



MINUTES

Riverland Mallee Coorong Local Health Network Governing Board Meeting # 10

Date: Thursday 28 May 2020

Time: 11.00 am – 2.30 pm

Venue: Murray Bridge Board Room and TEAMS

In Attendance: Peter Joyner (PJ), Elaine Ashworth (EA), Fred Toogood (FT), Claudia Goldsmith (CG), Melanie Ottaway(MO), Shane Mohor (SM), Wayne Champion (WC), Craig Lukeman (CL)

Apologies:

Guests: Karen Hollitt, Executive Director Nursing and Midwifery

Secretariat: Jeanette Brown (JB)

Acknowledgement:

We acknowledge and respect the traditional custodians whose ancestral lands we are meeting on here today. We acknowledge the deep feelings of attachment and relationship of Aboriginal people to country. We also pay respects to the cultural authority of Aboriginal people visiting/attending from other areas of South Australia/Australia present here.

ITEM	DISCUSSION POINTS	OUTCOME / ACTIONS
1. IN CAMERA DISCUSSION		
2. MEETING OPENING		
2.1 Acknowledgement	<ul style="list-style-type: none"> PJ provided Acknowledgement 	
2.2 Present and Apologies	<ul style="list-style-type: none"> PJ, EA, FT, CG, WC, MO, SM, CL, JB, SM 	
2.3 Interests and Conflicts Disclosure 2.3.1 Board Disclosure Log	<ul style="list-style-type: none"> Nil conflicts of interest declared. Interests disclosure log noted including recent updates. 	
2.4 Confirmation of Minutes from previous meeting	<ul style="list-style-type: none"> The minutes from the Board Meeting held 30 April 2020 were endorsed. 	The Board endorsed the previous minutes.
2.5 Review Actions Log	<ul style="list-style-type: none"> Actions Log Reviewed. 	

3. MATTERS FOR NOTING

<p>3.1 Chairperson Report</p>	<ul style="list-style-type: none"> Report provided a summary of current issues including COVID-19, future directions and medical services, including future training. Discussion about planning for the future, the population needs of the LHN and an analysis of service utilisation. Noted that the LHN has capacity to move some activity between services as appropriate and through consultation with the Department for Health and Wellbeing (DHW), specialists and the community. 	<p>Chairperson's Report noted. ACTION: A member of the Rural Support Service Population Planning Team to be invited to present at the June 2020 meeting.</p>
<p>3.2 Chief Executive Officer Report</p>	<ul style="list-style-type: none"> Report highlighted achievements and current operational issues. Noted the COVID-19 Emergency Response and current status including the recovery plan encompassing economic factors, mental health and well-being, and re-establishment of impacted services. Noted that consultation process currently underway for both the Consumer and Community Engagement Strategy and the Clinician and Workforce Engagement Strategy. Discussion in relation to the staffing of Murray Bridge Emergency Department, the need for a sustainable medical model and the impact for Bridge Clinic in Murray Bridge. The medical model in the Riverland, Gawler and Mount Barker outlined and the implications of a salaried model. Noted that the Minister for Health and Wellbeing would be meeting with doctors from Bridge Clinic later in the day. 	<p>CEO Report noted.</p>
<h3>4. MATTERS FOR DISCUSSION</h3>		
<p>4.1 RMCLHN NSQHS Accreditation and Aged Care Update 4.1.1</p>	<ul style="list-style-type: none"> Noted the information provided on the Accreditation status for RMCLHN including the receipt of the Certificate of Accreditation from NSQHS. Noted that thankyou baskets were provided to each site in lieu of a celebration event. 	<p>The Board noted the update about NSQHS and ACSQC accreditation.</p>
<p>4.2 Board Evaluation 4.2.1 Draft Board Evaluation Survey 4.2.2 Board Legislation Checklist</p>	<ul style="list-style-type: none"> Noted the information about the Governing Board's compliance with legislative requirements in relation to the <i>Health Care (Governance) Amendment Act 2018</i> and the Charter for Local Health Network Governing Boards (Volume 1). Discussion about the draft RMCLHN Governing Board Self Evaluation survey. 	<p>The Board noted the Board's compliance with its legislative requirements. The Board endorsed the Governing Board Self Evaluation survey.</p>

