varies with responsibility; mandated proportion of sharing.		On the agenda for discussion
Board Evaluation	Ms Tanya Dunn to distribute Board Evaluation.	TD	Completed