

Minutes

NSW Health Pathology Board

File ref: 17/02



Date:	22 nd February 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, Dr Gus Koerbin, Ms Vanessa Janissen and Ms Jane Carpenter- <u>for Item 9.</u></p> <p><u>Videoconference:</u> Ms Liz Geddes and Mr Martin Sainsbury – <u>for Item 10.</u></p> <p><u>Teleconference:</u> Ms Kay Hyman</p> <p><u>Secretariat:</u> Ms Tanya Dunn</p>			Apologies:	Dr Kerry Chant and Professor Roger Wilson	
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 10.10am and welcomed those present and Ms Tanya Dunn recorded the minutes.▪ Apologies noted from Professor Roger Wilson and Dr Kerry Chant.▪ 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">▪ Board Members to declare potential conflict of interest to the Board Secretariat for noting on the Conflict of Interest Register; in addition to raising any potential conflicts of interest based on the agenda.▪ Professor Maree Gleeson noted appointment as Board Member, Central Coast Local Health District.▪ Mr Murray Austin noted appointment as				

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		<p>Board Member, Nepean Blue Mountains Local Health District.</p> <ul style="list-style-type: none"> ▪ Dr Michael Legg noted that he is leading the development of systems for the Royal College of Pathologists of Australasia Quality Assurance Programs. ▪ Dr Michael Legg noted his appointment as Chair, Advisory Committee, Health group. 			
3.	Confirmation of Previous Minutes	<ul style="list-style-type: none"> ▪ The Board members <u>APPROVED</u> the draft Board meeting minutes of the 15th December as a true record of the meeting. <p><u>Moved:</u> Mr Murray Austin <u>Seconded:</u> Dr Michael Brydon</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"> ▪ Ms Tracey McCosker provided a verbal update to the Board regarding Public Health Service Update. ▪ In particular, noting: <ul style="list-style-type: none"> ○ Director Public Health Position Description. ○ Targeted reviews of Public Health Services. Recently completed review of Sexual Health Services. Awaiting feedback on recommendations. Further discussion to occur with Dr Kerry Chant. ○ Review of the terms and costs of existing Service Level Agreements. 			
Items for action / endorsement:					
5.	Chief Executive Report	<ul style="list-style-type: none"> ▪ Ms Tracey McCosker provided an update on NSW Health Pathology. 			

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		<ul style="list-style-type: none"> ▪ The Board <u>NOTED</u> the Chief Executive Report. <ul style="list-style-type: none"> ○ Mr Peter Loxton noted that Minister Skinner praised the leadership and progress of NSW Health Pathology at their recent introductory meeting. 			
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"> ○ Pathology North results are progressing well. ○ A few concerns with Pathology West, SEALS, and FASS; advising that all networks are working towards resolving these issues. ○ LIS billing issue identified at South Eastern Area Laboratory Services (SEALS); outstanding billing will significantly close the gap. ○ Coning billing issue at Pathology West has been resolved. Coning Working Party has been established; meeting monthly looking at consistency of application of coning rules across all Networks and the 17/18 Pricing Policy. Consistent approach from July 1; view to model the approach for 12 months. ○ Issue raised regarding the explanation for the billing issue; STOP program. ○ Mr Allan Cook made special mention of Mr Thomas Hoppe, Director Finance 	<p>The Finance and Performance Committee Standing Report wording to be amended regarding billing issues and the STOP program.</p> <p>Evaluate the effectiveness of the STOP program and similar programs across the State; view to obtain a resource to undertake evaluation.</p> <p>Explanation to be provided regarding the nominated target of 6% for the Your Say Survey; estimated response rate.</p> <p>The Board to review KPI targets</p>	AC	ASAP
				VJ	Ongoing
				TMcC	ASAP

