

Minutes

Date: 28 March 2024 **Time:** 1.00 pm – 3.30 pm **Venue:** Teams **Meeting Number:** #51

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ) - Chair, Claudia Goldsmith (CG), Mel Ottaway (MO), Richard Hearn (RH), Fred Toogood (FT)
Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Louise Greenlees (LG) – DP&C, Kristin Hunter (KrH) – A/EDONM, Anne McKinlay (AM) – QRS Manager

Apologies: Elaine Ashworth (EA), Sonia Waters (SW), Karen Hollitt (KH) - EDONM

Secretariat: Jeanette Brown (JB)

Traditional Acknowledgement

We would like to acknowledge the Aboriginal custodians of the Land and waters that we are meeting upon today. We respect their spiritual relationship with their country and acknowledge that their cultural beliefs are an important focus of their past, present, and future. We also pay respect to the cultural authority of Aboriginal people in attendance from other areas.

ITEM NO.	ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1	PRESENTATION		
1.1		<ul style="list-style-type: none"> Nil 	
2	IN CAMERA DISCUSION		
		<ul style="list-style-type: none"> In-Camera discussion held at the conclusion of the meeting. 	
3	MEETING OPENING		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> PJ welcomed members and attendees and provided acknowledgement. Noted apology from E Ashworth and K Hollitt. C Goldsmith joined meeting at 1.20 pm. 	

OFFICIAL

3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ▪ Current Interests and Conflicts Disclosure Log noted. ▪ Noted amendment to Richard Hearn’s current roles – no longer on CALHN Medical Managerial Appointments Committee. ▪ Noted WC, through his sporting interests, is now a family friend of a family whose child was subject to a clinical investigation. 	
3.3	Confirmation of Minutes from Board meeting	<ul style="list-style-type: none"> ▪ The minutes from the Board Meeting held 23 February 2024 were endorsed. 	
3.4	Review Actions Log	<ul style="list-style-type: none"> ▪ The Board noted the Actions Log including completed actions and those included in the agenda. ▪ Discussion about: <ul style="list-style-type: none"> ○ 20231124-02 – re Education session re Legislative Compliance – Refer 6.4 ○ 20240223-04 – re RSS Governance Committee – Refer 5.4 ○ 20240223-07 – re Barmera aged care complaint follow up. Overdue complaints related to the transition to the new A/DON and all have since been completed. 	
3.5	Board Work Plan	<ul style="list-style-type: none"> ▪ The Board noted the Work Plan. 	
4	MATTERS FOR DECISION		
4.1		<ul style="list-style-type: none"> ▪ Nil 	
5	COMMITTEE REPORTS / RECOMMENDATIONS		
5.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Finance Committee Minutes 22 February 2024. ▪ The Finance Committee Chair’s update. <ul style="list-style-type: none"> ○ A number of items also related to Aged Care & Disability Governance Committee. ○ Update provided about CHSP. ○ Discussion about agency costs with report to be provided to next meeting. 	
5.2	RMCLHN Board Clinical Governance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Clinical Governance Committee Minutes 23 February 2024. ▪ The Clinical Governance Committee Chair’s update. <ul style="list-style-type: none"> ○ PJ Chaired meeting as EA an apology. 	

OFFICIAL

		<ul style="list-style-type: none"> ○ Presentation of Electronic Medical Record (EMR) provided by EMR Team. 	
5.3	RMCLHN Board Aged Care and Disability Governance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Aged Care and Disability Governance Committee Minutes 22 February 2024. ▪ The Aged Care and Disability Governance Committee Chair's update. <ul style="list-style-type: none"> ○ Presentation from daughter of resident at Remark Nursing Home who has severe dementia. <ul style="list-style-type: none"> ● Daughter is part of health system, being an employee of Rural Support Service. ● Very positive feedback but also provided some constructive areas for improvement. ● Positive observations about DON and also the culture as observed through interactions of staff with residents. ● Discussion, with resultant action, about support provided to carers of residents when admitted. ○ Aged Care Reforms an ongoing topic. Noted the release of the Aged Care Task Force Report including recommendations that are significant in context of workload for staff. Noted that the Aged Care Standards to be strengthened from July 2024. Noted that a Plan for Continuous Improvement (PCI) against the proposed changes being developed. ○ Noted the unannounced assessment visit to Barmera 26 March 2024. ○ Noted work being undertaken in relation to pain and wound management with further report to be provided to the committee. ○ Noted comprehensive report of infrastructure current issues and potential funding. ○ Noted the update about CHSP unit costing assessment with further report to be provided with a view to determining the future for some service streams in a unit costing model. 	

