

# Minutes

## NSW Health Pathology Board

File ref: 16/08



<b>Date:</b>	25 <sup>th</sup> August 2016	<b>Time:</b>	2.30-4.30pm	<b>Venue:</b>	Boardroom, Sage Building, Level 13, 67 Albert Ave, Chatswood
<b>Attendees:</b>	<p><u>Present:</u> Dr Steve Flecknoe-Brown (Chair) Mr Murray Austin, Professor Graeme Stewart, Mr Jeremy McAnulty, Mr Allan Cook and Dr Michael Brydon</p> <p><u>In Attendance:</u> Ms Tracey McCosker, Ms Vanessa Janissen, Professor Roger Wilson, Mr Owen Hammond, Mr Justin Lyons, Ms Elizabeth Geddes and Ms Chelsea Ellerton</p> <p><u>Secretariat:</u> Ms Tanya Dunn</p>			<b>Apologies:</b>	Mr Kevin Forward, Dr Kerry Chant, Professor Dominic Dwyer, Ms Kay Hyman and Dr Gus Koerbin
Item No.	Agenda Item	Discussion	Action/ Decision	Responsibility	Timeframe
1.	Welcome & Attendance	<ul style="list-style-type: none"> <li>▪ The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2.33pm and welcomed those present and Ms Tanya Dunn recorded the minutes.</li> <li>▪ A quorum of Board members was present and the meeting proceeded with business.</li> <li>▪ Mr Jeremy McAnulty attended on behalf of Dr Kerry Chant.</li> </ul>			
2.	Declarations of Conflict of Interest	<ul style="list-style-type: none"> <li>▪ No Declarations of Conflict of Interest were noted.</li> </ul>			
3.	Confirmation of Previous Minutes	<ul style="list-style-type: none"> <li>▪ The Board members <b>APPROVED</b> the draft Board meeting minutes of the 30<sup>th</sup> June 2016.</li> </ul> <p><u>Moved:</u> Mr Allan Cook</p> <p><u>Seconded:</u> Professor Graeme Stewart</p>			
4.	Business Arising from Previous	The Action Log was reviewed as part of the			

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Meetings	agenda.				
<b>Items for action / endorsement:</b>					
5.	Chief Executive Report	<ul style="list-style-type: none"> <li>▪ Ms Tracey McCosker provided an update on NSW Health Pathology.</li> <li>▪ The Board <u>NOTED</u> the Chief Executive Report.</li> </ul>	Ms Tracey McCosker to provide an update at the November Board meeting regarding the revised NSW Health Pathology Organisational Structure.	Ms Tracey McCosker	November 2016
6.	Finance and Performance	<ul style="list-style-type: none"> <li>▪ Mr Allan Cook provided an update on the Finance and Performance Committee.</li> <li>▪ The Board <u>NOTED</u> the Finance and Performance Committee report.</li> <li>▪ In particular, Mr Allan Cook noted:                             <ul style="list-style-type: none"> <li>○ Commentary summary and percentage variance to accompany the NCOS variance results table.</li> <li>○ The NSW Health Pathology Service Compact has been finalised. Regular meetings with Susan Pearce, Deputy Secretary, System Purchasing and Performance Division, Ministry of Health to be established.</li> <li>○ Budgets still waiting to be finalised. Discussions are occurring with Ministry of Health.</li> </ul> </li> </ul>	Mr Thomas Hoppe to include commentary summary and percentage variance to accompany the NCOS variance results table.	Mr Thomas Hoppe	Ongoing
7.	Audit and Risk Management Committee	<ul style="list-style-type: none"> <li>▪ The Board <u>NOTED</u> the Audit and Risk Management Committee Report for</li> </ul>			