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		expressing his appreciation and commitment to NSW Health Pathology. Mr Hoppe, will retire on the 17 th March.	and initiatives management in the near future.	TMcC	As required
7.	Audit and Risk Management Committee	<ul style="list-style-type: none"> ▪ Ms Vanessa Janissen provided a brief overview on the recent Audit Risk Management Committee meeting. ▪ The Board NOTED the verbal Audit and Risk Management Committee meeting update for information. ▪ In particular, noting: <ul style="list-style-type: none"> ○ Audit and Risk Management Committee Charter and the 2017 workplan; highlighting the key responsibilities of the Audit and Risk Management Committee. ○ Ensuring that a Risk Management Framework is in place; identifying significant risks and mitigating risks for NSW Health Pathology. ○ Ensure that NSW Health Pathology is meeting external accountabilities to the Audit Office and other agencies. ○ Internal Audit Program is in place. ○ Issues discussed at the recent Audit and Risk Management Committee meeting include: Anatomical Pathology clinical risk, Cyber risk and security, Transition process, transition risk register and controls; Business Case regarding the proposed billing system and an update on the Internal Audit Plan. ○ Audits noted with concerns; FASS 	<p>Ms Vanessa Janissen to provide to the Board the meeting summary and minutes from the recent Audit and Risk Management Committee meeting.</p> <p>Ms Vanessa Janissen to provide a brief to the Board regarding the changes to Pap Smear Screening Testing.</p>	<p>VJ</p> <p>VJ</p>	<p>ASAP</p> <p>ASAP</p>

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		<p>Human Tissue Act audit; high risk areas regarding organ retention processes; and the South East Sydney Forensic Audit regarding billing processes.</p> <ul style="list-style-type: none">○ Audit Office recommendations are in process and due to be finalised.○ Review of Management Letter and Public Liability ongoing matters; and the NSW Health Pathology Quarterly Risk Report.○ Mr Murray Austin noted the upcoming changes to the National Cervical Screening Program; move from cytology to molecular testing. Highlighting a significant business risk to service planning; in addition to an opportunity to centralise services for NSW Health Pathology.○ Key working group has been established and initial discussions have occurred with Public Pathology Australia and the Royal College of Pathologists Australasia. In addition, both the Microbiology Clinical Stream and Anatomical Pathology Clinical Stream Chairs are in discussion.			
8.	Clinical Council	<ul style="list-style-type: none">▪ Ms Tracey McCosker provided a brief overview on the recent Clinical Council meeting.▪ The Board NOTED the verbal Clinical Council meeting update for information.▪ In particular, noting:<ul style="list-style-type: none">○ Committee formed that invites			

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		<p>clinicians from Local Health Services that use our service to obtain an update on NSW Health Pathology; and an opportunity for Local Health Districts to provide feedback.</p> <ul style="list-style-type: none">○ Topics discussed at the recent Clinical Council meeting included; Chief Executive Update, Patient Story and a presentation from the Chair, Chemistry Clinical Stream around critical results.○ Strategy to engage senior clinicians participation; via the Chairs Medical Staff Council.○ Identified gap engaging with Junior Medical Officers; seek opportunity to provide an interface with NSW Health Pathology via Junior Medical Officer connections and extend invitation to sessions when NSW Health Pathology representatives are onsite.			
9.	Biobanking	<ul style="list-style-type: none">▪ Ms Jane Carpenter provided an overview on Biobanking. <i>Presentation attached.</i> 			
10.	Emerging Leaders Program	<ul style="list-style-type: none">▪ Mr Martin Sainsbury provided an overview on the Emerging Leaders program. <i>Presentation attached.</i>			

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11.	NSW Health Pathology Transition Briefing	<ul style="list-style-type: none"> ▪ Ms Tracey McCosker provided an overview of the accompanying NSW Health Pathology Transition Briefing. ▪ In particular, noting: <ul style="list-style-type: none"> ○ Transition phased in three stages. Completed Phase 1. ○ Government Framework Structure in progress. ○ Executive Director Finance role recruitment in process. ○ The role of the Executive Director Forensic Analytical Scientific Service awaiting recruitment. Operations Manager to commence recruitment once the Executive Director is appointed. ○ Finalised Forensic Analytical Scientific Service structure. ○ Director Public Health, NSW Health Pathology appointed. ○ Director Medical Services, NSW Health Pathology advertised. ○ Commence recruitment of Clinical Stream Leads. ○ Transition costs identified. Discussions held with Ministry of Health; support to contribute funding for the next financial year. 	<p>Professor Graeme Stewart to work with the Chief Executive in developing a discussion paper regarding consideration of appointment of Clinical Director with shared authority that varies with responsibility; mandated proportion of sharing.</p> <p>Topic “Transition Update” to remain as a standing agenda item for each Board meeting until further notice.</p>	<p>GS</p> <p>TD</p>	<p>ASAP</p> <p>Ongoing</p>

