

Minutes

Date: 27 October 2022 **Time:** 1.30 pm **Venue:** Murray Bridge Hospital & via TEAMS **Meeting Number:** #36

Riverland Mallee Coorong Local Health Network Governing Board Meeting

Present: Peter Joyner (PJ), Elaine Ashworth (EA), Mel Ottaway (MO), Claudia Goldsmith (CG), Fred Toogood (FT)
Attendees: Wayne Champion (WC) - CEO, Craig Lukeman (CL) - CFO, Louise Greenlees (LG) - Director P&C

Guests: Sandy Gilbert Nursing Director RSS and Carol Salmon Nursing & Midwifery Educator RSS

Apologies: Sharon Wingard (SW) – Director Aboriginal Health.

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		
1.1	Sandy Gilbert and Carol Salmon from RSS	<ul style="list-style-type: none"> Sandy Gilbert, Nursing Director and Carol Salmon, Nursing & Midwifery Educator Rural Support Service (RSS) provided a presentation on Emergency Nursing and Midwifery Education (ENAME). ENAME provides nursing education on first line emergency management in line with the National Safety and Quality Health Standards and is delivered by country clinicians working in regional LHN emergency departments. The course has been running since 2009 and is accredited 	The Governing Board noted the presentation about ENAME.

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		<p>through the Australian College of Nursing. Partner organisations include MedSTAR, Women's and Children's Health Network, the Royal Flying Doctor Service and Emergency Medicine Education and Training.</p> <ul style="list-style-type: none"> ○ In 2022, regional LHNs provided 13 educators (with two from RMCLHN) to support the program that is open to all staff with a specific TPPP course also established. Involving local clinicians provides them with exposure to educating and also assists with keeping all staff up to date with new policies and guidelines. In RMCLHN for 2023, TPPP courses will be offered in Waikerie and Renmark and Update courses in Mannum and Loxton. Noted that all staff working in emergency departments are required to complete the course. 	
2	IN CAMERA DISCUSSION		
		<ul style="list-style-type: none"> ○ In-Camera discussion held at the beginning of the meeting. 	
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. ○ Apologies –.Sharon Wingard 	
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 29/9/2022	<ul style="list-style-type: none"> ○ The minutes from the Board Meeting held 29 September 2022 were endorsed. 	
3.3.1	Draft Minutes OOS meeting 12/10/2022	<ul style="list-style-type: none"> ○ The minutes from the Out of Session Board Meeting held 12 October 2022 were endorsed noting that the proposal from 'enkindle' was endorsed but with a requirement that the workplan be adjusted to focus less on gap analysis and more on preparing RMCLHN management to implement changes. 	
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. 	

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		<ul style="list-style-type: none"> ○ Action: 20220929-07 - Noted the 2022-23 Rural Support Service (RSS) Service Agreement with RMCLHN provided as a late paper (Refer 8.4.4). ○ Action: 20220929-09 - Draft Strategic Asset Management Plan deferred to November. ○ Action: 20220729-09 - Noted that report still to be provided. ○ Action: 20220929-06 - Completed. ○ Action: 20220929-08 - Noted that follow up occurred and topic included on agenda for next meeting with the Minister. ○ Action: 20220929-03 - Discussion about progress since last meeting and further potential candidate. ○ Action: 20220929-04 - Discussion about progress since last meeting. 	<p>ACTION: 20221027-01 - Correspondence to be drafted regarding Board and Board Committee evaluations (re Action: 20220729-09).</p> <p>ACTION: 20221027-02 Potential candidate, Rob Zadow to be contacted (re Action: 20220929-03).</p>
3.5	Board Work Plan	<ul style="list-style-type: none"> ○ The Board noted the Work Plan. 	
4	MATTERS FOR DECISION - Nil		
5	MATTERS FOR DISCUSSION		
5.1	RMCLHN Incident Management	<ul style="list-style-type: none"> ○ Noted the information about the RMCLHN Incident management model. ○ Noted that detail provided through the Clinical Governance Committee. ○ Noted that the committee information to be updated. 	
5.2	RMCLHN Corrective Action Plan Summary	<ul style="list-style-type: none"> ○ Noted the information about the RMCLHN Work Health & Safety Corrective Action Plan process and summary report. ○ Noted that the plan has been reviewed with a number of items completed and some requiring longer term outcomes. ○ Discussion about the purpose of the Corrective Action Plan. ○ Discussion about vacancies in Work Health and Safety representatives and potential correlation with any issues. 	<p>ACTION: 20221027-03 - Full list of Corrective Action Plan items to be provided to the November meeting.</p> <p>ACTION: 20221027-04 - Investigation to occur regarding any correlation between gaps in WHS representatives and the number of hazards / incidents.</p>

