

Flinders & Upper North Local Health Network Board Meeting



Government of South Australia

SA Health

MINUTES

Date: Friday 27th March 2020

Time: 9am to 1pm

Venue: Teleconference 84242092

MEMBERSHIP (<i>P = present, A = apology,</i>)			
Bevan Francis , Chairperson	P	Suzi Graham , Board Member	P
Garnett Brady PSM , Board Member	P	Geri Malone , Board Member	P
John Lynch OAM , Board Member	P	Karyn Reid , Board Member	P
Mark Whitfield , Board Member	P		
REGULAR ATTENDEE'S (<i>P = present, A = apology</i>)			
Craig Packard , Acting Chief Executive Officer	P	Lisa Taylor , Acting Director Governance & Performance	P
EXECUTIVE ATTENDEE / INVITED GUESTS:			
Angela McLachlan , Executive Director Nursing Midwifery	P	Lyn Poole , RDWA (11:19 to 11:56)	P
APOLOGIES:			
Nil			
MINUTE TAKER:			
Lisa Taylor , Acting Director Governance & Performance	P		
ITEM	DISCUSSION POINT		OUTCOMES/ACTIONS
1. MEETING OPENING:			
1.1	Acknowledgement	❖ Acknowledgment of Country	Given by Chair
1.2	Apologies	❖ Nil	

Flinders & Upper North Local Health Network Board Meeting

1.3	In-Camera discussion	❖ Discussion from 09:00 to 09:31	❖ Current CEO offered an extension of contract until 31 October 2020 pending approval by Chief Executive SA Health ❖ CEO Recruitment deferred due to COVID-19 The board authorised the CEO Selection Panel to determine way forward
1.4	Conflicts of interest disclosure	❖ G Malone recorded working with Aboriginal Health Council for COVID-19	❖ Nil identified conflicts for recording
1.5	Confirmation of minutes of the previous meeting	❖ Accepted as correct	❖ Approved by Board Chair for use of electronic signature
1.6	Actions arising from previous minutes	❖ Review of each item listed on the Action / issues list	❖ Action log updated
ITEM			
		DISCUSSION POINT	OUTCOMES/ACTIONS
2. PRESENTATIONS TO THE BOARD:			
2.1	COVID-19	<ul style="list-style-type: none"> ❖ Extensive discussion of processes put in place in the LHN for preparation of COVID-19 increases. ❖ Acacia Ward in Port Augusta is now COVID Ward, relocation of staff from that area, MINC ward in Whyalla and provision in Roxby Downs and other sites in LHN ❖ Elective surgery process discussed regarding only performing category 1 & 2 cases along with any emergency cases ❖ Identified key issues with shortages of PPE and provision of a vending machine for controlled issue 	<ul style="list-style-type: none"> ❖ List of services to the board not being provided due to COVID-19 measures ❖ Mark Whitfield moved vote of thanks to leadership and staff, all in agreeance. Bevan to draft letter ❖ Board back up contingency plan for CEO, EDMS & EDONM in event sickness takes place

Flinders & Upper North Local Health Network Board Meeting

2.1	COVID-19	<ul style="list-style-type: none"> ❖ Discussed multi agency workflows occurring ❖ Notification of staff working from home, currently 14 in our LHN, looking at other tasks/retraining being performed by various staff members who may have had a reduction in work ❖ Increased communication to staff via CEO Bulletins, video's ❖ Identified stockpiles in all sites to average of 3 months, process is place to lock down certain drugs ❖ Working through scenarios with staff to prepare for the unknown events ❖ Recruitment of staff in all disciplines underway ❖ 80% of staff fit mask tested in high risk areas ❖ Drive through COVID Clinics in Whyalla, Port Augusta, Roxby Downs working well by appointment and referral process put in place ❖ Transition to staff wearing hospital scrubs and provision of change rooms ❖ Discussed restrictions in place for Quorn and Hawker and workflows in place with SAAS ❖ Identified access to state staffing pool if required ❖ Medical workforce discussed in detail, GP's have decreased availability to hospital work, looking at the model of care to cover this, Obstetrician has agreed to extend stay for a few months. Buddy system in place with CALHN & WCLHN. 	❖
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Flinders & Upper North Local Health Network Board Meeting

