

Minutes for NSW Health Pathology Board

22/06/2022 | 10:00 AM - 01:11 PM, Meeting Room South 10, Level 1, 1 Reserve Road, St Leonards,
Bar Beach Boardroom, Newcastle and Teams.

Attendees

Peter Loxton, Maree Gleeson, Darren Turner, Lyn Baker, Cathryn Cox, Carmen Rechbauer and Nigel Lyons.

Apologies: Michael Legg, Nicholas Hawkins, Jason Ardler, Elizabeth Salisbury

In Attendance: Tracey McCosker, Tammy Boone, Martin Canova, Michael Whiley and Jess Lee **Secretariat**
Tanya Dunn

Welcome, Acknowledgement of Country and Emergency Management

The Chair declared the meeting opened with acknowledgement of country and welcomed those present.

The Chair **NOTED** apologies received.

A quorum of Board members were present, and the meeting proceeded with business.

The Secretariat recorded the minutes.

Declarations of Conflict of Interest

The Chair requested all attendees to declare or remove any conflicts of interest at the meeting.

No new conflicts of interest were declared.

Confirmation of previous Minutes and Review of Action Log

Board members were invited to comment on the minutes.

The Board members **APPROVED** the draft Board meeting minutes of 27 April 2022 as an accurate record of the meeting. Noting one modification to make Maree Gleeson Acting Chair instead of Co-Chair.

MOVED: Cathryn Cox

SECONDED: Maree Gleeson subject to modification.

The Action Log was reviewed and noted.

Chief Executive Update

The Chief Executive's report was taken as read.

Noting

- Respiratory Testing Triplex PCR Test
- NSW Health COVID-19 Debrief
- NSW Health Formal Apology delivered on National Sorry Day
- Finalists in NSW Health Pathology Awards and NSW Health Awards

- Quad State Chief Executives meeting
- LGBTQIA+ Training
- Clinical Governance Restructure
- Pathology services at Port Macquarie Hospital.

ACTION: An opportunity to assess the current pathology service arrangements in Port Macquarie and to identify and demonstrate the benefits of the change over the coming months.

COVID 19 Update

The Chief Executive provided the Board with a brief update on NSW Health Pathology's COVID-19 response. To be combined as part of the Chief Executive's update going forward.

Implications on health of the changes in Federal Government

The Board considered and discussed how recent changes to the Federal Government may impact public health.

Strategic Leadership Team Planning Session

The Board were briefed on the agenda for the two-day Strategic Leadership Team (SLT) Planning session scheduled for the 18th and 19th July 2022, and the Board were invited to contribute views and advice regarding these topics to inform the SLT's discussion.

Topics include ensuring the SLT is an effective, high performing, values based team, aligning NSWHP's strategic priorities with NSW Health's Future Health Strategy, prioritising NSWHP's Programs of Work and Projects, beginning work on determining impacts for NSWHP from the Health outcomes and access to health and hospital services in rural, regional, and remote NSW, and enhancing the involvement of pathologist in leadership positions within NSWHP.

The Board **NOTED** the proposed two-day agenda for the SLT Planning session, provided input on the proposed topics, and requested feedback at the August Board meeting.

ACTION: The August Board meeting will include an update on the two-day strategic discussion.

NSW Health Future Health Strategy

Martin Canova provided a presentation outlining the alignment of NSWHP priorities, projects and programs to NSW Health's Future Health Strategy and NSWHP's priority focus areas to assist the Board in considering the possible impacts for NSWHP.

The Board **NOTED** and reviewed the alignment of NSWHP's strategic priorities with the NSW Health Future Health Strategy and the workplan to deliver NSWHP's priorities.

The Board identified and discussed the gaps and opportunities in NSWHP's current work program to deliver on the NSW Health Future Health Strategy and recommendations of health outcomes and access to health and hospital services in rural, regional and remote NSW.

A question was addressed on how the SLT could better enhance engagement with Clinicians and Pathologists given their value, expertise, and contribution.

ACTION: The Strategic Leadership Team to make use of the two day strategic session to discuss how NSW Health Pathology can better integrate with and contribute more broadly to the health system, as well as how it can increase its visibility around representation and linkages within the broader health system.

Climate Change Adaption Plan

Michael Symonds, Director, Forensic and Analytical Science Services (FASS), presented information on the development of the Climate Change Adaption Plan for NSW Health Pathology and outlined the four-step approach provided in the Climate Risk Ready NSW Guide.

The Board **NOTED** the work being done with the SLT and the various portfolios to review the listed impacts of climate change, and to identify risks and opportunities presented by climate change to NSWHP from an organisational perspective including potential operational scenarios. Noting that these impacts of climate change are being observed around the world and that some adaption is occurring to reduce vulnerability.