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5.3	Workforce – Advertising of Vacancies	<ul style="list-style-type: none"> ○ Noted the update about the options related to advertising of vacancies and current limitations. ○ Noted that the topic was raised with the Minister for Health and Wellbeing. ○ Discussion about SA Health progress on this issue and agreement to proactively pursue options. 	ACTION: 20221027-05 - Preliminary RMCLHN creative design to be investigated and a briefing to the Minister (via CE SA Health) to be drafted about advertising of vacancies.
5.4	Aged Care Reform Update	<ul style="list-style-type: none"> ○ Noted the draft RMCLHN Aged Care Strategic Framework developed following the September meeting by EA and WC. ○ Noted that this was discussed in detail at the Aged Care and Disability Governance Committee meeting with suggestions to be updated by EA and WC. ○ Noted that 'enkindle' will be commencing in November 2022. ○ Noted that topic to remain on the Board agenda but noting that detail to be discussed at the Aged Care and Disability Governance Committee. ○ Discussion about participation in KPMG Aged Care Governance program and potential for regular Board information updates. 	ACTION: 20221027-06 - Investigate potential Aged Care Professional Development options for Board members and Executive that incorporate certificate of completion.
5.5	RACE Biannual Report	<ul style="list-style-type: none"> ○ Noted the biannual report on the achievements and directions for the Riverland Academy of Clinical Excellence (RACE) including: <ul style="list-style-type: none"> ▪ Academy Medical Pathway ▪ Academy Nursing Pathway ▪ Academy Allied Health Pathway ▪ Research and Evidence Based Care ▪ Clinical Improvement ○ Noted that discussion also occurred at Clinical Governance Committee. ○ Noted the success of the medical pathway development. ○ Discussion about current focus around nursing and the potential to accelerate the development of allied health pathways. ○ Noted that the Medical Education Unit will become a Clinical Education Unit with available resources managed through the unit. 	The Board noted the RACE Biannual Biannual Report

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		<ul style="list-style-type: none"> ○ Discussion about the potential for creating innovation and leadership roles for nursing and allied health. ○ Noted the evidence base for cross disciplinary education. ○ Discussion about the aged care workforce and potential options noting that organisations need to be Registered Training Organisations (RTOs) to run aged care education programs. ○ Discussion about retention initiatives as well as recruitment initiatives. ○ Noted the importance of, and recognition of, the research arm of RACE. ○ Refer also 10.1.4. 	
5.6	Executive Director Clinical Innovation Biannual KPI Report	<ul style="list-style-type: none"> ○ Noted the Executive Director Clinical Innovation (EDCI) Key Performance Indicator (KPI) report addressing: <ul style="list-style-type: none"> ▪ Rural Clinical Workforce ▪ Evidence Based Practice and Contemporary Care ▪ Innovation in Health ▪ Partnerships ▪ Funding ▪ Reporting. ○ Noted that this strategic innovation is providing substantial and tangible immediate and long-term benefits for the LHN and the communities it serves. 	The Board noted the Director Clinical Innovation Biannual KPI Report
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. 	The Board noted the RMCLHN Performance Reports.
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. 	

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<p>6.1.3</p>	<p>People and Culture Report</p>	<ul style="list-style-type: none"> ○ Louise Greenlees, Director People & Culture in attendance. ○ The People and Culture Report was noted. <ul style="list-style-type: none"> ▪ Discussion about the timeframe for completion of the RMCLHN Workforce Strategy. ▪ Discussion about mandatory training compliance and definition of mandatory, required and additional training categories. ▪ Noted the development of the RACE Clinical Leadership Program with expressions of interest to be sought in November and the 18 month program to commence in January 2023. ▪ Noted the development of a two day New Managers Program. ▪ Noted the implementation of a Wellness Program and Mental Health First Aid program. ▪ Noted the work undertaken to improve data related to staff exiting RMCLHN. ▪ Noted work being undertaken related to scholarships, trainee programs and work experience for both school leavers and job seekers. ○ Refer also 5.3. 	
<p>6.1.4</p>	<p>Quality and Safety Reports</p>	<ul style="list-style-type: none"> ○ The Quality and Safety Reports were noted and discussed at the Clinical Governance Committee and Aged Care and Disability Governance Committee. 	
<p>6.2</p>	<p>RMCLHN Planning Update</p>	<ul style="list-style-type: none"> ○ Noted the Operational Plan Quarterly Activity Report for July – September 2022. 	<p>The Board noted the Planning Update.</p>
<p>6.2.1</p>	<p>Operational Plan Quarterly Report</p>	<ul style="list-style-type: none"> ○ Noted that the report includes a summary of progress on 33 strategies/activities with updates provided by Executive Leads for each activity and they are presented aligned to the RMCLHN Strategic Themes. ○ Noted that the draft Strategic Asset Management Plan and draft Digital Health Strategy are scheduled for the November meeting. 	

