

Counties Manukau District Health Board Hospital Advisory Committee

Minutes

of the meeting of the members of the Counties Manukau District Health Board Hospital Advisory Committee held on Tuesday, 23rd January 2007 at 9.00am at Middlemore Hospital, Meeting Room 2 & 3, Staff Centre

Present: Mr Paul Cressey (Acting Chair), Mr Arthur Anae, Mr Donald Barker, Mr David Collings, Mr Bob Wichman, Mr Bob Clark

In attendance: Mr Chris Fleming, Mr Ron Dunham, Mr Tony Hickmott, Mrs Pauline Hanna, Mrs Christine Lockhart (Secretary)

Apologies: Ms Airini Tukerangi, Mr Pat Snedden, Mrs Miria Andrews, Mr Don Mackie

1. Welcome

The Chair welcomed all and present members. There were no public in attendance. Mr Arthur Anae offered the karakia.

2. Apologies

Apologies were received from Ms Airini Tukerangi, Mr Pat Snedden, Mrs Miria Andrews and Mr Don Mackie.

Moved: Mr Arthur Anae **Seconded:** Mr David Collings, **Carried:** Unanimously

3. Minutes of Previous Meeting

The minutes of the meeting held on 28th November were confirmed.

Moved: Mr Don Barker, **Seconded:** Mr David Collings, **Carried:** Unanimously

4. Matters Arising

- Ms Nettie Knetsch/Mr Gary Jackson/Mr Allan Moffitt to present an update on Paediatric Trends/POAC for children in March meeting.
- Ms Nettie Knetsch to present an update on Fruit in Schools and a graph on Midwifery FTE's at the next HAC meeting.
- Mr Chris Fleming to provide a Vacancy Report on a quarterly basis and turnover by staffing groups.
- Mr Chris Fleming to present the Theatre Review findings once they have been finalised.
- Mr Ron Dunham advised Manukau Radiology Institute Ltd have agreed to carry on the MRI out of hour's service. The contract has been drawn up and is in the process of signoff.

5. Procedural Issues

There were no Procedural Issues.

6. Board Advisory Committee Verbal updates

Members provided Advisory Committee updates.

CPHAC: Mr Paul Cressey provided an update.

Key Points:

- Report/video presentation Franklin Positive Ageing Expo 2006 by Chris Stabler and Winnie Potter.
- Let's Beat Diabetes
- Needs Assessment Service Coordination (NASC) update on waiting lists.

PHAC: Mr Arthur Anae provided an update.

Key Points:

- Resignation of Margie Fepulea'i, General Manager Pacific Health.

7. Open Committee Reports

7.1 GMs' Report

The report was taken as read and noted.

Key Points:

Kidz First/Womens Health

- Maternity - December 2006 recorded 722 deliveries a new record (61 deliveries more than December 2005). Papakura maternity had 47 deliveries in December 2006, which is the highest delivery number in the last 8 years and the overall in community unites for the month was 109 which is the second highest on record.
- A new initiative with AUT supporting more midwifery students on site as well as supporting new graduate midwives in their first year of practice.

Surgical & Ambulatory Care

- Elective Surgery Results – The results for December reflect the impact of the laboratory workers strike. The strike was for a period of 5 elective surgical working days, and in the three days prior to the strike and the two days post the strike elective surgery was severely limited. Mr Chris Fleming highlighted he will be presenting an Elective Surgery paper at the next board meeting. Mr Chris Fleming presented to the HAC committee a realistic Elective Target as shown below:

Elective Target		11,845	
Catchup Volumes			
- Original Target	1,200		
- Increased Target due to RDA Strike	300		
		1,500	
		13,345	Total

YTD – Performance			
- in house	5,343		
- outsourced	134		
		5,477	
Jan-June - Inhouse			
- Base Contract	5,741		
- Over Provision	255		
		5,996	
Outsourced			
- Contracts in Place*	520		
- Yet to be finalised	287		
- Yet to be identified	200		
		1,007	
*Catchup by private sector sub-contracting		12,480	Total

		13,345	
		-12,480	
Shortfall		865	
RDA Strike	300		
Lab Strike	400		
	700	165	Shortfall

- Mr Paul Cressey raised the question what are we going to do about the Elective Surgical Funding? Mr Chris Fleming advised this is already in effect. 750 WIES @ WIES price and outpatient attendance has been approved to be included in the numbers.

- Orthopaedic volumes concern continues over the provision of hip and knee volumes planned volume of 732 for the Orthopaedic Hip and Knee initiative. Mr Chris Fleming advised there is a need to modify behaviour with GP practices.

Recommendation:

The Hospital Advisory Committee recommendation;

- Moved – to encourage opportunities to maximise the Orthopaedic Waiting List and support management.

Moved: Mr Paul Cressey, **Seconded:** Mr David Collings, **Carried:** Unanimously

- Sterile Services Review of the Sterile Services practices at CMDHB was undertaken by Terry McAuley, an independent Sterilisation Service Consultant from Australia. The final report expected in late January. Early recommendations requiring immediate action have been taken. Mr Chris Fleming to provide a synopsis of the findings at the next HAC Meeting.

Action: Mr Chris Fleming to provide a synopsis of the findings to the Hospital Advisory Group.