	<ul style="list-style-type: none"> Noted that follow up to occur in relation to the Chief Executive Officer evaluation. 	<p>ACTION: Survey to be disseminated to members with collated report to be tabled at next meeting.</p>
<p>4.3 Policy and Procedure Framework 4.3.1 SA Health Policies</p>	<ul style="list-style-type: none"> Noted the information about DHW (SA Health) policies that RMCLHN is required to comply with. Noted the information about the RMCLHN Policy and Procedure Framework and the role of the Rural Support Service (RSS) in relation to procedure review and development for those that are applicable across the regional LHNs. Noted that any gaps in policy that require a RMCLHN policy would be a Board responsibility. Discussion about procedures developed through SA Health in response to COVID-19. Noted that the former Country Health SA LHN (CHSALHN) had some additional policies, mostly related to aged care. Discussion about generic policies applicable to all organisations. Discussion about recent well publicised incident in the disability sector with clarification sought about the systems and processes in place within RMCLHN to prevent such an incident occurring in RMCLHN. 	<p>The Board noted the information about SA Health policies.</p> <p>ACTION: A listing of existing former CHSALHN policies to be provided for information.</p> <p>ACTION: CG to provide listing of generic policies for cross checking.</p> <p>ACTION: Briefing to be provided outlining RMCLHN policies and procedures in relation to assuring vulnerable clients are managed appropriately.</p>
<p>4.3.2 Disability incident in Adelaide</p>		
<p>4.4 RMCLHN Awards 4.4.1 Nomination Form 4.4.2 Nomination Guidelines 4.4.3 Assessment Guidelines</p>	<ul style="list-style-type: none"> Noted the information about the inaugural annual RMCLHN Awards that will recognise the outstanding achievements and acknowledge the importance of RMCLHN staff, GPs, contractors, partners, volunteers and Health Advisory Council (HAC) members. Nominations for the 10 award categories will close 5 June 2020. Noted that a celebratory event will be deferred due to COVID-19 and the winners will be announced at an all staff forum via videoconference. Noted the information about the concurrent Photo Competition that aims to help build a library of stock images to use across RMCLHN communications and collateral. 	<p>The Board noted the information about the RMCLHN Awards and Photo Competition.</p>
5. STANDARD AGENDA ITEMS FOR DISCUSSION		
<p>5.1 Performance Report 5.1.1 Finance and FTE Report- PPRC 5.1.2 KPI Monthly Performance Report</p>	<ul style="list-style-type: none"> The RMCLHN April Performance Reports were noted. Noted that detailed discussion about financial performance reports occurred at the Finance Committee meeting with all Board members now able to attend. 	<p>The Board noted the RMCLHN Performance Reports.</p>

