

# 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 28<sup>th</sup> April 2009 at 9.00am, Meeting Rooms 2 & 3, Staff Centre, Level 2, Middlemore Hospital

- Present: Mr Paul Cressey (Chair), Professor Gregor Coster, Mr Don Barker, Mr Arthur Anae, Mr Bob Clark, Ms Colleen Brown, Ms Lope Ginnen, Mr Bob Wichman, Ms Miria Andrews, Mr Michael Williams, Rereokeroa Shaw, Mr Nuku Rapana
- In attendance: Mr Ron Dunham, Dr Donald Mackie, Mr Tony Hickmott, Mr Richard Laktin, Ms Denise Kivell, Ms Stella Ward, Mrs Pauline Hanna, Mrs Christine Lockhart (Secretary)
- Apologies: Ms Anne Candy, Ms Ruth DeSouza, Mr Geraint Martin. Mr Michael Williams, Mr Nuku Rapana and Ms Miria Andrews for lateness. Mr Arthur Anae, Mr Bob Wichman and Mr Ron Dunham for early departure.

### 1. Welcome

The Chair welcomed all present members. Mr Bob Clark offered the karakia.

### 2. Apologies

Apologies were received from Ms Anne Candy, Ms Ruth DeSouza, and Mr Geraint Martin. Mr Michael Williams, Mr Nuku Rapana and Ms Miria Andrews for lateness. Mr Arthur Anae, Mr Bob Wichman and Mr Ron Dunham for early departure.

**Moved** Mr Don Barker; **Seconded** Mr Bob Wichman; **Carried** Unanimously

### 3. Ratification of Previous Minutes 24<sup>th</sup> March 2009.

#### Resolution:

The minutes of the meeting held on Tuesday 24<sup>th</sup> March 2009, having been circulated, were taken as read and confirmed.

**Moved** Ms Lope Ginnen; **Seconded** Professor Gregor Coster; **Carried** Unanimously

#### Summary of Actions

The Summary of Actions was noted.

### 4. Matters Arising

There were no Matters Arising.

### 5. Procedural Issues

There were no Procedural Issues.

### 6. Board/Advisory Committee Verbal Updates by Members

**Board:** Mr Paul Cressey provided an update.

- DHBNZ presentation by Peter Glensor, Chairman & Julian Inch, Chief Executive
- Community Labs
- DAP progress

**DiSAC:** Ms Colleen Brown provided an update.

- Complaint process presentation by Ms Linda McIaasc
- Recruitment of new DiSAC members

**PHAC** – Noted no update

**CPHAC** – Noted no update.

**POU** – Noted no update.

## 7. Open Committee Reports

**7.1 Chief Operating Officer's Report:** Mr Ron Dunham reported on the COO report.

Massive increase in number of patients/WIES for the month and certainly YTD due to increased theatre activity at MSC, Middlemore and more complex cases undertaken.

Mr Ron Dunham advised a Provider Arm DAP savings presentation will be presented the Main Board meeting. The tightening on operational expenditure out of the budget with no change of service delivery, this is a one off one year opportunity. Looked at revenue opportunities and incorporated additional revenue.

### Resolution

Prof Gregor Coster noted his warm congratulations for this achievement, a wonderful team effort.

**Moved** Prof Gregor Coster; **Seconded** Mr Paul Cressey; **Carried** Unanimously

### POAC

- Patients referred have been successfully managed in the Community based on all claims received.

### Facilities

- Identified the majority of cleaning staff and most orderly staff have never received instruction in manual handling training; also there is little evidence of task analysis for these services. Orientation days for all cleaners and orderlies have not been completed.

### Surgical Services

- The new six-bed HDU opened on 24<sup>th</sup> March fully staffed and is operating well.

### Kidz First

- The Neonatal Unit became incredibly busy with level III admissions resulting in huge pressure on staff and equipment.

### Women's Health

- Planning for an overall training and clinical service delivery review for Obstetrics and gynaecology.

### Medicine

- Emergency Care being focused on developing a strategy to achieve the 6hr target from 1 July 2009. A meeting of all key clinical and management staff from across the Provider Arm will be held on 2<sup>nd</sup> June to further develop the strategy and monitoring and management tools that need to be implemented
- The key issue regarding the National Radiation Laboratory Audit is the compliance of the non-radiology personnel to NRL regulations. Surgical Services have been informed and are reviewing their current processes to ensure better compliance.  
**Action:** Ms Lope Ginnen would like the number of compliance notices.

### Pharmacy

- Prof Gregor Coster noted the Section H review by Pharmac of 30 days supply of pharmaceuticals to be dispensed to patient at discharge.  
**Action:** Mr Ron Dunham to discuss with the chair of Medicine Advisory Committee.

### Mental Health

- Concerns have been raised on the national reporting of incidents to the MoH, it is clear that some CMDHB incidents have not been recorded.