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		<p>information.</p> <ul style="list-style-type: none"> <li>▪ In particular, Ms Vanessa Janissen noted: <ul style="list-style-type: none"> <li>○ Recommendations from the report of the Procurement Audit undertaken at Pathology West by Deloitte to be addressed through the Procurement Working Group.</li> <li>○ The NSW Health Pathology Internal Audit Attestation document endorsed by the Audit &amp; Risk Management Committee (ARMC).</li> <li>○ The NSW Health Pathology Internal Audit Plan July 2016 – 2019 endorsed by ARMC with the implementation plan to be submitted to the September ARMC meeting.</li> <li>○ The Report of Audit and Risk Committee Performance, January 2015-July 2016, NSW Health Pathology from Mr Allan Cooke regarding the committees activities was submitted to the ARMC.</li> </ul> </li> </ul>				
8.	Clinical Council	<ul style="list-style-type: none"> <li>▪ The Board <b>NOTED</b> the tabled Clinical Council report for information.</li> <li>▪ In particular, Professor Roger Wilson noted: <ul style="list-style-type: none"> <li>○ Dr Fred San-Gil, Chair of the Chemical Pathology Clinical Stream provided a succinct presentation on “Harmonisation of reference intervals”; well received by Clinical Council members.</li> </ul> </li> </ul>	Professor Roger Wilson to write to the Chairs, Medical Staff Council regarding including NSW Health Pathology as a standing agenda item on the Medical Staff Council	Professor Wilson	Roger Wilson	ASAP

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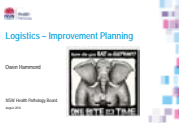
			meeting. The Executive Leadership Team meeting summary and the Chief Executive Board Report to be included in the Clinical Council papers.	Professor Wilson	Roger	November Clinical Council Meeting
9.	Logistics Improvement Planning	<ul style="list-style-type: none"><li>▪ Mr Owen Hammond presented the key findings of the Logistics review to the Board.</li><li>▪ In particular, Mr Owen Hammond noted:<ul style="list-style-type: none"><li>○ Early wins through; debt refinance, harmonising prices and competitive tendering.</li><li>○ Tender from 3 large courier companies. TNT successful tender.</li><li>○ TNT undertook review of 5 stream areas; warehousing, asset management, supplier management, specimen transport and inventory management and control. Identified potential savings of \$15M pa.</li><li>○ Major savings can be secured by analysing route data; installation of GPS for driver safety and reliable data.</li><li>○ Efficiency can be secured by linking the international product identifiers to pathology catalogue and purchase orders; contracted with HealthShare.</li></ul></li></ul>				

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		<ul style="list-style-type: none"> <li>○ Interface codes to Oracle; joint team established with NSW Health Pathology, HealthShare and eHealth.</li> <li>○ Development of an inventory management system capability that introduces perpetual inventory, BSB and e-purchasing.</li> <li>○ Improvements to data on asset holdings.</li> <li>○ Improve the Asset Strategic Plan.</li> <li>○ Hub and spoke consumable distribution pending rural structural changes. Model at Orange successful.</li> <li>○ Contract let to Clayton Utz to build specific maintenance and purchasing contracts off the NSW Procurement Board strategic initiative for simply worded contracts and procurement education to be delivered to staff.</li> </ul> <p>The Board <b>NOTED</b> the findings of the Logistics review and proposed actions.</p> 			
10.	NSW Health Pathology Risk Appetite Statement and NSW Health Pathology Internal Audit Plan	<ul style="list-style-type: none"> <li>▪ Ms Vanessa Janissen provided a brief overview of the NSW Health Pathology Risk Appetite Statement.</li> <li>▪ The NSW Health Pathology Risk Appetite Statement has been endorsed by the Executive Leadership Team and the Audit and Risk Management Committee.</li> </ul>	Ms Vanessa Janissen to arrange a one page quantitative table to be drafted to accompany the NSW Health	Ms Vanessa Janissen	ASAP

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		<ul style="list-style-type: none"> <li>The NSW Health Pathology Risk Appetite Statement to be reviewed on an annual basis.</li> <li>Ms Vanessa Janissen provided a brief overview of the NSW Health Pathology Internal Audit Plan for July 2016 - 2019.</li> <li>The NSW Health Pathology Internal Audit Plan has been endorsed by the Senior Management Team and the Audit and Risk Management Committee.</li> <li>The Board endorsed the NSW Health Pathology Internal Audit Plan July 2016-2019 and the proposed implementation plan.</li> </ul> <p><i>Moved:</i> Mr Allan Cook <i>Seconded:</i> Professor Graeme Stewart</p>	Pathology Risk Appetite Statement and circulate with the Board meeting minutes.		
11.	Corporate Governance Attestation Statement for NSW Health Pathology 15/16	<ul style="list-style-type: none"> <li>Ms Vanessa Janissen presented to the Board the Corporate Governance Attestation Statement for NSW Health Pathology 15/16, outlining the Board's responsibility for the corporate governance practices of NSW Health Pathology.</li> </ul>	The Corporate Governance Attestation Statement for NSW Health Pathology 15/16 was endorsed by the Board. A signed copy of the statement to be provided to the Ministry of Health.	Tanya Dunn	ASAP
<b>Other Business</b>					
12.	Items without notice	<ul style="list-style-type: none"> <li>There were no noted items without notice.</li> </ul>			