OFFICIAL

5.4	<p>RSS Governance Committee</p> <p>RSS Governance Committee Minutes</p> <p>RSS Representative Update</p>	<ul style="list-style-type: none"> ▪ Noted the RSS Governance Committee Minutes and Summary for the meetings held. <ul style="list-style-type: none"> ○ Minutes 13 December 2023 (approved) ○ Minutes 14 February 2024 (draft) ○ Summary 13 December 2023 ○ Summary 14 February 2024 (draft) ▪ The RMCLHN Representative on the RSS Committee update: <ul style="list-style-type: none"> ○ Ongoing dispute re CALHN and Neurologist impacting the provision of telehealth services but being resolved. ○ Committee member changes with J Voumard to be replaced and term expiry dates to be staggered. MO to continue as RMCLHN representative. ○ Information provided about PATS data. ○ RSS Reconciliation Action Plan endorsed. ○ Discussion about decision not to proceed with regional website proposal. ○ MO provided feedback relating to action item about Board members being contacted directly by RSS staff with mixed feedback. The outcome from RSS meeting was that LHN Secretariats to be made aware of any correspondence going to Board members. ○ Discussion about governance with process to be raised at the next rural Chairs meeting. Stephen Cox to be asked to add item to next agenda. 	<p>ACTION: 20240328-01 – Stephen Cox, RSS, to be advised to add topic to the next rLHN Chairs meeting about governance process related to contacting LHN Board members.</p>
6	MATTERS FOR DISCUSSION		
6.1	RMCLHN CEO Performance Review	<ul style="list-style-type: none"> ▪ Discussed during in-camera session. 	
6.2	Legislative Compliance	<ul style="list-style-type: none"> ▪ Noted the information about RMCLHN Legislative Compliance including: <ul style="list-style-type: none"> ○ Role of RMCLHN Compliance and Assurance Manager. ○ Processes associated with Health Legal (Comply Online) the company contracted (across SA Health) to support LHN legislative compliance. This includes the maintenance of an 	

OFFICIAL

		<p>online register with Executive staff assigned as topic owners to complete self-assessments related to areas.</p> <ul style="list-style-type: none"> ○ Annual Department for Health and Wellbeing (DHW) Compliance Certification process with determination of priority topics delegated from DHW to LHNs. ▪ Discussion about: <ul style="list-style-type: none"> ○ New WHS regulations related to psychosocial risks and implications for Governing Boards. Noted the strategies implemented to raise staff awareness about the changes and the processes implemented including a range of assessment tools. ○ Further Board education with potential for Comply Online to provide education. Suggestion to also consider other SA legal firms to provide education. 	<p>ACTION: 20240328-02 – Update to be provided about responsibilities of Board members related to WHS regulation changes around psychosocial risks.</p> <p>ACTION: 20240328-03 – Investigate future education session though Comply Online.</p>
6.3	RMCLHN Governing Board Skills Matrix	<ul style="list-style-type: none"> ▪ Noted the information about the 2024 Governing Board Skills Matrix assessment. 	
6.4	Governing Board Membership and Education	<ul style="list-style-type: none"> ▪ Topic also discussed during in-camera session. ▪ Discussion about intention of PJ to resign and process for appointment. Noted further call for Expressions of Interest for all board member positions across all regional LHNs being managed through DHW (with Hardy Group). ▪ Discussion about recent Induction Information Session for all LHN Board Members organised by DHW and run by KPMG. Noted the presentation slides from the day have been uploaded to Diligent. ▪ Discussion about future board education sessions with aged care determined to be current priority. ▪ Refer also 6.2. ▪ Discussion about potential options of using discussion guides from Aged Care Quality & Safety Commission; engaging KPMG to hold session; or asking Commonwealth Department of Health & Aged Care to run session specifically about aged 	<p>ACTION: 20240328-04 – WC to investigate KPMG education session about aged care and Comply Online education session</p>

