

Minutes

Date: 24 February 2023 **Time:** 11.00 am **Venue:** Murray Bridge Hospital & via TEAMS **Meeting Number:** #39

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ), Elaine Ashworth (EA), Mel Ottaway (MO) (at 12.47pm), Claudia Goldsmith (CG), Fred Toogood (FT)
Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) - CFO, Sharon Wingard (SW) - DAH

Guests: Karen Hollitt (KH) – EDONM, Anne McKinlay (AM) – QRS Manager, Dr Andrew Olesnicky, Sharon Harrison

Apologies:

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		
	Voluntary Assisted Dying Legislation	<ul style="list-style-type: none"> ▪ Dr Andrew Olesnicky and Sharon Harrison provided a presentation on the new Voluntary Assisted Dying (VAD) legislation. ▪ Key points included: <ul style="list-style-type: none"> ○ Roles of consulting medical officer and coordinating practitioner and required experience. ○ Pathway and timeframe from initial patient request. ○ South Australia Care Navigator Service and Regional LHN VAD Liaison officer. 	The Board noted the presentation about Voluntary Assisted Dying legislation.

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		<ul style="list-style-type: none"> ○ Central pharmacy service for South Australia noting that the patient receives medication in a locked box and they may or may not disclose they are in possession of this. ○ The majority of patients will self administer with practitioner only able to administer if patient is unable to self administer. ○ Eligibility criteria for patients is significant. ○ Patients may be frustrated about the number of times documentation and assessments are repeated but this is part of the safeguarding process to ensure the patient has the capacity to understand what they are seeking. ○ Public hospitals are required to participate although individual health practitioners have a right to refuse to participate. ○ Health practitioners are prohibited from initiating discussion about VAD but may provide information if requested. ○ Mandatory training requirements for health practitioners. 	
2	IN CAMERA DISCUSSION		
		<ul style="list-style-type: none"> ▪ In-Camera discussion held at the beginning of the meeting. ▪ Discussion included Governing Board skills matrix (refer Item 5.2). 	
3	CONFIRMATION OF MINUTES & ACTION ITEMS		
3.1	Acknowledgement/ Present and Apologies	<ul style="list-style-type: none"> ▪ Chair welcomed members and attendees and provided acknowledgement. 	
3.2	Interests and Conflicts Disclosure Log	<ul style="list-style-type: none"> ▪ Current Interests and Conflicts Disclosure Log noted. 	
3.3	Confirmation of Minutes from Board meeting 25/11/2022	<ul style="list-style-type: none"> ▪ The minutes from the Board Meeting held 25 January 2023 were endorsed. 	

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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. <ul style="list-style-type: none"> ○ 20220929-02 - re Loxton birthing - With WC to review now that flood waters receding. ○ 20221027-01 - Complete ○ 20221125-01 - Deferred to April 2023 ○ 20230125-01 - Deferred to March 2023 ○ 20230125-02 - Deferred to March 2023 ○ 20230125-05 - Complete ○ 20230125-09 - Complete 	
3.5	Board Work Plan	<ul style="list-style-type: none"> ▪ The Board noted the Work Plan. 	
4	MATTERS FOR DECISION		
4.1	Transfer of Commonwealth Bed Licences	<ul style="list-style-type: none"> ▪ The Board noted the correspondence to the CEO from Barossa Hills Fleurieu LHN (BHFLHN) CEO about the transfer of Commonwealth bed licences from Hawdon House to Strathalbyn, noting these were temporarily transferred in 2017 when Kalimna Hostel in Strathalbyn closed. ▪ Noted that bed licences will become obsolete as part of the Aged Care Reforms from October 2024. ▪ The Board endorsed the transfer of the licences to BHFLHN. 	The Board endorsed the transfer of the licences to BHFLHN.
5	MATTERS FOR DISCUSSION		
5.1	National Standards Accreditation	<ul style="list-style-type: none"> ▪ AM provided an update noting that the planned workshop to now occur in April 2023. ▪ Work continues on mock accreditation action plan and clinical working groups. ▪ Noted potential for unannounced (2 days notice) visits with 15 assessors visiting all sites with discussion about the logistics of managing this and the need to be 'accreditation ready'. 	