## **ARHOP**

- A celebration was held on 17<sup>th</sup> March for staff and teams who have worked at CMDHB 10 years, 20 years or more. The combined number of years of experience for this group is 907 years, with an average of 25.9 years.

### **Resolution**

Prof Gregor Coster noted his congratulations to these staff.

**Moved** Prof Gregor Coster; **Seconded** Mr Bob Wichman; **Carried** Unanimously

### **CMO, DON, Director of Allied Health**

Ms Stella Ward to present her learnings from the Institute of Healthcare Improvement “The Role of the Board in Quality and Safety” which was held in Phoenix.

## **9. Presentations**

Riskpro Management: Ms Penny Impey and Ms Linda McIsaac provided an update on The Risk Register software which will provide a tool to ensure that the Risk Management Process is both proactive and reactive and fully coordinated across the DHB.

### **Resolution**

Mr Paul Cressey thanked Ms Penny Impey and Ms Linda McIsaac for their presentation and acknowledged work in progress, once finalised to go to Audit, Risk and Finance and then to the main board.

**Moved** Mr Paul Cressey; **Seconded** Mr Arthur Anae; **Carried** Unanimously

Serious Sentinel Events: Ms Mary Seddon provided an update on the CMDHB Serious Sentinel Events. Ms Mary Seddon advised there is a staff forum on 14<sup>th</sup> May on “Culture around Safety”. Prof Gregor Coster raised the question “is there an internal dissemination?” Ms Mary Seddon advised there is a dissemination of learnings with the theatre staff.

### **Resolution**

Mr Paul Cressey thanked Ms Mary Seddon for the presentation and requested a report at the end of the year on the specific actual events relating to CMDHB.

**Moved** Mr Paul Cressey; **Seconded** Mr Arthur Anae; **Carried** Unanimously

The Committee resolved (moved Prof Gregor Coster/seconded Mr Don Barker) that the public and media be excluded from the item on the Chief Operating Officer Report, Industrial Relations, Radiology (RIS), Report on Service Redesign – Towards 20/20, Risk Register (OPIAs 9(2)(i), Standing orders Schedule 2 cl 2(g) to enable the carrying out of commercial activities. The motion was carried unanimously.

The Committee opened the meeting to the public.

**Moved** Mr Michael Williams, **Seconded** Prof Gregor Coster; **Carried** Unanimously

## **7. Open Committee Reports**

### ***7.1 Chief Operating Officer’s Report continued...***

**Workforce Development Priorities** – Mr Sam Bartrum reported on the Workforce Development Priorities and Butterworth Workforce Report.

The report was taken as read and noted.

- Number of drivers around workforce action.
- How we develop our workforce?
- Endorse strategy longer term
- Hard to fill roles worldwide in some health professionals

### **Resolution**

Move to support the Turning Workforce Plans into Action: Implementation of ‘quick wins’ for CMDHB and its ambition to develop its workforce.

**Moved** Mr Paul Cressey **Seconded** Mr Don Barker; **Carried** Unanimously

**Incident/Complaints Reporting** – taken as read.

**Financial Performance** – Mr Richard Laktin reported on the Financial Performance.

The report was taken as read and noted.

- Overall the month result was a surplus and a favourable variance. Still tracking in alignment with year end forecast.
- Prof Gregor Coster commented on the Management cap reporting, useful where we sit? Ms Pauline Hanna advised this is included in the new scorecard. Prof Gregor Coster advised that we will need to monitor on a regular basis.

**Operational Volumes** – Mr Tony Hickmott reported on the Operational Volumes.

The report was taken as read and noted.

**Clinical Indicators** – Dr Don Mackie reported on the Clinical Indicators.

The report was taken as read and noted.

- Number of Unaccepted Histology reports older than 7 days not signed off on concerto. **Action:** Note progress on the sign off and update next meeting.

**IDF Volume Variance** – Mrs Pauline Hanna reported on the IDF Volumes.

The report was taken as read and noted.

#### **Resolution**

Received the Chief Operating 73 pages report.

**Moved** Mr Paul Cressey; **Seconded** Ms Lope Ginnen; **Carried** Unanimously

#### **10. General Business**

Mr Nigel Wilkinson answered questions raised regarding IT as provided by Health Alliance. **Action:** Mr Nigel Wilkinson to present to the Main Board on the effectiveness of Health Alliance in the following areas: Strategic, Information Management, Payroll, Purchasing, Value for money effectiveness, and Quality.

Meeting closed at 12.20pm.

#### **11. Next Meeting**

To be held Tuesday 26<sup>th</sup> May 2009 at 9.00am, Meeting Rooms 2 & 3, Staff Centre, Level 2, Middlemore Hospital.

Signed as a true and correct record on the 26<sup>th</sup> day of May 2009.

Chair: **Mr Paul Cressey**

Recommendation (moved **Ms Lope Ginnen**/seconded **Mr Don Barker**)

**The minutes of the meeting of Counties Manukau District Health Board Hospital Advisory Committee of 28<sup>th</sup> April 2009 are approved.**