

Minutes

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Date: 27 January 2022 **Time:** 1.00 pm **Venue:** TEAMS **Meeting Number:** #27

Riverland Mallee Coorong Local Health Network Governing Board Meeting

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

Guests: Anne McKinlay (AM) Quality Risk & Safety Manager

Apologies: Shane Mohor (SM) (on leave of absence); Karen Hollitt (KH)

Secretariat: Jeanette Brown (JB) and Katina Scounos

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 |
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| 1 | IN CAMERA DISCUSSION | | |
| | | <ul style="list-style-type: none"> In-Camera discussion – held at conclusion of business. | |
| 2 | CONFIRMATION OF MINUTES & ACTION ITEMS | | |
| 2.1 | Welcome & Acknowledgement | <ul style="list-style-type: none"> Chair welcomed members and attendees and provided acknowledgement. | |
| 2.2 | Interests and Conflicts Disclosure | <ul style="list-style-type: none"> Nil conflicts of interest for meeting declared. Interests disclosure log noted. | |
| 2.3 | Confirmation of Minutes | <ul style="list-style-type: none"> The minutes from the Board Meeting held 26 November 2021 were endorsed. | The Board endorsed the previous minutes. |

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| | | <ul style="list-style-type: none"> ○ The minutes from the special OOS meeting held 23 December 2021 were endorsed. ○ The minutes from the annual Public Meeting held on 25 November 2021 were endorsed. | |
| 2.4 | Review Actions Log | <ul style="list-style-type: none"> ○ Actions Log reviewed. | |
| 3 | MATTERS FOR NOTING | | |
| 3.1 | Chairperson Report | <ul style="list-style-type: none"> ○ Report provided a summary of current issues. | Chairperson's Report noted. |
| 3.2 | Chief Executive Officer (CEO) Report | <ul style="list-style-type: none"> ○ Report provided a summary of current issues, noting the following topics <ul style="list-style-type: none"> ○ Construction of the Emergency Extended Care Unit (EECU) at RGH completed although the Unit is not yet open, due to staffing and equipment. Some clinical equipment delivery has been affected by transport issues due to COVID-19. ○ The first group of interns in the RACE program have commenced, with five within the region plus three junior doctors also about to commence. Noted that Minister Wade is meeting with the Federal Minister primarily around approving Section 19(2). Noted that Flinders University has also applied to train students in the region. ○ Noted the Emergency Management direction for mandated COVID-19 booster dose for all LHN employees by 28 January 2022. | CEO'S Report noted |
| 3.3 | COVID -19 Update | <ul style="list-style-type: none"> ○ CEO continues to provide COVID-19 updates to the Board by email as issues develop. ○ Noted that there are currently approximately 1500 positive cases in our community as reported by SA Health heat map. It is anticipated that the peak will be in one to two weeks. ○ Noted that less than 1% of Omicron COVID positive cases require hospitalisation compared to projected Delta rate of about 5%. The majority (about 98%) are managed at home and a small number of vulnerable people are being cared for in medi-hotels including Aboriginal people from remote communities. | The Board noted the COVID-19 update. |

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| | | <ul style="list-style-type: none"> ○ Noted the current situation in communities such as Ceduna Kooniabba, Port Augusta and Davenport where finding suitable isolation facilities has been an issue. ○ Noted significant outbreaks in the Limestone Coast LHN. ○ Noted that there have been outbreaks in residential aged care facilities across SA although none, to date, in RMCLHN facilities. ○ Noted that the outbreak at Mobilong Prison has now reduced to about 30 positive cases. ○ RMCLHN has experienced a significant COVID-19 outbreak at Raukkan Aboriginal community. RMCLHN has established a task force for testing, assessing positive people and providing in-home health care services equivalent to a medi-hotel. As at 26/01/2022, there were 35 people who had tested positive with this number anticipated to increase. RMCLHN is working in partnership with Moorundi Aboriginal Community Controlled Health Service, the Raukkan Council, Salvation Army and SAPOL. ○ Noted that Murray Bridge and Berri Hospitals can accept COVID positive patients with both sites configured with appropriate isolation rooms and the Emergency Departments managed as red zones. ○ Noted that RMCLHN has been providing Port Augusta and Whyalla Hospitals with medical support via Telehealth using the salaried medical workforce at RGH. The need has arisen due to staff being furloughed either with COVID-19 or as close contacts. ○ Discussion about staff shortages as a result of furloughed staff, noting the number has reduced around the region partly due to changes in the definition of household close contacts. ○ The Governing Board thanked all staff for their recent efforts and, in particular, the CEO and Dr Paul Worley for the work undertaken on a public holiday to support the Raukkan community. | |
| 4 | MATTERS FOR DISCUSSION | | |
| 4.1 | Governing Board Membership | <ul style="list-style-type: none"> ○ Noted the correspondence from the Minister regarding members whose term expired in June 2022 with three RMCLHN members completing the requested documentation for the Minister's | The Board noted the information about Board membership. |

