

Minutes

NSW Health Pathology Board

File ref: 16/06



Date:	30 th June 2016	Time:	2.30-4.30pm	Venue:	Boardroom, Sage Building, Level 13, 67 Albert Ave, Chatswood
Attendees:	<p><u>Present:</u> Dr Steve Flecknoe-Brown (Chair) Mr Murray Austin, Mr Kevin Forward, Professor Graeme Stewart, Professor Dominic Dwyer, Dr Kerry Chant and Ms Kay Hyman</p> <p><u>In Attendance:</u> Ms Tracey McCosker, Ms Vanessa Janissen, Dr Gus Koerbin, Professor Roger Wilson, Mr Allan Cook, Ms Vanessa Shaw, Ms Elizabeth Geddes and Mr Martin Sainsbury</p> <p><u>Secretariat:</u> Ms Tanya Dunn</p>			Apologies:	
Item No.	Agenda Item	Discussion	Action/ Decision	Responsibility	Timeframe
1.	Welcome & Attendance	<ul style="list-style-type: none">▪ The Chair, Dr Steve Flecknoe-Brown opened the meeting at 2.34pm and welcomed those present and Tanya Dunn recorded the minutes.▪ The Chair, Dr Steve Flecknoe-Brown welcomed Ms Elizabeth Geddes, Mr Allan Cook and Ms Vanessa Shaw, as observers to the meeting.▪ 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 Chair, Dr Steve Flecknoe-Brown <u>NOTED</u> the 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	Quarterly

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3.	Confirmation of Previous Minutes	<ul style="list-style-type: none"> The Board members <u>APPROVED</u> the draft Board meeting minutes of the 28th April 2016. <p><i>Moved:</i> Murray Austin <i>Seconded:</i> Kevin Forward</p>			
4.	Business Arising from Previous Meetings	<ul style="list-style-type: none"> The Action Log was reviewed as part of the agenda. Mr Martin Sainsbury provided an update to the Board regarding Honorary Medical Appointments; noting that advice from the Legal and Regulatory Branch of the Ministry of Health is still pending. Dr Gus Koerbin and Mr Martin Sainsbury provided a verbal update to the Board regarding phlebotomy partnerships between NSW Health Pathology and relevant Universities /TAFE across NSW. Mr Martin Sainsbury provided an update to the Board regarding the NSW Work, Health and Safety Act 2011 and related instruments 	<p>The Chair, Dr Steve Flecknoe-Brown and Ms Tracey McCosker will both raise the issue regarding Honorary Medical Appointments for Pathologists with the Secretary, NSW Health.</p> <p>Dr Gus Koerbin to provide a further update regarding phlebotomy partnerships across NSW to the Board at the October 2016 Board meeting.</p> <p>The Board <u>ACCEPT</u> that the Chief Executive Quarterly Report</p>	<p>Dr Steve Flecknoe-Brown and Ms Tracey McCosker</p> <p>Dr Gus Koerbin</p> <p>Board Secretariat</p>	<p>ASAP</p> <p>October 2016</p> <p>As required.</p>

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		<p>and the general duties of due diligence imposed on Board members.</p> <ul style="list-style-type: none"> ▪ In particular, noting: <ul style="list-style-type: none"> ○ That recent advice from the Ministry of Health confirms that Board members are now considered 'Officers' under the WHS Act; ○ Requirement on Board members to exercise due diligence and take reasonable steps to ensure that NSW Health Pathology complies with its obligations under the WHS Act; and identify additional information and/or training needed to support Board Member compliance with their general duties of due diligence. 	<p>on Work Health and Safety performance across NSW Health Pathology be included in the Board meeting papers; to align with the Board meeting frequency.</p> <p>The Chair, Dr Steve Flecknoe-Brown recommended that a briefing on the obligations of Board members considered 'Officers' under the WHS Act be presented to Mr Allan Cook and Professor Graeme Stewart.</p>	Mr Martin Sainsbury	ASAP
Items for action / endorsement:					
5.	Chief Executive Report	<ul style="list-style-type: none"> ▪ Ms Vanessa Janissen provided an update on NSW Health Pathology. ▪ The Board <u>NOTED</u> the Chief Executive Report. ▪ In particular, Professor Roger Wilson, provided a brief overview to the Board on 			

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Biobanking, Donor Nucleic Acid Test Screening Platform, Electron Microscopy Services and Perinatal Post Mortems and Related Services.