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6.2.2	Draft Mental Health Plan	<ul style="list-style-type: none"> ○ Noted the information about the draft Mental Health Service Plan. ○ Noted the co-design approach to service planning undertaken for Mental Health services across RMCLHN and the support provided through the RSS planning and population health team. ○ Noted the service profile that was created that included relevant population demographics and service utilisation data for the RMCLHN catchment. ○ Noted the role of the local advisory group that was established to lead and guide the planning process. ○ The draft Plan was endorsed for further consultation noting that a key performance indicator structure to be incorporated into the plan. 	The Board endorsed the draft Mental Health Plan for consultation.
6.2.3	Draft Aboriginal Health Plan Framework	<ul style="list-style-type: none"> ○ Noted the information about the Aboriginal Health Plan Framework and endorsed the proposed co-design journey outlined in the framework for the development of the RMCLHN Aboriginal Health Plan. 	The Board endorsed the framework for the Aboriginal Health Plan.
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"> ▪ Workforce with discussion about: <ul style="list-style-type: none"> ● Employment incentives limitations and increased competition from other states. ● Retention initiatives including Clinical Leadership Program (refer 6.1.3) and simple strategies to support the workforce. ● Supporting potential applicants through the creation of a Candidate Support role. ● Potential workforce innovation think tank. 	CEO'S Report noted.

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		<ul style="list-style-type: none"> ▪ Japanese Encephalitis Virus including community education, vaccination programs and serology testing of population. ▪ Section 19(2) (Medicare Billing) Exemption. ▪ Midwifery Services. ▪ Aged Care Services. ▪ Mannum Service Planning and Aminya accreditation status. ▪ NDIS Accreditation. ▪ National Safety and Quality Health Service (NSQHS) Standards Accreditation ▪ Nursing staffing levels including current industrial action and long term sustainability. <ul style="list-style-type: none"> ○ Discussion about rising water levels in the Murray River including: <ul style="list-style-type: none"> ▪ The level of public interest. ▪ Projected flows into South Australia and status of the Renmark levee bank. ▪ Planning for potential relocation from Renmark Hospital, noting this is the only RMCLHN site potentially at risk. Noted any evacuation would occur in two stages and residents and patients would be relocated to other RMCLHN sites. Planning includes communicating with all residents and families and determining their preferences if relocation is required. ▪ Travel options should some roads be closed. ▪ Potential impacts for staff, including potential road closures and inundation of homes. ▪ Noted that the State Emergency Service is the lead agency. 	
7.3	COVID -19 Update	<ul style="list-style-type: none"> ○ COVID-19 status as of date of meeting provided noting that new variants are now in the community and a further peak is anticipated in November / December, based on reduced community immunity. ○ Noted that RMCLHN providing new bivalent vaccination for staff and aged care residents. 	The Board noted the COVID-19 update.

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8		MATTERS FOR INFORMATION	
8.1	RMCLHN Board Finance Committee		
8.1.1	September Minutes	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Finance Committee Minutes 28 September 2022 (Draft). ○ The Finance Committee Chair highlighted: <ul style="list-style-type: none"> ▪ The Finance Committee Chair discussed the recommendation from the Finance Committee to the Board regarding Retirement Village (Independent Living Units) entry contribution and how exiting residents are repaid. ▪ The Board endorsed the recommendation from the Finance Committee. 	The Board endorsed the recommendation from the Finance Committee.
8.1.2	Chair's Update		
8.2	RMCLHN Board Clinical Governance Committee		
8.2.1	Minutes September 2022	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Clinical Governance Committee Minutes 29 September 2022 (Draft). ○ The Clinical Governance Committee Chair highlighted: <ul style="list-style-type: none"> ▪ Nil further 	
8.2.2	Chair's Update		
8.3	RMCLHN Board Aged Care and Disability Governance Committee		
8.3.1	Minutes	<ul style="list-style-type: none"> ○ Noted the RMCLHN Board Clinical Governance Committee Minutes 28 September 2022 (Draft). ○ The Aged Care and Disability Governance Committee Chair highlighted: <ul style="list-style-type: none"> ▪ Nil further 	
8.3.2	Chair's Update		
8.4	RSS Governance Committee		
8.4.1	RSS Governance Committee Minutes	<ul style="list-style-type: none"> ○ The RSS Governance Committee Meeting Minutes August 2022 (approved) were noted. ○ The RSS Governance Committee Meeting Minutes September 2022 (draft) were noted. ○ The RSS Governance Committee Meeting Summary September 2022 (draft) were noted. 	

