

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 24th February 2009 at 9.00am, Meeting Rooms 2 & 3, Staff Centre, Level 2, Middlemore Hospital

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

1. Welcome

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

2. Apologies

Apologies were received from Mr Bob Wichman, Mr Nuku Rapana, Ms Anne Candy, Ms Rereokeroa Shaw, Mrs Pauline Hanna, Ms Denise Kivell. Ms Ruth DeSouza and Ms Lope Ginnen for lateness.

Moved: Mr Arthur Anae **Seconded:** Ms Colleen Brown, **Carried:** Unanimously

3. Ratification of Previous Minutes 27th January 2009.

Resolution:

The minutes of the meeting held on Tuesday 27th January 2009, were confirmed at the 4th February 2009 Board meeting. The minutes were circulated and ratified on 24th February 2009 at the Hospital Advisory Committee meeting.

Moved: Mr Don Barker, **Seconded:** Ms Colleen Brown, **Carried:** Unanimously

Summary of Actions

The Summary of Actions was noted.

- Mr Ron Dunham advised the new Risk Register is being presented to the Audit, Risk and Finance committee on Monday 2nd March.

CMDHB Annual Board Agenda – 2008/2009

Noted by Prof Gregor Coster the inclusion of the CMDHB Annual Board agenda document in the sub-committee agenda's which sets out the activities being undertaken on a monthly basis during the year.

4. Matters Arising

There were no Matters Arising.

5. Procedural Issues

Board Members & Committee Members Appointments

Action: Mrs Christine Lockhart to include the updated Board Members and Committee members' appointment document from March 2009.

Hospital Advisory Committee Terms of Reference

Action: Ms Christine Lockhart to include the new Terms of Reference from March 2009.

6. Board/Advisory Committee Verbal Updates by Members

Board: Mr Paul Cressey provided an update.

- Letters from Minister.
- Legal update on Labtests by Janet Anderson-Bidois.
- National release of Serious Sentinel Event.
- Regional Collaboration Project.

CPHAC – Noted no update.

DiSAC – 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.

Key points:

- **Elective Performance** - There was a good production rate of electives in January 2009 and the deficit has been reduced to 279 WIES (3.5%) YTD. Elective forecasting is going well and with the improvement in Anaesthetist staffing from February 2009, on target to meet the end of the year contract.
- **Surgery** - Planning for Theatre Admission and Discharge Unit (TADU) is well underway with 30 nursing applicants for five nursing positions. The opening date is 11 May 2009 but expect all Non-Building Dependent Process changes to be bedded in by 31 March 2009.
- A Quality Coordinator in Theatre will be managing the acute theatre flow, implementation of service and process redesign in TADU, audits around theatre compliance with "Time-out" prior to surgery and safety equipment, establishment of a team focus to Quality Improvement in SSU.
- One of the major successes in Surgical & Ambulatory Care Services in the last year has been in workforce development and in addressing historical, or evolving, workforce shortages. The increased training of Anaesthetic Technician trainees at Waitemata DHB and private hospitals will have on addressing the regional shortage. CMDHB has also stepped up the mark and now have 20 technicians in training. With the assistance of the CMDHB Recruitment team, the next cohort of Anaesthetic Technicians is currently being put through a robust evidence-based Assessment Centre process, which has the full support of the Anaesthetic Technicians and Anaesthetists. This is the first time this has occurred for technicians.

Recommendation

Mr Geraint Martin and Mr Paul Cressey acknowledged and recognised the fantastic response on the Elective Services and the marked improvement of the workforce shortages for Surgical staff including Anaesthetic Technicians. The Hospital Advisory Committee endorsed this response.

Moved: Mr Paul Cressey, **Seconded:** Prof Gregor Coster, **Carried:** Unanimously

- **Kidz First** - Paediatric Medicine discharges for December were up for the month on last year (28) and YTD are now up by 245.
- **Medicine** - 200 Cardiology patients who were due to have a follow-up appointment (Cardiology Planned Appointment) had not had an appointment scheduled within the required time frame. This problem has arisen through a combination of factors including shortage of cardiologist resource, a poor process for identifying the number of follow-up appointments due to be undertaken and physical capacity constraints for clinic space at MSC. Every effort is being made to resolve these issues and steps have been taken to rectify this. **Action:** Update required at the March meeting.
- The hA IS resource for the RIS project has proven difficult to obtain at a level required to progress. Mr Ron Dunham advised a meeting was held with the Radiology Department to look at other alternatives. **Action** – Update required at the March meeting.
- Mr Michael Williams requested a high level summary/6 monthly breakdown of complaints across all services. **Action** – A summary to be included in the March meeting.