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5.2	Board Membership Update	<ul style="list-style-type: none"> ▪ Noted that documentation for P Joyner, E Ashworth and F Toogood submitted to DHW. ▪ Noted the general call for Expressions of Interest (for all LHNs) closed 17 February 2023. ▪ Discussion about potential Aboriginal representative. ▪ Arising from in-camera discussion, the Board agreed to review the skills matrix, including the addition of disability to the framework. 	<p>ACTION: 20230224-01 - An annual review of the skills matrix to be added to the Work Plan.</p> <p>ACTION: 20230224-02 -CG, in liaison with other Board members, to update the current skills matrix framework and Secretariat to circulate for completion and then compile outcome.</p>
5.3	Corrective Action Plan	<ul style="list-style-type: none"> ▪ Noted the summary of corrective actions greater than three months and the breakdown of categories. Noted that risk ratings are still required. 	<p>ACTION: 20230224-03 - Risk ratings to be added to the Corrective Action Plan.</p>
5.4	Potential Priority Areas (for next 18 months)	<ul style="list-style-type: none"> ▪ Discussion about the priority items raised at the January 2023 meeting. ▪ Noted that actions to be incorporated into the Operational Plan with the Board to receive reports through the regular Operational Plan reporting. ▪ Noted that other ideas can be raised at any time and topic can be removed as a standing agenda item. 	
5.5	EAP Utilisation	<ul style="list-style-type: none"> ▪ Noted the summary of utilisation of the Employee Assistance Program (EAP) across RMCLHN during 2021 and 2022. ▪ Noted the preferred providers contracted through DHW. ▪ Noted the service is available to all employees and their immediate family and can be for both work and personal issues. ▪ Noted that coordination of the service occurs through the RSS. ▪ Noted the poor uptake of the specific Aboriginal provider, Healing Centre for Griefology. 	<p>ACTION: 20230224-04 - Follow up to occur with RSS regarding the current utilisation of the Healing Centre for Griefology and if there is potential for another option.</p>

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5.6	RMCLHN Preliminary Aged Care Business Plan	<ul style="list-style-type: none"> ▪ Noted the Preliminary Aged Care Business Plan 2022-2028 that was updated following feedback from Board members and submitted to DHW and the Minister via the RSS. 	
6	STANDARD AGENDA ITEMS FOR DISCUSSION		
6.1	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. 	<p>The Board noted the RMCLHN Performance Reports.</p> <p>ACTION: 20230224-05 - Further investigation to occur regarding Aboriginal self discharges with update to be provided to March meeting.</p>
6.1.1	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. 	
6.1.2	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"> ○ Emergency Department and Elective surgery wait times, noting Riverland General Hospital (RGH) highlighted in national report for meeting targets. ○ Fluctuation in Aboriginal self discharges, the flow chart for Aboriginal Liaison Officers and communication and rapport of clinicians with Aboriginal patients. ○ Service agreement for Ophthalmology surgery of Murray Bridge residents in Mount Barker. ○ Impact on surgical wait times as a result of COVID-19 experienced by both patients and surgeons. 	
6.1.3	People and Culture Report	<ul style="list-style-type: none"> ▪ The People and Culture Report was noted. 	
6.1.4	Quality and Safety Reports	<ul style="list-style-type: none"> ▪ Karen Hollitt, EDONM and Anne McKinlay, QRS Manager, in attendance. ▪ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. 	

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		<ul style="list-style-type: none"> ▪ Discussion about: <ul style="list-style-type: none"> ○ Incidents and current focus area of medication incidents. Noted that next month's focus area will be recognising and responding to acute deterioration. ○ Serious incident findings. ○ Review of all deaths with change to 'mortality no incident' for those that were expected or that investigation determines no system issues. ○ Chest pain pathway. ○ Incident, and support for staff member accused of stealing when a client misplaced some money that was subsequently found. ▪ Noted that the new National Quality Indicators in Aged Care take effect in April 2023. ▪ Noted that the Aged Care & Disability Governance Committee (AC&DGC) to oversee the regular reports with any issues to be escalated to the Board. 	<p>ACTION: 20230224-06 - Information about the National Aged Care Quality Indicators to be provided to the Board via the AC&DGC meeting in March 2023 with all Board members included.</p>
<p>6.2 6.2.1</p>	<p>RMCLHN Planning Update Operational Plan Report Digital Health Strategy</p>	<ul style="list-style-type: none"> ▪ Noted the monthly RMCLHN Operational Plan status report. ▪ Noted some inconsistencies in the report. ▪ Noted the updated draft RMCLHN Digital Health Strategy. ▪ The Board endorsed the Strategy for further consultation. ▪ Discussion about the project and timeframe to implement the Electronic Medical Record (EMR) system across all regional LHN hospitals noting that community health and mental health are out of scope. Noted that LeeCare will also not be linked as this is not the medical record. Noted the potential for a secondary project to replace CCCME that will incorporate mental health, community & allied health, disability, and drug and alcohol services (DASSA). 	<p>The Board noted the Planning Update.</p> <p>ACTION: 20230224-07 - Operational Plan report to be reviewed for inconsistencies and amended in next report.</p>