The Board **NOTED** the next steps around discussion and consideration of the initial feedback and the completion of the Climate Change Risk Assessment Tool. The development of the NSW Health Pathology Climate Change Adaption Plan and a communication plan to inform staff and stakeholders about the NSWHP Climate Change Adaption Strategy.

Maree Gleeson noted her involvement with the National Health and Medical Research Council (NHMRC) on the Climate Change Working group, and that the paper is due to be issued which outlines a comprehensive assessment of the health impacts of climate change including both high and low temperature impacts on human health.

Action: An update on the NSW Health Pathology Climate Change Adaptation Strategy will be provided to the Board at the December meeting.

Environmental Sustainability

Paul Dunn provided an update on the Environmental Sustainability Working Group's initiatives and activities on recycling programs, paperless solutions, My Green Lab Certification and vendor identification of problematic consumables and overpackaging.

The Board was updated on the work being done at FASS Lidcombe in implementing the Net Zero Plan for relevant emissions and provided details on the 3-step process.

The Board **NOTED** the updates provided.

Staff Wellbeing

The Board were informed of the Ministry of Health Wellness Funding Initiative, which was established to recognise employees' responses to COVID-19 and to support additional staff wellness initiatives and supplement the workforce. In collaboration with operations leaders, NSWHP offered a range of initiatives across a number of laboratories and corporate functions, including a small number of additional staff and increased work for part time employees, additional Employee Assistance Programs (EAP) services and counselling, the provision of resilience and wellbeing training courses, and wellness lunches accompanied by a recorded wellness video message for employees, which was shared in the recent CE Connect newsletter.

Standing Items

Finance and Performance Committee

The Finance and Performance Committee Report was taken as read.

Darren Turner, Chair of the Finance and Performance Committee, provided an overview of the financial performance of NSWHP.

Noting:

- The YTD NCOS is favourable to budget including abnormal expense.
- Underlying BAU result is unfavourable YTD. YTD COVID-19 result favourable to budget.
- Local Health District (LHD) Discount/eHealth and Health Infrastructure Transfer.
- BAU revenue was impacted as a result of COVID-19 and the shut down of elective surgery in the YTD.
- Intrahealth revenue is down on the budget for the YTD.
- Infrastructure fee revenue is down on the budget for the YTD.
- Employee related costs were on budget for the month despite very high levels of sick leave and overtime. Noting employees fatigue levels.
- Goods and Services unfavourability in the month due to unmet efficiency targets and increased supplier costs.
- Half year discount paid to Local Health Districts in December as per agreement with the Ministry of Health.
- Noting the challenges ahead around the costs associated with the supply chain. The Performance Team to initiate work on how we could achieve operational improvements in goods and services.
- The Board **NOTED** the Scorecard Highlights for May 2022. Noting the work underway around the Forensic Management Information System.

Audit and Risk Management Committee

Lyn Baker, Chair of the Audit and Risk Management Committee, provided an update on the ARMC's activities and an overview of the July agenda.

Noting:

- 3 audit reports will be discussed in the ARMC meeting in July.
- The Committee reviewed the early close financial statements and endorsed the release to the Ministry of Health and the Audit Office and expressed appreciation for the comprehensive job and professionalism of the Finance Team in difficult circumstances.
- Peter Mayer's term will expire in July; Irene Rusac and Gerry Brus have been appointed as new members. An orientation session will take place prior to the ARMC meeting in July.
- The Board Chair and the ARMC Chair met to discuss the emerging and topical risks related to Climate, Cyber and Workforce which were discussed at the Sector-wide Audit and Risk Committee Leadership Forum in April 2022 with direct implications for Boards and management.
- Lyn Baker shared an overview of some of the Audit Office's focus areas from a recent meeting she attended.

The Board **NOTED** the activities and performance of the ARMC.

Clinical Council

The Clinical Council report was taken as read.

Michael Whiley, Chair of the Clinical Council Committee, provided an overview of the Clinical Council meeting held on 18 May 2022.

Noting:

- Noting the Chief Executive's update on activities within NSWHP.
- Presentations provided on COVID and Winter Testing, The role of BPN in Clinical Pathways and a live demonstration on the Statewide Test Catalogue.
- The proposed topic around Virtual Medicine and the interface with pathology to be presented by Dr Jean Frederic Levesque, Chief Executive Officer, Agency for Clinical Innovation will be presented at the August 2022 Clinical Council meeting.
- The Board **NOTED** the activities and performance of the Clinical Council.

Medical Staff Council

Elizabeth Salisbury, Chair of the Medical Staff Council was a late apology. Tracey McCosker provided a an update of the meeting held on 15 June 2022.

Noting

- Laboratory Supervision in the Chemistry Laboratory in RPA.
- Rights of Private Practice Shortfalls.
- Succession planning for Pathologists on the Executive.
- Position/role of Local Pathology Directors around resourcing in the organisation structure.
- Training, recruitment and retention of trainees to be discussed at the next agenda.