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		<ul style="list-style-type: none"> ○ Transition Budget Costing Model to be presented to the Ministry of Health; end of February. 			
12.	NSW Health Pathology Strategy Session	<ul style="list-style-type: none"> ▪ Ms Tracey McCosker provided an overview of the accompanying NSW Health Pathology Board Strategy Session. ▪ In particular, noting: ▪ <u>AGREED</u> that a strategic workshop to occur at the April Board meeting; duration 1.5 hours. ▪ Consideration of a half day annual Board Strategic Planning Day in the future; suggestion of obtaining an external resource to Chair the session. 	<p>Preparatory documentation regarding the proposed strategic workshop to be circulated to the Board prior to the April Board meeting.</p> <p>Add “funding and budget issues going forward” to the key issues identified on the supporting brief.</p>	<p>TMcC</p> <p>TD</p>	<p>As req.</p> <p>ASAP</p>
13.	NSW Health Pathology Board Meeting Dates 2017	<ul style="list-style-type: none"> ▪ Recommendation that the Board Meeting scheduled for the 25th October be held at a regional location. Suggested locations include Dubbo or Orange. ▪ Move the April 26th Board meeting priority focus area to a later date to allow time for the Strategic Workshop to be held at the meeting. 	<p>Ms Tracey McCosker and Ms Tanya Dunn to arrange preliminary itinerary for the regional Board meeting to be held 25th October.</p>	<p>TMcC & TD</p>	<p>ASAP</p>
Other Business					
14.	Items without notice	<ul style="list-style-type: none"> ▪ There were no noted items without notice. 			
15.	Board Evaluation	<ul style="list-style-type: none"> ▪ Nil 	Ms Tanya Dunn to	<p>TD</p>	<p>ASAP</p>

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			distribute Board Evaluation.		
Items for information only					
16.	Finance and Performance Committee Minutes	▪ Noted for Information only			
17.	Audit and Risk Management Committee Minutes	▪ Noted for Information only			
18.	NSW Health Pathology Operational Plan Quarterly Report	▪ Noted for Information only			
19.	NSW Health Pathology Work Health and Safety Quarterly Report.	▪ Noted for information only			
20.	NSW Health Pathology Risk Register	▪ Noted for information only			
21.	Next meeting	26 th April 2017, 10am – 13.00pm			
22.	Meeting Close	There being no further business to come before the meeting, the meeting was closed at 12.56pm.			

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Topic	Specific action required	Responsibility	Status Report
Finance and Performance Committee Standing Report	The Finance and Performance Committee Standing Report wording to be amended regarding billing issues and the STOP program.	AC	Completed
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
KPI Performance Report	Explanation to be provided regarding the nominated target of 6% for the Your Say Survey; estimated response rate. The Board to review KPI targets and initiatives management in the near future.	TMcC TMcC	Completed The 6% response target has been confirmed to be correct. Surveys of this complexity have a low completion rate and this response rate is for a fully completed survey. The survey is actually the People Says survey. The surveys alternate and this has been noted to fix in the reporting of these KPIs moving forward.
Audit and Risk Management Committee Standing Report	Ms Vanessa Janissen to provide to the Board the meeting summary and minutes from the recent Audit and Risk Management Committee meeting.	VJ	Completed
Pap Smear Screening Testing	Ms Vanessa Janissen to provide a brief to the Board regarding the changes to Pap Smear Screening Testing.	VJ	Delayed The clinical streams are preparing a position paper on HPV. It is on their 17/18 workplan and due by September. The urgency around this has dissipated as the Dept. of Health has delayed the deadline till Dec for changes to the National Cervical Screening Program to move to HPV. The position paper also needs to be informed by NPAAC guideline to be released that defines the minimum number of tests for a centre to be competent in HPV. This will support our goal of a single site in NSWHP.

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Transition Briefing	Professor Graeme Stewart to work with the Chief Executive in development of a discussion paper regarding consideration of appointment of Clinical Director with shared authority that varies with responsibility; mandated proportion of sharing.	GS	In Progress GS & TMcC to meet 3 rd May to progress this issue.
Standing agenda item	Topic "Transition Update" to remain as a standing agenda item for each Board meeting until further notice.	TD	Completed On the agenda for the April Board Meeting
Board Strategy Session	Preparatory documentation regarding the proposed strategic workshop to be circulated to the Board prior to the April Board meeting. Add "funding and budget issues going forward" to the key issues identified on the supporting brief.	TMcC & VJ TD	Completed On the agenda for the April Board Meeting
Board Meeting Dates 2017	Ms Tracey McCosker and Ms Tanya Dunn to arrange preliminary itinerary for the regional Board meeting to be held 25 th October.	TMcC & TD	Completed On the agenda for information
Board Evaluation	Ms Tanya Dunn to distribute Board Evaluation.	TD	Completed