6.	Finance and Performance	<ul style="list-style-type: none">▪ Mr Murray Austin provided an update on the Finance and Performance Committee.▪ The Board NOTED the Finance and Performance Committee report.▪ In particular, Mr Murray Austin noted:<ul style="list-style-type: none">○ Changes in billing systems across 3 of the Networks; including IT issues has resulted in a decline in revenue; however, advised that with an increased focus on debt recovery and correct billing suspends; expect revenue to flow into the 2016/17 financial year.○ Changes to the Ministry of Health Nett Cost of Service (NCOS) reporting for the 2016/17 financial year; greater separation of expenditure and revenue of the separate reports.○ Auditors 13 Management Points or Auditor General's Recommendations have progressed sufficiently; 5 are already completed with another 7 close to completion.○ Ms Vanessa Janissen made reference to confirmation from the Ministry of Health to proceed with changing the funding arrangements for Teaching, Training and Research	Mr Thomas Hoppe and Ms Tracey McCosker to write to the Ministry of Health to seek clarification regarding the Ministry of Health Cash Policy introduced in early 2016; formalise options available to access cash currently withheld on behalf of NSW Health Pathology.	Mr Thomas Hoppe and Ms Tracey McCosker	ASAP
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		<p>(TTR). Awaiting a response from the ABF Team, verifying the definitions and methodology used regarding Teaching, Training and Research; prior to further engagement with Local Health Districts.</p> <ul style="list-style-type: none"> ○ Discussion ensued. 			
7.	Audit and Risk Management Committee	<ul style="list-style-type: none"> ▪ The Board <u>NOTED</u> the Audit and Risk Management Committee Report for information. ▪ In particular, Ms Vanessa Janissen noted: <ul style="list-style-type: none"> ○ Changes in membership of the Audit and Risk Management Committee as outlined on the accompanying brief. ○ Progress on the logistics project undertaken with TNT. Advising that the final report from the TNT review is available and noting that this is a key focus area in the move towards contestability and will require significant funding, with options being explored. 	Mr Owen Hammond to present the results of the TNT Review to the Board at the August Board Meeting.	Mr Owen Hammond	August 2016
8.	Clinical Council	<ul style="list-style-type: none"> ▪ The Board <u>NOTED</u> the Clinical Council report for information. ▪ In particular, Professor Roger Wilson noted: <ul style="list-style-type: none"> ○ The NSW Health Pathology Clinical Council Charter was endorsed at the May 2016 meeting; subject to a minor amendment. 	Professor Roger Wilson to circulate the Clinical Council membership to Board members for information.	Professor Roger Wilson	ASAP
Items for information only:					
9.	Regional Contestability Analysis	<ul style="list-style-type: none"> ▪ Ms Vanessa Janissen presented the key 			

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		<p>findings of the Regional Contestability Analysis conducted by Paxton Partners to the Board.</p> <ul style="list-style-type: none">▪ In particular, noting the objective, process scope and proposed actions of the analysis.<ul style="list-style-type: none">○ Proposed actions include: evolve NSW Health Pathology's services in partnership with customers; pricing and cost transparency and positioning NSW Health Pathology for market testing.○ The final report has been endorsed by the Executive Leadership Team.○ Feedback to be provided to each Local Health District who were involved in the consultation process. Meetings to be scheduled between July-September.○ Discussion ensured.▪ The Board NOTED the report findings of the Regional Contestability Analysis and proposed actions.			
10.	Anatomical Pathology Registrars: New Positions and Update on 2017 Recruitment	<ul style="list-style-type: none">▪ Carried over to the August Board Meeting.			
11.	Mid Term Review of NSW Health Pathology Strategic Plan	<ul style="list-style-type: none">▪ Dr Sue Carter provided a presentation to the Board on the Mid Term Review of the NSW Health Pathology Strategic Plan.▪ In particular, noting :<ul style="list-style-type: none">○ That working groups have been			

