

Minutes for the NSW Health Pathology Board

17th December 2015

Twenty First Meeting

Sage Building, Level 13, 67 Albert Avenue, Chatswood



Health
Pathology

Present:

Dr Steve Flecknoe-Brown, Professor Dominic Dwyer, Mr Murray Austin,
Dr Tamsin Waterhouse, Ms Kay Hyman, Mr Kevin Forward, Dr Kerry Chant, Mr Gus Koerbin
and Professor Graeme Stewart (Teleconference).

Apologies:

Professor Roger Wilson, Ms Kay Hyman

In Attendance:

Ms Tracey McCosker, Ms Vanessa Janissen and Mr Michael Whiley

Secretariat:

Ms Tanya Dunn

Order of Business: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13

BUSINESS OF THE MEETING

1. Welcome and Apologies

Professor Roger Wilson, Dr Maxwell Alexander and Ms Kay Hyman were noted as apologies.

The Chair, Dr Steve Flecknoe-Brown welcomed Mr Michael Whiley, Director Clinical Strategy and Reform to the meeting as the nominated proxy for Professor Roger Wilson.

The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2.35pm and welcomed those present and Tanya Dunn recorded the minutes. A quorum of Board members was present and the meeting proceeded with business.

2. Declarations of Conflict of Interest

No Declarations of Conflict of Interest were noted.

3. Minutes of Previous Meeting

The Board members APPROVED the draft Board meeting minutes of 29th October 2015.

MOVED: Mr Murray Austin

SECONDED: Dr Tamsin Waterhouse

4. Business Arising from Previous Meetings

Ms Tracey McCosker provided an update to the Board of the outcome of discussions with the Ministry of Health and Local Health Districts (LHDs) and Specialty Health Networks (SHNs) regarding the appointment of staff specialist pathologists who have a dual appointment holding both clinical and laboratory privileges. NSW Health Pathology was invited to present its position and recommendations at the NSW Health Workforce Advisory Group meeting in October 2015. The WAG endorsed the NSW Health Pathology recommendation.

5. Chief Executive Report

Ms Tracey McCosker provided an update on current matters within NSW Health Pathology.

The Board NOTED the Chief Executive Report

RESOLUTION: That the Chair, Dr Steve Flecknoe-Brown draft a letter of congratulations to Ms Vanessa Janissen on being chosen to participate in the

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Premier's Leadership Academy.

MOVED: Dr Steve Flecknoe-Brown

SECONDED: Mr Murray Austin

ACTION: The Chair, Dr Steve Flecknoe-Brown draft a letter of congratulations to Ms Vanessa Janissen on being chosen to participate in the Premier's Leadership Academy.

Standing Committee Reports

6. Finance and Performance

Mr Murray Austin provided an update on the Finance and Performance Committee.

The Board noted the Service Compact and Supplementary KPIs for October 2015.

In particular Mr Murray Austin noted that callbacks are included in the "overtime hours worked plus agency staff usage (in hours) of total staff hours (%)" KPI reported in the Service Compact People and Culture Monthly KPIs.

The Board NOTED the Finance and Performance Committee report.

7. Audit and Risk Management Committee

Ms Vanessa Janissen provided a verbal report on the Audit and Risk Management Committee.

The Board held a brief discussion regarding the NSW Health Pathology Logistics Review.

Ms Vanessa Janissen advised the Board that Mr Allan Cooke, Independent Chair, NSW Health Pathology Audit and Risk Management Committee, will not be seeking reappointment at the end of his term. Discussions and processes are in place regarding the pre-qualified panel, and Ms Vanessa Janissen is currently working with Mr Peter Scarlett, Independent Member, Audit Risk Management Committee regarding selection to proceed to interview. Formal nomination to be put forward to the NSW Health Pathology Board.

The Board NOTED the verbal Audit and Risk Management Committee Report.

General Business

8. Progress report regarding Phlebotomy partnership

Dr Gus Koerbin provided to the Board a verbal update on developing phlebotomy partnerships with TAFE and other tertiary institutions.

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Gus Koerbin advised that following industry consultation nationally in 2015, there have been changes in the Health and Community Services Training packages in the Vocational Education and Training (VET) sector that will impact pathology VET qualifications from 2016. These changes will mean that the former Certificate IV in Pathology will be replaced by two Certificate III level courses (one in Pathology Techniques and one in Pathology Collections). The newly introduced Certificate III in Pathology Collections course includes a requirement for students to complete a minimum of 35 hours of work experience. Hunter Institute of TAFE approached Pathology North in late 2015 to partner with it to provide the work placements. A tripartite Memorandum of Understanding (MOU) between Hunter Institute TAFE, Hunter New England (HNE) Local Health District (LHD) and NSW Health Pathology was signed in late 2015 to enable students to train in phlebotomy and pre – analytical techniques within Pathology North laboratories within HNE LHD facilities.

Additionally, discussions are currently in place between Mr Martin Sainsbury, Director Workforce and Culture and Ms Lillian Gordon, Coordinator, Aboriginal Learning Circle regarding the opportunity to promote traineeships amongst Aboriginal and Torres Strait Islander students, including opportunities for school based traineeships given the newly formed partnership.

ACTION: Dr Gus Koerbin to report back to the Board further progress regarding the phlebotomy partnership at the scheduled June 2016 Board meeting.

9. Priorities for 2016

Ms Tracey McCosker updated the Board on NSW Health Pathology priorities for 2016.

The Board held a brief discussion regarding the priorities and next steps for 2016.

10. Board Meeting Dates/Themes for 2016

Ms Tracey McCosker provided to the Board the proposed meeting dates and content themes for the Board's 2016 meetings which align with the priority focus areas in the NSW Health Pathology Strategic Plan.

The Board agreed to the change of the wording on the circulated Board brief from "Approval of 15/16 budgets" to "Approval of 16/17 budgets" for the August 25, 2016 meeting.

ACTION: Ms Tanya Dunn to amend the wording on the circulated Board brief from "Approval of 15/16 budgets" to "Approval of 16/17 budgets" for the August 25, 2016 meeting.

ACTION: Ms Tanya Dunn to circulate Board brief regarding proposed 2016 Board meeting dates and content themes out of session for endorsement.

New Business

11. Items without Notice

The Chair, Dr Steve Flecknoe–Brown made reference to a recent discussion between himself and the outgoing Chair, Nepean Medical Staff Council re matters at Nepean and Pathology West. Mr Dominic Dwyer provided an update to the Board regarding issues raised.

Committee Minutes/Report for information

- 1. Finance and Performance Committee**
- 2. NSW Health Pathology Operational Plan 15/16
Implementation Summary – July – September 2015**

There being no further business to come before the meeting, the meeting was closed at 4.15pm