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| 4.1.1 | Member expiries 2022 | consideration. Noted that it is anticipated that all South Australian LHN recommendations will be taken to Cabinet prior to caretaker conventions commencing. | |
| 4.1.2 | Future skills requirements | <ul style="list-style-type: none"> ○ Noted the need to consider further training opportunities for Board members including what potential future members may need. | ACTION: PJ and JB to discuss further training opportunities for Board members. |
| 4.2 | Governing Board Action Plan Quarterly Report | <ul style="list-style-type: none"> ○ Noted the updated RMCLHN Governing Board Action Plan. ○ Noted that some items related to aged care were going to be addressed through the December planning session that was deferred. Discussion about reconvening this session mid-year with outcome being to plan for April 2022, on the assumption that face to face meetings will have resumed. | <p>The Board noted the updated RMCLHN Governing Board Action Plan.</p> <p>ACTION: WC and JB to organize planning session for April 2022.</p> |
| 4.3 | Diligent Update | <ul style="list-style-type: none"> ○ Update provide regarding implementation of Diligent system. ○ CG offered to assist by being a contact point for other Board members. | <p>The Board noted the Diligent update.</p> <p>ACTION: JB to continue to set up Diligent.</p> |
| 4.4 | Mannum Aged Care Update | <ul style="list-style-type: none"> ○ Stakeholder and public consultation commencing in February 2022 regarding Aminya Village at Mannum. | The Board noted the update about Mannum aged care. |
| 4.5 | RMCLHN Aged Care & Disability Governance Committee | <ul style="list-style-type: none"> ○ Noted Ministerial approval required for establishment of Governing Board sub committees. ○ Discussion about draft Terms of Reference noting provision for an external member and that the position of Chair is flexible to either be a Board member or the external member. It is anticipated that meetings will be alternate months with at least 5 meetings a year. | The Board endorsed the draft Terms of Reference. |
| 4.5.1 | Draft Terms of Reference | | ACTION: PJ to contact potential external member to ascertain their interest. |
| 4.5.2 | Potential external member | <ul style="list-style-type: none"> ○ Noted the curriculum vitae of a potential external member to the committee and noting that contact has not yet been made with this person. | ACTION: Briefing to Minister to be prepared and forwarded about the proposed committee, including membership. |
| 4.6 | Legacy Patient Administration Systems | <ul style="list-style-type: none"> ○ Discussion about the draft letter from PJ to the Minister for Health and Wellbeing about the escalation of a replacement for RMLCHN | The Board endorsed forwarding correspondence to the Minister about legacy |

