Health
Riverland Mallee Coorong
Local Health Network

Government
of South Australia

Minutes

Date: **24 May 2024** **Time:** **11.15 am – 4.30 pm** **Venue:** **Tailem Bend Hospital and Teams** **Meeting Number:** **#53**

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ) - Chair, Elaine Ashworth (EA), Claudia Goldsmith (CG), Richard Hearn (RH), Mel Ottaway (MO), Fred Toogood (FT), Sonia Waters (SW)
Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) – CFO, Louise Greenlees (LG) – DP&C, Karen Hollitt (KH) – EDONM, Michell Mantripp (MM) – A/QRS Manager

Apologies: Kerry Dix, Manager Leading Service Design

Secretariat: Jeanette Brown (JB)

Traditional Acknowledgement

We would like to acknowledge the Ngarrindjeri 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	RMCLHN Aged Care Profile	▪ Kerry Dix an apology for the meeting but had prepared a presentation that was presented by Wayne Champion.
		▪ The Board noted the presentation that was developed following a query about the population and future demand for aged care services in RMCLHN.
		▪ Discussion included:
		   ○ Possibility to overlay special needs groups such as ATSI, Veterans, Disability.
		   ○ Aboriginal people >50 and ATSI specific services (in metro) and learnings from these.
			ACTION: 20240524-01 – Presentation to be amended to include the percentage of current CHSP, HCP and RAC clients who identify as ATSI.
			
			ACTION: 20240524-02 – Presentation to be amended to include the overall

			○ The need to ensure our services are seen as culturally safe places. ○ Difficulties for consumers in navigating aged care with this exacerbated for Aboriginal consumers. ○ The level of family support required to deliver high level packages to people with complex needs in the home. ○ How the data informs potential decisions around future infrastructure investments (and future demand for services) and also future workforce requirements. ○ Service provider options in RMCLHN for consumers. ○ Pattern of current decision making of older people to either remain in their community or relocate to be closer to family. ○ Need for comprehensive Business Case to be developed for Residential Aged Care sites following completion of Clinical Services Plan and relevant Master Plans.	percentage of people over 50 years who identify as ATSI. **ACTION: 20240524-03** – Business Case(s) to be developed for the three RAC sites following completion of Clinical Services Plan and relevant Master Plans. **ACTION: 20240524-04** – Presentation to be uploaded to Diligent.
2	**IN CAMERA DISCUSION**			
			- In-Camera discussion held from 11.45 – 1.15 pm. - Discussion about Board membership. - The Governing Board approved an extension to the CEO contract for a further three-year term with DHW to be advised to proceed with the contract. - The Governing Board approved CEO travel to attend the 2024 WONCA Ubuntu Conference in Cape Town, South Africa. - The Governing Board approved extension to CEO engagement with Hardy Learning Set.	**ACTION: 20240524-05** – Letter regarding CEO Contract to be forwarded to CEO and DHW.
3	**MEETING OPENING**			
3.1	Acknowledgement/ Present and Apologies		PJ welcomed members and attendees and provided acknowledgement.	
3.2	Interests and Conflicts Disclosure Log		Current Interests and Conflicts Disclosure Log noted.	

3.3	Confirmation of Minutes	▪ The minutes from the Board Meeting held 24 April 2024 were endorsed.	
3.4	Review Actions Log	▪ The Board noted the Actions Log including completed actions and those included in the agenda. ▪ Discussion about: ○ 20240424 re Nurse Rostering – Nursing & Midwifery Office are not aware of any centralised rostering systems. Some LHNs have centralised recruitment functions but not rostering. Noted that Shift match allows staff to indicate their availability.	
3.5	Board Work Plan	▪ The Board noted the Work Plan.	
4	**MATTERS FOR DECISION**		
4.1	Annual Compliance Certification Topics	▪ Noted the information about the Compliance Certification process for 2023-24. ▪ The Governing Board endorsed the four recommended topics for the RMCLHN Annual Compliance Certification for 2023-24.	The Governing Board endorsed the recommended topics for the 2023-24 Annual Compliance Certification.
4.2	RMCLHN Risk Appetite Statement	▪ Noted the recommendation from the Audit and Risk Committee. ▪ The Governing Board endorsed the reviewed RMCLHN Risk Appetite Statement with minor amendment to wording.	The Governing Board endorsed the RMCLHN Risk Appetite Statement.
4.3	First Nations Peoples use of Language in RMCLHN	▪ Noted the information about the proposed use of First Nations Peoples Language in RMCLHN meeting rooms including next steps in relation to consultation with Health Advisory Councils. ▪ The Governing Board endorsed the proposed approach to implement First Nations Peoples Language.	The Governing Board endorsed the proposed approach to implement First Nations Peoples Language.
5	**COMMITTEE REPORTS / RECOMMENDATIONS**		
5.1	RMCLHN Board Finance Committee	▪ Noted the RMCLHN Board Finance Committee Minutes 23 April 2024. ▪ The Finance Committee Chair's update. ○ Noted slight increase in deficit.	
5.2	RMCLHN Board Clinical Governance Committee	▪ Noted the RMCLHN Board Clinical Governance Committee Minutes 24 April 2024. ▪ The Clinical Governance Committee Chair's update.	