		<ul style="list-style-type: none"> ❖ Communicable disease branch working through exemption approvals. ❖ EFN are working with APY lands, RFDS providing tele med services and have availability of staff to put on ground if required. APY Lands have approximately 4 days of stock, may see a surge of patients in Port Augusta if APY lands close ❖ Staffing increase in Whyalla Emergency to cover the increase activity due to medical practise reductions/closures ❖ Discussed limited ventilators in LHN, South Australian Bio Medical Equipment hold a limited stock of these, we have 3 portables in Whyalla and 2 in Port Augusta ❖ Discussed services not currently being delivered, specialists / outpatients ❖ Discussed midwives providing home services ❖ Discussed visiting specialist services reduction and elective lists ❖ Kiosk in Whyalla has closed and is looking the same for Port Augusta ❖ Group therapies have ceased, providing one on one service through community Health ❖ South Australian Virtual Emergency Service (SAVES) units in all FUNLHN sites are up and running, this provides video support services to smaller hospitals in Country SA generally located in emergency departments ❖ BHP in Roxby Downs have donated masks to the hospital ❖ Pharmacies have contingency plans in place for community and hospital requirements 	❖
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Flinders & Upper North Local Health Network Board Meeting

		<ul style="list-style-type: none"> ❖ Visiting hours have been reduced across the two large sites to 30 minutes, will be implementing and reducing to 15 minutely visits ❖ Glenise working with Pika Wiya and the K9 unit in Port Augusta ❖ SA Health are working with PHN at Citi centre and incident management group ❖ Backfill in place and nominations sent to HR for executive team, still to work on CEO, EDONM & EDMS ❖ C Packard discussed shifting priorities and core functions across leadership as part of the contingency 	
2.2	Lyn Poole, RDWA	<ul style="list-style-type: none"> ❖ Discussed state-wide level of GP Services ❖ Process of recruitment and candidates to commence practise discussed, discussed current delays in assessment process for non-Fellow GP's ❖ Advised 2 month process currently and a further 28 days for provider number allocation ❖ Discussed Port Augusta and Whyalla being non Distribution of Workforce Shortage, was a special consideration in place for 18 months due to expire June 30,2020, with option of extension not available by Commonwealth 	

Flinders & Upper North Local Health Network Board Meeting

2.2	Lyn Poole, RDWA	<ul style="list-style-type: none"> ❖ Discussed Dr Hendrika Meyer investigating exemptions for medical officers to travel over borders due to current Government restrictions in place and having ability to work straight away without isolation ❖ Discussed a further 17 sites having SAVES units installed, Roxby Downs in place and used first night of being live ❖ Looking at options in RDWA to provide 12 hour shifts and what that model may look like ❖ RDWA maintaining services to remote locations and providing tele health services through outreach programs ❖ Recruited 40 doctors this year with 15 in the next five months Hawker Locum Service discussed, RDWA provides support for doctor there of 3 days per week when leave taken, has been a long standing arrangement 	<ul style="list-style-type: none"> ❖ Invite Lyn to attend Board meeting when COVID over to discuss medial workforce needs in FUNLHN
ITEM		DISCUSSION POINT	OUTCOMES/ACTIONS
3. MATTERS FOR DECISION			
3.1	Terms of Reference Audit & Risk Committee	<ul style="list-style-type: none"> ❖ Discussed and went through changes identified. ❖ Bevan to sit on this committee. ❖ Dr Jason Bament appointed as independent medical officer on this committee 	<ul style="list-style-type: none"> ❖ Bevan to clarify Dr Jason Bament has accepted independent medical officer role on this committee ❖ TOR to be updated and motion to accept in session as discussed
3.2	2020-011 Key Management Personnel	<ul style="list-style-type: none"> ❖ Discussed suggested KMP to be included, all in agreeance to suggested recommendation 	<ul style="list-style-type: none"> ❖ Resolution in session all approved
3.3	2020-012 Aged Care Historical Bank Accounts	<ul style="list-style-type: none"> ❖ Discussed changes as per treasurers instructions and movement of funds once current terms have expired 	<ul style="list-style-type: none"> ❖ Resolution in session all approved
ITEM		DISCUSSION POINT	OUTCOMES/ACTIONS
4. MATTERS FOR INFORMATION AND OR DISCUSSION			