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| | | (and all regional LHNs) legacy patient administration systems, given the inability of the Board to mitigate the risk. | patient administration systems. ACITON: Letter to be forwarded to the Minister |
| 4.7 | RMCLHN Consumer and Community Engagement Strategy and RMCLHN CCES Work Plan | <ul style="list-style-type: none"> ○ Noted the completion of the consultation review of the RMCLHN Consumer and Community Engagement Strategy 2021-24. ○ Noted that, once endorsed, the revised Strategy to be rebranded and republished. ○ Noted the development of a Consumer and Community Engagement Strategy Work Plan that will be monitored through the Partnering with Consumers Committee. ○ Discussion about data collection method obtaining real time feedback of people's experience. | <p>The Board endorsed the updated RMCLHN Consumer and Community Engagement Strategy and noted the mechanism for monitoring through the Partnering with Consumers Committee.</p> <p>ACTION: Strategy to be rebranded with new RMCLHN branding and published.</p> |
| 4.8 | RMLCHN Service Agreement 2021-22 | <ul style="list-style-type: none"> ○ Noted the status of negotiations with the Department for Health and Wellbeing (DHW) about the 2021-22 Service Agreement including the issues flagged by RMCLHN and the DHW response. ○ Noted the amended draft Service Agreement with some areas addressed. ○ Areas that continue to be of concern include: <ul style="list-style-type: none"> ○ Teaching, training and research ○ Emergency Department Medical model RGH ○ Integrated electronic medical records in regional SA. ○ Discussion about whether RMCLHN should sign the Agreement noting that previous Agreements required each section to be signed. The Governing Board agreed to seek an amended version where each section could be signed where supported. If this is not possible, a codicil to be included with the signed agreement expressing areas of continuing concern. | <p>The Board noted the feedback and amended Service Agreement 2021-22 and endorsed signing sections of the Agreement.</p> <p>ACTION: CEO to request a further amendment to the Service Agreement incorporating signatures for each section or, include a codicil with the current version.</p> |
| 4.9 | Riverland General Hospital | <ul style="list-style-type: none"> ○ EA led a discussion arising from the Clinical Governance Committee (CGC) meeting regarding the culture and attitudes of staff at Riverland General Hospital (RGH). | <p>The Board endorsed the recommendation from the Clinical Governance</p> |

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| | | <ul style="list-style-type: none"> ○ The CGC recommended that the Executive Director Medical Services and Director of Nursing RGH develop a plan for continuous improvement to address the issues and present this to the CGC in February followed by monthly updates with this approach endorsed by the Board. ○ Noted that the issues have been highlighted through an analysis of complaints and incidents at RGH in the Emergency Department and the wards and involving medical and nursing staff. The data suggests a lack of appropriate culture with issues focused around communication and attitudes of staff. Financial performance to also be included in the plan for continuous improvement. | <p>Committee regarding RGH.</p> <p>ACTION: EDMS and DON to present a plan for continuous improvement to the Clinical Governance Committee.</p> |
| 5 | STANDARD AGENDA ITEMS FOR DISCUSSION | | |
| 5.1 | <p>Performance Report</p> <p>Finance and FTE Report- PPRC</p> <p>KPI Monthly Performance Report</p> <p>People and Culture Report</p> <p>Quality and Safety Reports</p> <p>SA Health KPIs Performance Report November 2021</p> | <ul style="list-style-type: none"> ○ The RMCLHN January 2022 Performance Reports were noted. ○ Noted that detailed discussion about financial performance reports occurred at the Finance Committee. ○ Noted the Key Performance Indicators report. ○ Noted that there is no People and Culture report for January. ○ Noted the Quality and Safety reports including compulsory reporting with Anne McKinlay, Quality Risk & Safety Manager present for discussion. ○ Noted the SA Health KPIs Performance report for November 2021. ○ Discussion about data entry and reporting timeframes. | <p>The Board noted the RMCLHN Performance Reports.</p> |
| 5.2 | <p>RMCLHN Assessment Outcomes update</p> | <ul style="list-style-type: none"> ○ Noted the Barmera and Renmark Residential Aged Care update and Plans for Continuous Improvement. | <p>The Board noted the Barmera and Renmark RAC updates.</p> |
| 5.2.1 | <p>Barmera & Renmark ACQSC Update</p> | <ul style="list-style-type: none"> ○ Noted the correspondence regarding public reporting of Australian hospital's accreditation and noted discussion at Clinical Governance Committee with outcome to write to the ACSQHC about clearly showing on the website when improvements have been reassessed and cleared. | <p>The Board noted the information about public reporting of hospital accreditation.</p> |
| 5.2.2 | <p>ACSQHC Public Reporting of Hospitals</p> | | |