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7 MATTERS FOR NOTING			
7.1	Chairperson Report	<ul style="list-style-type: none"> ▪ The Chairperson Report was noted. 	Chairperson's Report noted.
7.2	Chief Executive Officer (CEO) Report	<ul style="list-style-type: none"> ▪ The CEO Report provided a summary of current issues, with the Board noting the following topics: <ul style="list-style-type: none"> ○ Murray River Flood Event, noting the declared state of emergency has now been revoked. ○ Japanese Encephalitis Virus ○ Midwifery services (Loxton) ○ COAG Section 19(2) Exemptions ○ Mannum Service Planning ○ Accreditation – NDIS and NSQHS Standards ○ RACE Clinical Leadership Program ○ Riverland CCSD Upgrades and CSSD Hub and Spoke Project. ▪ Discussion about <ul style="list-style-type: none"> ○ Security staff for RMCLHN hospitals including estimated cost to implement 24/7 service at RGH and Murray Bridge Hospital. ○ Aged Care Services (Mannum) and corrective action plan. ○ Aged Care Services (Mannum) - Aminya. ○ Clinical Services planning. 	CEO'S Report noted.
8 MATTERS FOR INFORMATION			
8.1	RMCLHN Board Finance Committee	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Finance Committee Minutes 23 January 2023 (Draft). ▪ The Finance Committee Chair's update. <ul style="list-style-type: none"> ○ Nil further. 	
8.1.1	25 November Minutes		
8.1.2	Chair's Update		

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<p>8.2</p> <p>8.2.1</p> <p>8.2.2</p>	<p>RMCLHN Board Clinical Governance Committee</p> <p>Minutes 24/11/2022</p> <p>Chair's Update</p>	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Clinical Governance Committee Minutes 25 January 2023 (Draft). ▪ The Clinical Governance Committee Chair update: <ul style="list-style-type: none"> ○ Noted the presentation by consumer's partner including the excellent care received but issues with communication particularly between regional hospitals and metropolitan hospitals. Noted that the BHFLHN Country Flow Hub to be invited to discuss their role and function at a future meeting. 	
<p>8.3</p> <p>8.3.1</p> <p>8.3.2</p>	<p>RMCLHN Board Aged Care and Disability Governance Committee</p> <p>24 November Minutes</p> <p>Chair's Update</p>	<ul style="list-style-type: none"> ▪ Noted the RMCLHN Board Aged Care & Disability Governance Committee Minutes 25 January 2023 (Draft). ▪ The Aged Care and Disability Governance Committee Chair update: <ul style="list-style-type: none"> ○ Noted the comprehensive discussion with Quality Compliance and Innovation (QCI) who provided a summary and outcomes arising from their contracted visits to RMCLHN residential aged care sites. 	
<p>8.5</p> <p>8.5.1</p> <p>8.5.2</p>	<p>RSS Governance Committee</p> <p>RSS Governance Committee Minutes</p> <p>RSS Representative Update</p>	<ul style="list-style-type: none"> ▪ The RSS Governance Committee Meeting Minutes 30 November were noted. ▪ The RMCLHN representative on the RSS Committee update <ul style="list-style-type: none"> ○ Noted the extensive discussion about medical governance within the RSS following the recent change to the Clinical Director position. 	

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9	ITEMS APPROVED BY CEO FOR NOTING	
		<ul style="list-style-type: none"> ▪ Nil
10	CORRESPONDENCE	
10.1 10.1.1 10.2	Incoming: Outgoing:	<ul style="list-style-type: none"> ▪ Nil incoming correspondence ▪ Nil outgoing correspondence
11	MEETING FINALISATION	
11.1	Questions / Comments	
11.1.1	Governing Board and Executive visit to Mildura and Lake Mungo	<ul style="list-style-type: none"> ▪ An update provided about the proposed visit, noting it will involve two nights accommodation.
11.1.2	RACE Showcase in March 2023	<ul style="list-style-type: none"> ▪ Noted the proposed agenda for the showcase.
11.1.3	RMCLHN Health Advisory Council Conference	<ul style="list-style-type: none"> ▪ Noted this is scheduled for March 2023
11.1.4	Nursing and Midwifery Awards	<ul style="list-style-type: none"> ▪ Noted that the RMCLHN Midwifery Model of Care announced as a finalist in the 2023 awards.
11.2	Review actions to be taken	<ul style="list-style-type: none"> ▪ Refer items:5.2, 5.3, 5.5, 6.1.2, 6.1.4 and 6.2.1.
11.3	Meeting evaluation	<ul style="list-style-type: none"> ▪ PJ summarised the meeting

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Meeting Close: 2.22 pm
Next Meeting: **Date:** 30 March 2023
Time: 2.00pm –4.30pm
Location: Riverland General Hospital (Berri) and Teams

Apologies:

Signed:

Peter Joyner

Chair



3 Apr, 2023 6:04:53 PM GMT+9:30

Date: / /