Flinders & Upper North Local Health Network Board Meeting

4.1	Chief Executive Officer Report	❖ Report tabled for information	❖ Board would like Troubling Ambiguity strategy for reviewing
4.2	Flinders & Upper North LHN Performance Report	❖ Report tabled for information	❖
4.3	Quality Risk and Safety Quarterly Report	❖ Report tabled for information	❖
4.4	Work Health and Safety Quarterly Report	❖ Report tabled for information	❖ Management to ensure WHS audits are completed in timely manner
4.5	Innovations	❖ Brief Discussion	❖ To be re-tabled at next meeting
4.6	FUNLHN Corrective Action Plan	❖ Discussion regarding mortuary trolley	❖ C Packard to provide update on projected plans for the trolley
4.7	Dr Jones Credentialing	❖ Report tabled for information	❖
4.8	COVID-19 -	❖ Discussed in great detail of presentation by EDONM at 2.1	❖
4.9	Treasurer's Instruction 14	❖ Brief Discussion, further information required to be added to agenda April meeting	❖ Obtain information from Shamus Cogan regarding board financial delegation
4.10	Disability Access and Inclusion Plan Guidelines	❖ Tabled for information	❖ To be re tabled for next meeting
4.11	Culture	❖ Briefly discussed	❖ To be re tabled for next meeting

ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS
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5. BOARD COMMITTEES		
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5.1	Consumer and Community Engagement Committee	❖ Verbal Summary Report provided ❖ Discussed extension of Strategic plan	❖ Strategic plan to be extended to September 2020
5.2	Finance & Performance Committee	❖ Summary Report Presented key points identified	
5.3	Audit & Risk Committee	❖ No report available – next meeting May 2020	
5.3.1	Risk Matrix	❖ Discussed briefly, feedback of not being able to deliver	
5.4	Clinical Governance Committee	❖ Verbal Summary Report provided ❖ Rescheduled the last bi-monthly meeting due to COVID processes to 23 April 2020	

ITEM	DISCUSSION POINT	OUTCOMES/ACTIONS
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Flinders & Upper North Local Health Network Board Meeting

6. CORRESPONDENCE FOR NOTING			
6.1	Population Health Profile	❖ Tabled for information	❖
6.2	Health Performance Council Indicator Report	❖ Tabled for information	❖
6.3	Equipment Grant	❖ Tabled for information	❖
6.4	Email Response from Minister Wade's Office	❖ Tabled for information	❖
6.5	2020-010 Signed Service Agreement	❖ Tabled for information ❖ Agreement signed except section 4 (financials)	❖
ITEM	DISCUSSION POINT		OUTCOMES/ACTIONS
7. MEETING FINALISATION			
7.1	Any other Business		
7.1.1	Zoom	❖ Discussed use of zoom for next board meeting, John has a meeting via this on Monday	❖ John to provide feedback to board on this program
7.1.2	Acting Director Governance & Performance assistance to Board	❖ The Board commended the efforts of Lisa Taylor with agenda preparation and communication with the Board	❖
7.2	Meeting Scheduling	❖ Discussion on next meeting moving back to Friday 24 th April, all approved	❖ Meeting to be scheduled for 24 th April 2020
7.3	Meeting Evaluation	❖	❖
MEETING CLOSE: 1310 hours NEXT MEETING: DATE: Friday 24 April 2020 TIME: 9am to 1pm Location: Zoom, invite and link to be sent out in calendar invite			

Signed: Bevan Francis, Board Chair



Date: 24 April 2020