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| 5.3 | RMCLHN Planning Update | | | |
| 5.3.1 | Operational Plan Monthly Status Report | | <ul style="list-style-type: none"> ○ Noted the January 2022 Plan and Service Priority status report for the Operational Plan, noting the following <ul style="list-style-type: none"> ○ Two public health physicians have started as trainees and will undertake work on the Population Health Framework. ○ Work to be undertaken on Aged Care Strategy. ○ A draft Murray Bridge Soldiers Memorial Hospital (MBSMH) master plan has been received. Agreed for members to review and discuss as an agenda item at next meeting. | The Board noted the Planning status report and quarterly activity report. ACTION; CEO to forward draft MBSMH master plan OOS and also to be an agenda item at next meeting. |
| 5.3.2 | Operational Quarterly Report | Plan Activity | <ul style="list-style-type: none"> ○ Noted the October – December 2021 Quarterly Report on the RMCLHN Operational Plan | |
| 6 | MATTERS FOR DECISION | | | |
| 6.1 | | | <ul style="list-style-type: none"> ○ Nil | |
| 7 | MATTERS FOR INFORMATION | | | |
| 7.1 | RMCLHN Board Finance Minutes | Board Committee | <ul style="list-style-type: none"> ○ Noted the draft Minutes of 26 November 2021. | The Board noted the draft Minutes |
| 7.2 | RMCLHN Board Clinical Governance Committee Minutes | Board Governance Committee | <ul style="list-style-type: none"> ○ Noted the draft Minutes of 26 November 2021. | The Board noted the draft Minutes. |
| 7.3 | RMCLHN Board Audit and Risk Committee Minutes | Board Audit and Risk Committee | <ul style="list-style-type: none"> ○ Noted the draft Minutes of 25 November 2021. | The Board noted the draft minutes |
| 7.4 | RSS Governance Committee | Governance Committee | <ul style="list-style-type: none"> ○ Noted the Minutes of 27 October 2021. ○ Noted the Minutes of 23 November 2021. ○ Noted the draft Minutes of 15 December 2021. ○ Noted the RSS Governance Committee Brief on the Rural Health Workforce Strategy. ○ Noted the Draft RSS Strategic Plan 2022-2026. | The Board noted the RSS Governance Committee Minutes and information. |

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| 7.5 | RSS Industrial Relations Unit Presentation | <ul style="list-style-type: none">○ Noted the RSS Industrial Relations Unit Presentation information from Chris Houghton, Manager Workplace Relations. | The Board noted the presentation information. |
| 8 | PRESENTATION - Nil | | |
| 9 | ITEMS APPROVED BY CEO FOR NOTING - Nil | | |
| 10 | CORRESPONDENCE | | |
| 10.1 | Incoming: | <ul style="list-style-type: none">○ Noted the letter dated 25/11/2021 from Chris McGowan regarding Directions for SA Health and SAAS.○ Noted the letter dated 29 November 2021 from SASMOA.○ Noted the Minute dated 6 January 2022 from Minister Wade regarding Board membership.○ Noted the Letter dated 20 December 2021 from Commissioner ACQSC. | Noted correspondence |
| 11 | MEETING FINALISATION | | |
| 11.1 | Questions ./ Comments | <ul style="list-style-type: none">○ Nil | |
| 11.2 | Review actions to be taken | <ul style="list-style-type: none">○ Refer items: 4.1.2, 4.2, 4.3, 4.5, 4.6, 4.7, 4.8, 4.9, and 5.3 | |
| 11.3 | Meeting evaluation | <ul style="list-style-type: none">○ PJ summarised the meeting.○ Acknowledgement of the extraordinary work that teams across the whole of RMCLHN have been doing related to COVID. | |

Meeting Close: 4.00pm

Next Meeting: **Date:** 24 February 2022 (Board and Executive Planning Workshop)
Time: 1.30 pm – 4.30 pm
Location: TEAMS / Murray Bridge

Apologies:

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Signed:



Peter Joyner

Chair

Date: 24/02/2022

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