		o Noted the data analysis of Riverland General Hospital (RGH) admissions and transfers since the introduction of RACE with an overall growth in admissions and increased retention within RGH. o Noted the analysis of Health Round Table data in relation to deaths within Murray Bridge Hospital with future reports to be standardised to remove deaths related to palliative care.	
5.3	RMCLHN Board Aged Care and Disability Governance Committee	▪ Noted the RMCLHN Board Aged Care and Disability Governance Committee Minutes 23 April 2024. ▪ The Aged Care and Disability Governance Committee Chair's update. o Noted the presentation from a consumer whose partner is in aged care and who also receives services at home. Feedback was positive although highlighted the need to attract local workforce and the variable level of understanding of reception staff. o Noted the positive report following the assessment at Barmera with all staff commended for the result. o Noted that the new Aged Care Act has been deferred to 2025. o Noted the presentation from the Aged Care Liaison Officer. o Noted RMCLHN involvement in service provision and advocacy for a consumer with a disability but unable to access NDIS.	
5.4	RSS Governance Committee RSS Governance Committee Minutes RSS Representative Update	▪ Nil meeting of the RSS Governance Committee in April 2024. ▪ The RMCLHN Representative on the RSS Committee update following the May 2024 meeting: o Finalising Reconciliation Action Plan. o Working on Clinical Governance within RSS. o Final report about Medical Credentialing completed and to be forwarded to the rLHN CEOs. o Work continuing on the Governance Framework with BHFLHN. o Presentation provided about the Single Employer Model. o Investigating potential fraud case in relation to PATs.	

6	MATTERS FOR DISCUSSION		
6.1	Executive Director Clinical Innovation KPI and RACE Report	- Noted the Executive Director Clinical Innovation KPI and RACE Report. - Discussion about: - Update of activities and growth in trainees. - Growth in research agenda. - Comparison of GP reimbursement provided in RMCLHN with proposal for other rLHNs through SEM. Noted the rLHN model will be across multiple locations and may have similarities to the Tasmanian model. - Noted that John Flynn funding for interns will now be dispersed across rLHNs and RMCLHN will be competing with other rLHNs for medical graduates. - Noted expansion of undergraduate student placements in Riverland and Mount Gambier. - Noted Nursing training opportunities in place.	
6.2	Agency Staff Obligations	- Noted the verbal update about how nursing agencies meet their obligations relating to staff working at RMCLHN sites. - Discussion about the vendor process to establish a new panel of approved companies with companies required to submit details about how they meet all SA Health requirements. - Noted that RMCLHN audit processes reviewed and an additional check list developed that DONs are currently reviewing.	
6.3	Board Education	- Noted verbal update in relation to Board education. - Noted the options for Comply Online to provide a 20 minute presentation at the June 2024 meeting or provide a longer session (at additional cost). - Noted the potential requirement to induct new Board members after 1 July 2024. - The Board agreed to the proposed Comply Online presentation at the June meeting. - A program to be developed for the remainder of 2024.	**ACTION: 20240524-06** – Comply Online presentation to be organised for June 2024 meeting. **ACTION: 20240524-07** – EA and JB to develop a Board Education program for the remainder of 2024.