OFFICIAL

		<p>care reforms. Outcome for WC to investigate using KPMG and Comply Online and follow up with PJ.</p> <ul style="list-style-type: none"> ▪ Discussion about potentially utilising time during April meeting schedule for education or interviews. 	about legislation compliance with PJ and WC to follow up.
6.5	Aboriginal self-discharge analysis	<ul style="list-style-type: none"> ▪ Noted the information about Aboriginal consumers and self-discharge. <ul style="list-style-type: none"> ○ Noted the difference in referral patterns between both ends of the LHN noting the Aboriginal Community Controlled Health Service in Murray Bridge while RMCLHN provides Aboriginal Health services in the Riverland. ○ Noted the strategies being implemented and the role of Aboriginal Hospital Liaison Officers (AHLOs). Discussion about the history of the AHLO model and ability to measure effectiveness including cultural responsiveness of services. 	
7	STANDARD AGENDA ITEMS FOR DISCUSSION		
7.1	Performance Report	<ul style="list-style-type: none"> ▪ The Board noted the RMCLHN Performance Reports, noting that these were discussed in detail at the Finance Committee, Clinical Governance Committee, and Aged Care and Disability Governance Committee meetings. ▪ Noted the concerns related to the utilisation of agency nurses and nursing productive hours. 	
7.1.1	Finance and FTE Report-PPRC	<ul style="list-style-type: none"> ▪ The Finance and FTE Report was noted and also discussed at the Finance Committee Meeting. 	
7.1.2	KPI Monthly Performance Report	<ul style="list-style-type: none"> ▪ The KPI Monthly Performance Report was noted and also discussed at the Clinical Governance Committee Meeting. ▪ Discussion about: <ul style="list-style-type: none"> ○ Slight change to measuring of waiting times in ED to reflect the way this will be captured when EMR activated. 	
7.1.3	People and Culture Report	<ul style="list-style-type: none"> ▪ The People and Culture Report was noted. ▪ Discussion about: <ul style="list-style-type: none"> ○ KPIs related to performance review and development (PRD), excess leave balances and mandatory training. 	ACTION: 20240328-05 – LG to investigate if online WHS

OFFICIAL

7.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> ○ WHS focus on worksite inspections, audits and emergency exercises. ○ WHS education related to psychosocial risks and percentage compliance with updated modules. ○ Processes related to performance management and investigation of misconduct and training for managers in this area. <ul style="list-style-type: none"> ▪ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. ▪ Discussion about: <ul style="list-style-type: none"> ○ Preparation for anticipated full accreditation assessment for Barmera Aged Care. ○ Maintaining accreditation readiness for National Standards now they are short notice assessments. Noted RMCLHN was first LHN to undertake short notice assessment with other LHNs seeking advice from RMCLHN. ○ Review of complaint management process. ○ Clinical Risk Managers focus on falls and medication incidents. ○ Succession planning for A McKinlay, noting she will be leaving in May 2024. ▪ PJ thanked A McKinlay for her contribution to RMCLHN. 	training has been updated to reflect changes to regulations re psychosocial risk and to assess completion rate.
7.2 7.2.1 7.2.2	RMCLHN Planning Update RMCLHN 2023-24 Operational Plan Status Report RMCLHN Aboriginal Health Strategy	<ul style="list-style-type: none"> ▪ Noted the RMCLHN 2023-24 Operational Plan Report. ▪ Noted the draft RMCLHN Aboriginal Strategy and summary document. ▪ Discussion about <ul style="list-style-type: none"> ○ Process and engagement with community to inform the strategy. 	The Governing Board endorsed the RMCLHN Aboriginal Health Strategy proceed to a consultation phase.