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13.	Board Evaluation				
<b>Items for information only</b>					
14.	Finance and Performance Committee Minutes	▪ Noted for Information only			
15.	Audit and Risk Management Committee Minutes	▪ Noted for Information only			
16.	Clinical Council Membership	▪ Noted for information only			
17.	NSW Health Pathology Operational Plan 15/16 Implementation Summary April - June	▪ Noted for information only			
18.	Quarterly Work Health Safety and Injury Management Report – June Quarter 15/16	▪ Noted for information only			
19.	Next meeting	3 <sup>rd</sup> November 2016 – 2.30 – 4.30pm			
20.	Meeting Close	There being no further business to come before the meeting, the meeting was closed at 4.43pm.			

# Action Log

## NSW Health Pathology Board

File ref: 16/06



Topic	Specific action required	Responsibility	Due date	Status Report
NSW Health Pathology Organisational Structure	Ms Tracey McCosker to provide an update at the November Board meeting regarding the revised NSW Health Pathology Organisational Structure.	Ms Tracey McCosker		Completed On agenda
Finance and Performance Standing Committee Report	Mr Thomas Hoppe to include commentary summary and percentage variance to accompany the NCOS variance results table	Mr Thomas Hoppe		Completed
Clinical Council	The Executive Leadership Team meeting summary and the Chief Executive Board Report to be included in the Clinical Council papers.	Professor Roger Wilson		Completed
NSW Health Pathology Risk Appetite Statement	Ms Vanessa Janissen to arrange a one page quantitative table to be drafted to accompany the NSW Health Pathology Risk Appetite Statement and circulate with the Board meeting minutes.	Ms Vanessa Janissen		Completed Accompanying the meeting minutes
Corporate Governance Attestation Statement for NSW Health Pathology 15/16	The Corporate Governance Attestation Statement for NSW Health Pathology 15/16 was endorsed by the Board. A signed copy of the statement to be provided to the Ministry of Health.	Ms Tanya Dunn		Completed
NSW Health Pathology Conflict of Interest Register	NSW Health Pathology Conflict of Interest Register to be included in the Board meeting papers on a quarterly basis.	Board Secretariat	As required.	Completed Included in the papers
Phlebotomy Partnerships across NSW	Dr Gus Koerbin to provide a further update regarding phlebotomy partnerships to the Board at the October 2016 Board meeting.	Dr Gus Koerbin	October 2016	Completed Verbal update to be provided in Business arising
Clinical Council Standing	Professor Roger Wilson to write to Chairs, Medical	Professor Roger Wilson	ASAP	Completed



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Agenda Item	Staff Council regarding including NSW Health Pathology Clinical Council as a standing agenda item on the Medical Staff Council meeting agenda.			Correspondence circulated 7 <sup>th</sup> and 10 <sup>th</sup> October.
Point of Care Testing	Mr Andrew Sargeant to provide an update to the Board late 2016 regarding the current project underway with Ambulance NSW; and the use of Point of Care Testing devices within the Ambulance and Patient Transport Fleet across NSW.	Mr Andrew Sargeant	December 2016	Ongoing December 2016
Forensic Medicine Branch, end to End Business Review	Ms Catherine Foster-Curry to provide an update to the Board regarding the Forensic and Analytical Science Service, Forensic Medicine end to end business review in one year's time	Ms Catherine Foster-Curry	November 2016	Ongoing Deferred as Catherine Foster Curry is on leave
Public Health Service	Dr Kerry Chant, Vanessa Janissen and Tracey McCosker to discuss proposed Public Health Workshop; mapping a long term Public Health plan and review existing Public Health Service Level Agreements.	MsTracey McCosker	When req.	Ongoing Unpacking of costs regarding Public Health are underway. Review of Sexual Health Services in response to questions raised by Sydney Local Health District. Ms Tracey McCosker to provide an upate to the Board and the Public Health Unit

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				when available.
Board Evaluation	The Board Evaluation to be distributed to the meeting attendees.	Ms Tanya Dunn	When req.	Ongoing