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		<p>established; and outcomes defined.</p> <ul style="list-style-type: none">Some initiatives have been removed with several initiatives changed/added to reflect a focus on contestability, importance of customer engagement / relationships, organisational transformation and demonstrating the value of NSW Health Pathology.Exercise to evaluate alignment between the NSW Health Pathology Strategic and Operational Plans.<u>Next steps:</u> The NSW Health Pathology Strategic Plan will be updated and re-issued.Summative evaluation framework to be developed.			
Other Business					
12.	Items without notice	<ul style="list-style-type: none">There were no noted items without notice.			
13.	Board Evaluation				
Items for information only					
14.	Finance and Performance Committee Minutes	<ul style="list-style-type: none">Noted for Information only			
15.	Clinical Council Minutes	<ul style="list-style-type: none">Noted for Information only			
16.	NSW Health Pathology	<ul style="list-style-type: none">Noted for information only.			

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	Operational Plan 2016-17				
17.	Next meeting	25 August 2016 – 2.30 – 4.30pm			
18.	Meeting Close	There being no further business to come before the meeting, the meeting was closed at 4.37pm.			

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Topic	Specific action required	Responsibility	Due date	Status Report
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.	Ongoing November meeting
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	Ongoing November meeting
Chief Executive Quarterly Report on Work, Health and Safety Performance across NSW Health Pathology	The Board ACCEPT that the Chief Executive Quarterly Report on Work Health and Safety performance across NSW Health Pathology to be included in the Board meeting papers; to align with the Board meeting frequency.	Board Secretariat	August 2016	On agenda
Ministry of Health Cash Policy	Mr Thomas Hoppe and Ms Tracey McCosker to write to the Ministry of Health to seek clarification regarding the Ministry of Health Cash Policy introduced in early 2016; formalise options available to access cash when required that is currently withheld on behalf of NSW Health Pathology.	Dr Steve Flecknoe-Brown, Mr Murray Austin and Ms Tracey McCosker	ASAP	Completed Copy of letter included in the papers
Work, Health and Safety Act	The Chair, Dr Steve Flecknoe-Brown recommended that a briefing on the obligations of Board members considered 'Officers' under the WHS Act be presented to Mr Allan Cook and Professor Graeme Stewart.	Mr Martin Sainsbury	ASAP	On agenda
TNT Review	Mr Owen Hammond to present the results of the TNT Review to the Board at the August Board Meeting.	Ms Vanessa Janissen and Mr Owen Hammond	August Board meeting	On agenda
Clinical Council Membership	Professor Roger Wilson to circulate the Clinical	Professor Roger Wilson	ASAP	Completed

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	Council membership to Board members for information.			
Honorary Medical Appointments re: eligibility to Medical Staff Council membership.	Mr Martin Sainsbury will continue to follow up with NSW Health re: honorary medical appointments; cross credentialing as an ongoing issue disadvantaging pathologists in eligibility to Medical Staff Council membership. The Chair, Dr Steve Flecknoe-Brown and Ms Tracey McCosker will both discuss the issue regarding Honorary Medical Appointments for Pathologists with the Secretary, NSW Health.	Mr Martin Sainsbury Dr Steve Flecknoe-Brown and Ms Tracey McCosker	ASAP	On agenda
Clinical Council Standing Agenda Item	Professor Roger Wilson to write to Chairs, Medical Staff Council regarding including NSW Health Pathology Clinical Council as a standing agenda item on the Medical Staff Council meeting agenda.	Professor Roger Wilson	ASAP	In Progress Correspondence has been drafted awaiting circulation.
Coning of referred pathology samples	Discussion to occur between Ms Tracey McCosker, Mr Eddie Van Den Bempt and Ms Michelle Williams regarding coning of referred pathology samples and consideration to a loan of funds from the Number 2 Account to fund the software upgrade.	Ms Tracey McCosker	ASAP	Completed Rule 3 exception flag has been implemented and is working effectively.
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
NSW Health Pathology Security Review Audit	NSW Health Pathology to give consideration to undertake a security review audit on all NSW Health Pathology laboratories, collection centers and public	Ms Tracey McCosker Ms Vanessa Janissen	As required	Completed Security review audit undertaken

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	access areas.			by MoH did not include pathology. NSW Health Pathology has undertaken a risk assessment across all Networks; noting that no risk was identified.
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 November 2016
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 Further discussion to occur regarding statewide public health issues with the Population and Public Health Unit; draft position statement. Ms Tracey McCosker to provide an upate to the Board

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