OFFICIAL

		<ul style="list-style-type: none"> ○ Board member involvement in yarning circles. ○ Overall content of strategy. ○ Reporting of percentage of Aboriginal employees. ○ Training pathways for AHLOs and Aboriginal Health Practitioners. ○ Agreement with Flinders University for RMCLHN to employ cultural advisors. ○ Trial of AHLOs in RGH and Murray Bridge EDs after hours, in addition to current hours. ○ Regional Aboriginal Health Workforce Plan as part of suite of workforce plans, noting that RSS providing funding to support initiatives aimed at addressing recommendations from these plans (with the trial of after-hours AHLOs funded through this). <ul style="list-style-type: none"> ▪ The Governing Board endorsed the strategy proceed to a consultation phase. 	<p>ACTION: 20240328-06 – WC to follow up with S Wingard about Board member involvement in future yarning circles including as part of consultation phase for strategy.</p> <p>ACTION: 20240328-07 – WC to follow up with S Wingard about feedback on the draft strategy from Board member S Waters.</p>
8	MATTERS FOR NOTING		
8.1	Chairperson Report	<ul style="list-style-type: none"> ▪ The Chairperson Report was noted. 	
8.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ▪ The CEO Report was noted. ▪ The CEO Report provided a summary of current issues, with the Board noting the following topics: <ul style="list-style-type: none"> ○ Fifth Anniversary of RMCLHN in July 2024 with recognition to be incorporated into 2024 Awards ceremony and Planning Day in June. ○ Regional Electronic Medical Records Project <ul style="list-style-type: none"> • Noted that activation activities scheduled May – June 2024. Noted the significant change for clinical and administration teams across the LHN with extensive IT preparation underway along with staff training. ○ Security staff for General Hospitals and associated Security Review. ○ Riverland CSSD Project 	

OFFICIAL

		<ul style="list-style-type: none"> • Noted work continuing at Loxton. • Noted that DHW has not, to date, allocated funding for other sites in Riverland. • Noted that the timeframe for compliance has been extended. ○ Service changes at Tintinara and Coonalpyn <ul style="list-style-type: none"> • Noted recent community interest and meeting with MP Nick McBride. ○ Replacement of CME Patent Administration System Project ○ Staff movement <ul style="list-style-type: none"> • Noted commencement of Michael Eades as DON Barmera Health Services. • Noted that Anne McKinlay had announced her intention to retire in May 2024. ○ GP training Single Employer Models – RSS submission. ○ National Single Employer (GP Training) Model (SEM) Conference in RMCLHN 7-8 May 2024. ○ Aged Care Quality and Safety Commission Assessment – Barmera ○ Recent community interested in Murray Bridge Hospital Pool even though there are no changes planned. Noted that Murray Bridge Council will be closing the community pool 1 April 2024. ○ Midwifery services and midwifery model of care. 	
9	MATTERS FOR INFORMATION		
9.1		<ul style="list-style-type: none"> ▪ Nil 	
10	ITEMS APPROVED BY CEO FOR NOTING		
		<ul style="list-style-type: none"> ▪ Nil 	
11	CORRESPONDENCE		
11.1	Incoming	<ul style="list-style-type: none"> ▪ Nil 	

OFFICIAL

11.2	Outgoing:	▪ Nil	
12	MEETING FINALISATION		
12.1	Questions / Comments	▪ Nil further	
12.2	Review actions to be taken	▪ Refer items: 5.4, 6.2, 6.4, 7.1.3 and 7.2.2	
12.3	Meeting evaluations	▪ PJ summarised the meeting and thanked everyone for their input.	

Meeting Close: 3.50 pm

Next Meeting:

Date: 24 April 2024
Time: 11.00 am – 2.00 pm
Location: Majestic M Suites, North Adelaide

Signed:	Peter Joyner Chair	
Date: / /		24 Apr, 2024 10:51:41 AM GMT+9:30