- An external review of the ACC Team has been undertaken by Francis Consulting group suggesting significant reorganisation of how the ACC functions are managed. One of the key findings is the ACC clerk to be placed back into Emergency Care (EC) and strengthening the relationship between ACC team and Accounts Payable.

Medicine/Acute Care/Clinical Support Division

- Radiology has been awarded the IANZ accreditation subject to ratification by its committee. A number of strong recommendations were made.

Action: Mr Brad Healey to provide the findings to the Hospital Advisory Group.

- CMDHB MRI project is progressing in a number of areas. The physical layout is nearing completion after extensive involvement from Anaesthetics. 3 tender responses are being evaluated. Mr Paul Cressey noted there is a concern that there will not be trained staff when the new machine is in place.

Recommendation:

The Hospital Advisory Committee recommendation;

- Moved – Management further consider the issue with staff retention when the new machine arrives. When the MRI machine arrives that there are staff to operate it.

Moved: Mr Paul Cressey, **Seconded:** Mr David Collings, **Carried:** Unanimously

The report was accepted.

Moved: Mrs Miria Andrews, **Seconded:** Mr David Collings, **Carried:** Unanimously

7.2 Financial Performance

The paper was taken as read and noted. Mr Tony Hickmott summarised the financial performance.

Key Points:

- Overall December's results for the Provider Arm were a surplus of \$413k for the month, a \$20k favourable variance against budget and \$911k favourable variance YTD.
- November's result for the Provider Arm was a loss of \$92k for the month, a \$35k favourable variance against budget.
- Nursing Bureau costs for the Provider Arm for the month were \$60k compared with \$160k for the same period last year, which was mainly used to cover sick leave and vacancies.
- Revenue of \$1.5m has been deferred to offset the additional elective surgery underperformance, a further \$1.1m has also been deferred to reflect the under performance in the contracted volumes.
- It was noted current RMO back-pays were processed in December
- A pilot of a Capacity Planning tool (Cap Plan) is being undertaken at Middlemore and MSC during the next three months.
- Laboratory Workers strike had a significant impact on the volumes undertaken in December.

General Comment

Mr Arthur Anae requested Mr Tony Hickmott to provide further information regarding the Maori Health and Pacific Health budget.

Action: Mr Tony Hickmott to look into this.

The report was accepted.

Moved: Mr Arthur Anae, **Seconded:** Mr Bob Wichman, **Carried:** Unanimously

Ms Emma Bale arrived 10.20am.

7.3 Clinical/Quality Report

Ms Emma Bale provided a verbal update on Quality and Risk.

Key Points:

Complaints and Incidents

- Complaints are live; the vendor RL Solutions are providing advanced report training in late February to staff.
- Just Culture Policy and Open Disclosure Policies are underdevelopment.
- Incident System Implementation Project will start March 07.

Document Management System

- The Document Management System is to replace Netit. The focus is on policies, procedures and workflow. 11 RFP have been received with the 1st review completed last week. Vendor presentations to proceed in March 07.

Content Management System

- The Content Management System is to replace Web System which is Healthpoint, CMDHB, SouthNet. The RFP process is with Auckland, with the 1st review to be completed next week. Vendor presentations to proceed in March 07.

Executive Quality and Risk Planning Day

- Tikanga Best Practice programme rolled out across the organisation and integrated into orientation and “the way we do things around here”. Training to be rolled out over next 18 – 24 months.
- Consumer involvement – complete a gap analysis of areas of where consumer involvement is happening and isn’t and a view of where it will add value. Gap analysis recommendations to be tabled at the Executive Quality and Risk and Clinical Advisory Group (CAG).
- Implement Essence of Care programme across CMDHB as per NHS model. The programme includes nutrition, communication, respect and dignity, ADL’s, hygiene, bowel and bladder care.
- Develop a robust Risk Management Process that enables risks to be identified, managed, escalated and managed.
- Developing a quality culture/system to support people to feel empowered to make changes/take responsibility. Develop a single organisational approach to systems design and quality improvement.

7.4 healthAlliance Report

The report was taken as read and noted.

The Committee resolved (moved Mr Arthur Anae/seconded Mr David Collings that the public and media be excluded from the item on Industrial Relations, FMP 2 Management Group Project Status Summary Report, Risk Register (OPIA s 9(2)(i), Standing orders Schedule 2 cl 2(g) to enable the carrying out of commercial activities. The motion was carried unanimously.

The meeting was reopened to the public at 10.50am.

Moved: Mr Arthur Anae, **Seconded:** Mr David Collings **Carried:** Unanimously

8. Presentations

There were no presentations.

9. General Business

It was noted the venue for the February and March HAC meeting will be held at Manukau Room, CMDHB, 2/19 Lambie Drive, Manukau.

Mr Bob Clark closed the meeting with karakia. Meeting closed at 10.55am.

10. Next Meeting

To be held Tuesday 27th February 2007 at 9.00am, Manukau Room, CMDHB, 2/19 Lambie Drive, Manukau.

Signed as a true and correct record on the 27th day of February 2007.

Chair: **Mr Paul Cressey (Acting Chair)**

Recommendation (moved **Mr Don Barker**/ seconded **Mr David Collings**)

The minutes of the meeting of Counties Manukau District Health Board Hospital Advisory Committee of 23rd January 2007 are approved.