- **Mental Health** - The 4 Regional DHB's have reached an agreement about the Eating Disorders Services priorities for resource allocation and service development over the next 3 years. CMDHB have communicated their intention to develop some local specialist capability in addition to services provided by Auckland DHB. Mental Health staff are looking at the General Practitioners group and asking what they need for support for their patients and that they are managed by the Child Adolescent Health Services.
- **Don/CMO/Director of Allied Health** – The Northern Regional Quality Improvement forum agreed to pursue a regional patient safety project and develop mechanisms for sharing and adopting successful quality improvement initiatives across the region.
- Initial scoping work completed in January for Professor Tony Butterworth visit from the UK focusing on Workforce Development Plan for CMDHB with insights into possibilities of a new or redesigned health care workforce. Clear aim to understand the relationship between clinical activity and workforce planning. **Action** – The Workforce Development Plan to be presented at the March meeting.

Resolution

That the Chief Operating Officers report be accepted.

Moved: Ms Ruth DeSouza, **Seconded:** Prof Gregor Coster, **Carried:** Unanimously

9. Presentations

Quality Improvement Unit Annual Report . Ms Mary Seddon and Ms Penny Impey presented the Whai Manaaki Programme DVD.

Resolution

Mr Paul Cressey acknowledged the DVD presentation and offered congratulations and supported the progress that has been made, especially the staff and the leadership at the cold face.

Moved: Mr Paul Cressey **Seconded:** Mr Arthur Anae, **Carried:** Unanimously

7. Open Committee Reports

7.1 Chief Operating Officer's Report continued...

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

Key Points:

- Overall the month result was a deficit, with an unfavourable variance. Still tracking in alignment with one year end forecast.
- Revenue favourable primarily due to higher MoH revenue for Electives and Hips & Knees revenue.
- Clinical Supplies favourable which is in part due to the re-stocking costs incurred in December to cover the holiday period, with the excess supplies being consumed in January.
- Non-Clinical Supplies are unfavourable primarily due to an YTD catch up on recording of building depreciation. This is a result of projects being completed and moved out of WIP and into Building assets earlier than had been anticipated during the setting of the budget.
- Noted there is a budgeting error in the depreciation YTD.
- Statement of Financial Performance wording “amended” to be removed from header spreadsheet, page 41.
- Question raised on the Radiology Service Summary page 43 in regard to what is covered within the YTD-Budgeted. **Action:** Mr Richard Laktin to provide an update in the March meeting.
- Question raised on the Information Systems Service Summary in regard to what is covered within the YTD-Budgeted Jan 09. **Action:** Mr Tony Hickmott to provide a breakdown for the next main Board meeting in March.

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

Key Points:

- Overall Provider Arm 5,834 discharged patients in January, 109 more than January 2008.
- The Provider Arms WIES volume performance for January was 256 WIES less than January 2008, Ytd WIES performance is 4% (1,432) higher than 2007/08.

IDF Volume Report– Mr Richard Laktin reported on the IDF Volumes.

The report was taken as read and noted.

Resolution

That the Financials, Operational Volume and IDF Volume reports be accepted.
Moved: Ms Lope Ginnen, **Seconded:** Ms Ruth DeSouza, **Carried:** Unanimously

The Committee resolved (moved Mr Arthur Anae/seconded Mr Don Barker) that the public and media be excluded from the item on Industrial Relations, Report on Service Redesign, 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 11.55am.

Moved: Ms Lope Ginnen, **Seconded:** Prof Gregor Coster **Carried:** Unanimously

10. General Business

There was no General Business.

Mr Bob Clark closed the meeting with karakia. Meeting closed at 12.00pm.

11. Next Meeting

To be held Tuesday 24th March 2009 at 9.00am, Meeting Rooms 2 & 3, Staff Centre, Level 2, Middlemore Hospital.

Signed as a true and correct record on the 4th day of March 2009.

Chair: **Mr Paul Cressey**

Recommendation (moved **Ms Ruth De Souza**/seconded **Prof Gregor Coster**)

The minutes of the meeting of Counties Manukau District Health Board Hospital Advisory Committee of 24th February 2009 are approved.