<p>5.1.3 People and Culture Report 5.1.4 Quality and Safety Reports 5.1.5 Other</p>	<ul style="list-style-type: none"> • Key Performance Indicators, People and Culture and Quality Risk and Safety performance reports were noted. • Discussion about Criminal History Screening report that indicates compliance but not the type of screening. Information provided about how each position is assessed to determine the screening requirements with many positions requiring multiple screenings. • Discussion about mandatory training reports with further explanation required in relation to some sites and what the reports depict. • Discussion about Mandatory Reporting requirements. 	<p>ACTION: Future reports to provide additional information to clarify what the data reflects. ACTION: Regular report to be provided to the Board in relation to mandatory reporting.</p>
<p>5.2 RMCLHN Strategic Plan Update</p>	<ul style="list-style-type: none"> • Noted the progress of the Strategic Plan development. • Noted the feedback received from Health Advisory Council members to the proposed purpose, values and strategic themes from the meeting held 27 May 2020. 	<p>The Board noted the update about the Strategic Plan development.</p>
<p>5.3 Board Consumer and Community Engagement Strategy Update</p>	<ul style="list-style-type: none"> • Discussion about the draft Consumer and Community Engagement Strategy that is currently out for consultation. This was due to close 29 May 2020 but has been extended by one week. • Feedback will be reviewed and a final draft presented to the June 2020 Board meeting. • Discussion about the methods utilised to obtain feedback given the limitations imposed through COVID-19. 	<p>The Board noted the update on the Consumer and Community Engagement Strategy.</p>
<p>5.4 Board Clinician and Workforce Engagement Strategy Update</p>	<ul style="list-style-type: none"> • Discussion about the draft Clinician and Workforce Engagement Strategy that is currently out for consultation. This was due to close 29 May 2020 but has been extended by one week. • Feedback will be reviewed and a final draft presented to the June 2020 Board meeting. • Discussion about the methods utilised to obtain feedback given the scope of the strategy. 	<p>The Board noted the update on the Clinician and Workforce Engagement Strategy.</p>
<p>6. MATTERS FOR DECISION</p>		
<p>6.1</p>	<ul style="list-style-type: none"> • Nil 	
<p>7. PRESENTATION</p>		
<p>7.1 Nursing and Midwifery Portfolio Karen Hollitt, Executive Director Nursing and Midwifery</p>	<ul style="list-style-type: none"> • Karen Hollitt (Executive Director Nursing and Midwifery) provided a presentation about the Nursing and Midwifery Portfolio. The presentation highlighted: <ul style="list-style-type: none"> ◦ Nursing engagement through the RMCLHN governance structure. 	<p>The Board noted the presentation about the Nursing and Midwifery portfolio.</p>

	<ul style="list-style-type: none"> o RMCLHN nursing workforce profile. o Focus areas for the nursing and midwifery portfolio including accreditation, workforce recruitment and retention, discharge planning, COVID-19 and financial management. o Celebrating International Midwives Day and International Nurses Day in the Year of the Nurse and Midwife. o Challenges and opportunities for the future. • Discussion about the graduate nurse places available in the LHN, the Enrolled Nurse cadetship program, developing the next generation of nursing leaders, and benchmarking against other jurisdictions. 	
8. MATTERS FOR INFORMATION		
8.1	RMCLHN Board Finance Committee Minutes (Draft)	<ul style="list-style-type: none"> • Noted the draft Minutes of 30 April 2020.
8.2	RMCLHN Board Clinical Governance Committee Minutes (Draft)	<ul style="list-style-type: none"> • Noted the draft Minutes of 30 April 2020. • Noted the recommendation from the Clinical Governance Committee for a RMCLHN specific extract to be developed for the Regional Mental Health and Suicide Prevention Plan and promoted within RMCLHN. • Noted that Clinical Governance framework to go to the Board for approval.
9. ITEMS APPROVED BY CEO FOR NOTING		
9.1		<ul style="list-style-type: none"> • Nil.
10. CORRESPONDENCE		
10.1	Incoming – Riverdocs re Service Agreement	<ul style="list-style-type: none"> • All correspondence noted.
10.2	Incoming - Health Performance Council re Mental Health Report	<ul style="list-style-type: none"> • Responses to be provided to Board members
10.2	Outgoing	<ul style="list-style-type: none"> • Nil
11. MEETING FINALISATION		
11.1	Questions / Comments	<ul style="list-style-type: none"> • Discussion about the Disability Royal Commission noting that RMCLHN has not, to date, received a request to submit evidence. • Discussion about the tabled preliminary draft Financial Statement (as at March 2020) noting that the format would be discussed in detail at the June 2020 Finance Committee.
		<ul style="list-style-type: none"> • The Board noted the draft Minutes. • The Board noted the draft Minutes. • The Board adopted the Regional Mental Health and Suicide Prevention Plan and noted the development of an RMCLHN extract.

11.2 Review actions to be taken	<ul style="list-style-type: none"> Refer items: 3.1, 4.2, 4.3, 5.1
11.3 Meeting Evaluation	<ul style="list-style-type: none"> PJ summarised the meeting.
11.3.1 Suggestions for next meeting Agenda items	
11.3.2 Board Evaluation process	
11.4 Next meeting	<p>Date: Thursday 25 June 2020 Time: 11.00 – 2.30 pm (tbc) Location: (tbc)</p>
11.5 Meeting Close	3.05 pm

Signed:



Peter Joyner
Chair
Date: 21/6/20