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8.4.2	RSS Governance Committee Meeting Schedule	<ul style="list-style-type: none"> ○ Noted the RSS Governance Committee Meeting schedule. ○ The RMCLHN representative on the RSS Committee participated in meeting held 26/10/2022 and highlighted: <ul style="list-style-type: none"> ▪ Issues related to GPs contracts in YNLHN are now resolved and noted the variances across the LHNs. Discussion about the understanding of contracts and the parameters for negotiation. ▪ Credentialing work related to system improvements and timeliness. ▪ Changes to the leadership structure with one Director and clear Business Streams. ▪ Commencement of two Aboriginal representatives on the Governance Committee with one from RMCLHN. ○ Refer also 10.1.2 	<p>ACTION: 20221027-07 - Agreement, including any updates, to be provided to the November 2022 meeting.</p>
8.4.3	RSS Representative Update		
8.4.4	RSS Service Agreement with RMCLHN		
9	ITEMS APPROVED BY CEO FOR NOTING - Nil		
10	CORRESPONDENCE		
10.1 10.1.1	Incoming: DHW – Annual Compliance Certificate	<ul style="list-style-type: none"> ○ Noted the incoming correspondence. 	
10.1.2	RSS Future Governance		

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<p>10.1.3</p>	<p>AMA Proposed meeting with RMCLHN</p>	<ul style="list-style-type: none"> ○ Noted the incoming correspondence. ○ Noted that a meeting with the AMA has been organised. ○ Discussion about the success of RACE and the interest it is generating although the complexities are not necessarily understood. ○ Noted that the single employer model is a trial with the benefits of the Section 19(2) exemption yet to be realised due to timing of the approval process. ○ Noted that a salaried medical model is required to underpin the supervision requirements of the medical pathway and this is not possible in all regional LHNs. The pathway also requires strong relationships with the General Practitioner workforce in the LHN. ○ Noted that RACE will potentially create more graduates than RMCLHN requires and rotations could potentially be linked to other LHNs. ○ Refer also 10.1.4 	
<p>10.1.4</p>	<p>Limestone Coast LHN Governing Board re medical training</p>	<ul style="list-style-type: none"> ○ Noted the incoming correspondence. ○ Noted the level of interest in all regional LHNs. ○ Noted the planned RACE and Flinders University symposium to be held 19 November 2022 to mark 25 years of rural medical training in the Riverland. ○ The Board endorsed hosting another symposium in the Riverland for LHN Board Chairs, CEOs and Executive Directors of Medical Services early in 2023. <ul style="list-style-type: none"> ▪ The 2023 symposium will provide an opportunity for people to learn about the formation of RACE and to hear from clinical educators and medical trainees to develop an understanding of the supervision structure and Medical Training Unit along with the research and innovation component of RACE. ▪ It will also provide an opportunity to workshop options for the future expansion or replication of the program to meet the needs of other regions in South Australia. ○ Refer also 10.1.3. 	<p>ACTION: 20221027-08 - Response to Limestone Coast LHN to be drafted, including the proposal for a symposium for all LHNs.</p>

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10.2 10.2.1	Outgoing: DHW – Service Agreement	<ul style="list-style-type: none"> ○ Noted the outgoing correspondence. 	
11	MEETING FINALISATION		
11.1	Questions ./ Comments	<ul style="list-style-type: none"> ○ Noted the cessation of the Commonwealth Building Bigger Regions Funds although noting that State operated aged care facilities have not been able to access these grants. ○ Discussion about communication strategies with Health Advisory Councils including potential formation of a RMCLHN Presiding Member Panel or Forum. ○ Noted staff recognition and thank you proposal for Christmas. ○ Discussion about the potential for Moorundi Aboriginal Community Controlled Health Service to support the potential development of a community controlled health service in the Riverland. ○ Noted a Memo from the Minister for Health and Wellbeing to rLHN Board Chairs about Aged Care, and tabled as a late paper. <ul style="list-style-type: none"> ▪ Noted that the memo requested draft Business Plans for Aged Care by 8 November 2022. ▪ Noted that Governing Board Chairs raised this request with the Minister and it is understood a retraction and amendment will be provided. ○ Noted the advertisement in 'The Advertiser' 8 October 2022 related to the Legislative Council Select Committee on Health Services in South Australia. 	
11.2	Review actions to be taken	<ul style="list-style-type: none"> ○ Refer items: 3.4. 5.2, 5.3, 5.4, 8.4.4 and 10.1.4 	
11.3	Meeting evaluation	<ul style="list-style-type: none"> ○ PJ summarised the meeting. 	

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Meeting Close: 3.45 pm
Next Meeting: **Date:** 25 November 2022
Time: 11.30pm –3.30pm
Location: Riverland General Hospital – Berri / Teams

Apologies:

Signed:

Peter Joyner

Chair



28 Nov, 2022 11:27:37 AM GMT+10:30

Date: / /

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