The Board **NOTED** the update provided of the Medical Staff Council.

Medical and Dental Appointments Advisory Committee

The Medical and Dental Appointments Advisory Committee (MDAAC) report was taken as read.

Nigel Lyons, Chair of the MDAAC, provided an overview of the meetings held in May and June 2022.

Noting:

- The work being done to establish a mentoring program for new appointments of Staff Specialists transitioning from Registrar roles. Initial work undertaken by the Anatomical Pathologist Clinical Stream, and eventually it will be expanded to other clinical streams.

Culture, Safety and Wellbeing

The Safety and Wellbeing Report was taken as read.

Jess Lee, Acting Director, People and Culture, provided an overview of the Health, Safety and Wellbeing portfolio, including Workers Compensation.

Noting:

- Workers' Compensation claims increased slightly from the previous financial year.
- A meeting was held with the Ministry of Health around of Health to discuss APA refunds.
- All Ministry of Health Work Health and Safety Audits for 2022 have been scheduled.

- A new risk assessment has been developed and distributed in relation to COVID-19 Vaccine mandates.
- No reportable incidents. The mandatory training completion rate is on track with over 85% completion.

The Board **NOTED** the updated provided on Culture, Safety and Wellbeing and expressed their appreciation for the excellent work in areas of Work, Health and Safety.

Fusion

The Fusion Project Report was taken as read.

The Board **NOTED** the activities and performance of the Fusion Project.

Items without Notice

- Noting that the Chief Executive will be on leave from the 24 June – 1 July 2022. Martin Canova will be Acting Chief Executive during this time.
- The Board Chair indicated that he would be travelling and taking time off for the most of July, but that he would be contactable.
- There being no other business to come before the meeting, the meeting closed at 1.11pm.

For Information

NSW Health Pathology Scorecard

The Scorecard was provided for information and taken as read.

Draft NSW Health and NSW Health Pathology Statement of Service

Noted for information.

Medical and Dental Appointments Advisory Committee Meeting Minutes

Noted for information.

Finance and Performance Committee Meeting Minutes

Noted for information.

Audit and Risk Management Committee Meeting Minutes

Noted for information.

Clinical Council Committee Meeting Minutes

Noted for information.

Medical Staff Council Minutes

Noted for information.

Transformation Programs

The Transformation Programs report was noted for information.

Endorsed by Peter Loxton, Board Chair, NSW Health Pathology

A handwritten signature in black ink, appearing to read "Peter Loxton".

22/06/2022 Item 7.	An update on the NSW Health Pathology Climate Change Adaptation Strategy will be provided to the Board at the December meeting.	Michael Symonds	ONGOING Dec 2022
22/06/2022 Item 7.	The Strategic Leadership Team to make use of the two-day strategic session to discuss how NSW Health Pathology can better integrate with and contribute more broadly to the health system, as well as how it can increase its visibility around representation and linkages within the broader health system.	Tracey McCosker	ONGOING On the agenda
22/06/2022 Item 7.	The August Board meeting will include an update on the two-day strategic session.	Tracey McCosker	ONGOING On the agenda
22/06/2022 Item 4.	An opportunity to assess the current pathology service arrangements in Port Macquarie and to identify and demonstrate the benefits of the change over the coming months.	Tracey McCosker	ONGOING
27/10/2021 Item 6.	Presentation to the Board at a future meeting on the progress of projects within the Amalgamated Steering Committees.	Martin Canova	ONGOING
24/02/2021 Item 12.	A copy of the White Paper to be presented to the Board at a future meeting.	Tracey Dwyer	ONGOING
11/12/2019 Item 8.	NSW Health Statewide Biobank updates to be provided at a future Board meeting. Consideration is to be given to hosting one of the 2022 Board meetings at the Biobank facility.	Tracey McCosker	ONGOING DEC 2022
Items closed since the last meeting			
27/04/2022 Item 11.	Out of session, the Board Chair and the ARMC Chair will meet to provide feedback on the risk areas raised at the ARC sector-wide leadership forum for all NSW	Peter Loxton Lyn Baker	COMPLETED

27/04/2022 Item 5.	The Chief Executive to brief the Coordinator-General, Regional Health, NSW Ministry of Health around the provision of pathology services at Port Macquarie	Tracey McCosker	COMPLETED
27/04/2022 Item 7.	Michael Symonds will express the Boards appreciation to the staff and management of NSWHP for their efforts in responding to the floods.	Michael Symonds	COMPLETED
15/12/2021 Item 8.	Present to the Board the work undertaken by the Anatomical Pathology Working Group on Digital Pathology.	Martin Canova	COMPLETED
23/06/2021 Item 8.	An update post end of the financial year 2021 to be provided to the Board around the process and management of transitioning COVID-19 to BAU. Updated ** Partly addressed in strategic discussions October and December meetings.	Darren Turner	COMPLETED