6.4	Allied Health Enterprise Agreement	▪ Noted the verbal update in relation to the Allied Health Enterprise Agreement and noted the Executive Director Community & Allied Health is actively engaged in the process.	
6.5	RMCLHN Communications Activity Report	▪ Noted the information about RMCLHN Communications Activity for the period January to April 2024. ▪ Noted also the Communications update provided at the RMCLHN Health Advisory Council Conference.	
6.6	Overseas Nurse Recruitment	▪ Noted the information about overseas nursing staff recruitment proposal from Taylor Made Immigration. ▪ Discussion about potential staff being Registered Nurses in country of origin and would be employed as Direct Care Attendants on a temporary visa while seeking RN registration with AHPRA with process including a clinical practical exam along with English and literature assessment. Accommodation to be provided in facility managed by Taylor Made for fruit pickers in Renmark. ▪ The Governing Board supported progressing with the proposal with CEO to keep the Board informed of progress and an update briefing to be provided in four months.	**ACTION: 20240524-08** – Update about Overseas Nurse Recruitment Proposal with Taylor Made Immigration to be provided at September 2024 meeting.
7	**STANDARD AGENDA ITEMS FOR DISCUSSION**		
7.1	Performance Report	▪ 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.	
7.1.1	Finance and FTE Report- PPRC	▪ The Finance and FTE Report was noted and also discussed at the Finance Committee Meeting.	
7.1.2	KPI Monthly Performance Report	▪ The KPI Monthly Performance Report was noted and also discussed at the Clinical Governance Committee Meeting. ▪ Discussion about: ○ One Category 1 elective surgery delayed due to a higher priority case. ○ Percentage where Aboriginal identification question asked.	**ACTION: 20240524-09** – Update to be provided to next meeting about reasons why percentage where Aboriginal identification question is lower at some sites.

7.1.3	People and Culture Report	▪ Noted the People and Culture Report. ▪ Discussion about: 　o Inclusion of data by site for Mental Stress (Psychological) claims with data to continue to be included in the monthly report. 　o Noted improvement in completion of audits and mandatory training.	
7.1.4	Quality and Safety Reports	▪ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. ▪ Discussion about: 　o Barmera Accreditation visit and positive outcome. 　o Current focus on pressure injury. 　o Noted decrease in medication incidents following focus month and also work undertaken with pharmacy about in relation to some incidents. 　o Noted significant increase in compliments. 　o Noted the launch of new psychotropic medication standard. 　o Noted the Medical Malpractice Report.	
7.2	RMCLHN Planning Update		
7.2.1	RMCLHN 2023-24 Operational Plan Status Report	▪ Noted the RMCLHN 2023-24 Operational Plan Status Report.	
7.2.1	RMCLHN Clinical Services Plan Update	▪ Noted the update about the RMCLHN Clinical Services Planning process. ▪ Discussion about: 　o Presentation provided at the Health Advisory Council conference and focus for Planning Day in June 2024 (along with Workforce). 　o Highlighting disability within the plan. 　o Noted the milestones associated with the plan development.	
8	**MATTERS FOR NOTING**		

8.1	Chairperson Report	▪ The Chairperson Report was noted. ▪ Noted discussion with SW about the RMCLHN Aboriginal Health Strategy.	**ACTION: 20240524-10** – SW to provide ideas to WC for discussion with Sharon Wingard.

8.2	Chief Executive Officer (CEO) Report	▪ The CEO Report was noted.
		▪ The CEO Report provided a summary of current issues, with the Board noting the following topics:
		  ○ Regional EMR Project
		    • RGH now live.
		    • Progressive roll out across RMCLHN.
		    • All sites to be live by March 2025.
		  ○ Successful Aged Care Quality and Safety Commission Assessment at Barmera.
		  ○ National SEM Conference and launch of statewide SEM model.
		    • Noted that RMCLHN the only rLHN without vacancies in GP practices.
		  ○ Nursing workforce shortages.
		  ○ Security Staff
		    • Team Leaders being recruited for security trained orderly teams (24/7) at casemix hospitals. Team Leaders to then recruit to teams.
		  ○ Staff Movement.
		  ○ Pinnaroo Medical Practice.
		  ○ RMCLHN Website (as raised at HAC Conference).	

9	**MATTERS FOR INFORMATION**		
		▪ Nil	
10	**ITEMS APPROVED BY CEO FOR NOTING**		
		▪ Nil.	
11	**CORRESPONDENCE**		

11.1	Incoming:	▪ Nil.	
11.2	Outgoing:		
11.2.1	Auditor General's Department re: Annual Risk of Fraud	▪ Noted the RMCLHN CEO and Governing Board response to the Auditor General's Department re: Annual Risk of Fraud correspondence.	
12	**MEETING FINALISATION**		
12.1	Questions / Comments	▪ Noted that June 2024 meeting will be Peter Joyner's last as Chair with transition arrangements in progress. ▪ Noted 5 years for RMCLHN being incorporated into 2024 Awards and Planning Day.	
12.2	Review actions to be taken	▪ Refer items: 1.1, 2.0, 6.3, 6.6, 7.1.2 and 8.1.	
12.3	Meeting evaluations	▪ PJ summarised the meeting and thanked everyone for their input.	

Meeting Close: 4.35 pm

Next Meeting:

      Date: 28 June 2024
      Time: 11.00 am – 2.00 pm
      Location: Adelaide (tbd) and Teams

Signed: Peter Joyner	
Chair	
Date: / /	28 Jun, 2024 12:28:01 PM GMT+9:30