

**NORTHERN SYDNEY CENTRAL COAST HEALTH  
AREA HEALTH ADVISORY COUNCIL  
MINUTES**

**THURSDAY, 26 APRIL 2007 AT 8.00AM-11.30AM  
VENUE: EXECUTIVE BOARDROOM, HORNSBY HOSPITAL**

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**1 Present:**

Professor Carol Pollock (Chair)  
Ms Georgia Sidiropoulos  
Ms Di Spragg  
Dr Magda Campbell  
Dr Paolo Totaro AM  
Dr Scott Whyte  
Professor Margaret McMillan

**In Attendance:**

Dr Stephen Christley  
Mr Chris Fleming  
Ms Jenny Becker  
Ms Bernadette Lee  
Ms Cindy Dargaville

**Apologies:**

Dr Tony Carrozzi  
Mr Paul Tonkin  
Mr Darren Bowd  
Dr Greg Fulcher

Welcome to Chris Fleming the Area Director of Population Health, Planning and Performance.

Tom Limburg has formally resigned from AHAC.

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**2 Confirmation of Minutes**

The Committee resolved to accept the minutes of the meeting held on the 29<sup>th</sup> March 2007 as a true and accurate record.

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**3 Review of action items from the previous meeting**

- 3.1** *K Filocamo to speak with Scott Whyte re influenza education for older people.*  
Dr Whyte stated that they are waiting for further research both locally and internationally.
- 3.2** *T Adamson to follow up on the role of the Community Participation Manager at Ryde Hospital with Mary Bonner.*  
Chris Fleming will discuss the role with Mary Bonner at their meeting next week.

- 3.3** *D Spragg & T Adamson to meet to work together on comparative information on Aged Care services in the Area.* T Adamson and Di Spragg will be meeting next week. Prof C Pollock stated that any information for AHAC would be useful and requested a realistic timeline relative to other work pressures. C Fleming committed to establishing a plan with timeframes with T Adamson and reporting back at the next meeting.
- 3.4** *T Adamson to provide briefs on each priority area for AHAC to review.* These are still in draft form and need to be signed off by the Chief Executive. Dr Christley committed to ensuring that these were provided progressively over the next few meetings.
- 3.5** *S Christley to enhance issues report to AHAC to include Health Service specific information.* This has been completed and will remain in this format for future AHAC meetings.
- 3.6** *J Hartley Jones to provide a briefing note for AHAC on community participation structures in the UK.* This is still to be completed. C Dargaville to request this information from J Hartley Jones. Prof C Pollock also requested that C Fleming provide a presentation on Community Participation structures in New Zealand.
- 3.7** *AHAC members to review CPC workplans and provide feedback at the next meeting.* Three of the four workplans were provided to AHAC.
- 3.8** *K Filocamo/ C Dargaville to circulate CPC workplans to each CPC.* These have been circulated excluding Northern Beaches who are to meet and finalise their workplan on the 16th May.
- 3.9** *AHAC members to forward key issues from NSCCH to Prof Pollock for her presentation to HAC.* This was discussed at the meeting. Prof C Pollock identified the key issues she would be presenting; the North Shore redevelopment, AHAC commitment to supporting the reconfiguration of services and funding and performance to be based on Futures Plan.

Action Items:	Person responsible:	Deadline:
The role of the Ryde Community Participation Manager to be discussed with Mary Bonner next week.	C Fleming	31 May 2007
D Spragg & T Adamson to meet to work together on comparative information on Aged Care services in the Area and to provide a timeline.	D Spragg & T Adamson C Fleming	31 May 2007
Briefs on each priority area to be provided to AHAC to review over the next few meetings.	C Fleming	31 May 2007 28 June 2007 26 <sup>th</sup> July 2007
A briefing note to be provided for AHAC on community participation structures in the UK from J Hartley Jones.	J Hartley Jones	28 June 2007

C Fleming to provide a presentation on Community Participation structures in New Zealand.	C Fleming	28 June 2007
Northern Beaches CPC workplan to be provided to AHAC when finalised.	Community Participation Manager	31 May 2007

#### 4 Business Arising from Previous Meeting

##### 4.1 Report on CE and AHAC Chairs Meeting

- Paul Tonkin and Dr S Christley attended this meeting. Prof. C Pollock suggested that it would be useful for other AHAC members to attend these meetings in the future.
- Robyn Kruk the Director General of NSW Health has resigned. The Department has made a commitment to fill AHAC vacancies on this committee and in other area health services.
- There will be a paper coming out to AHAC chairs covering the process for those AHAC members whose two year appointments come up in October 2007.
- A one page summary of the State Health Plan is available and will be sent out to AHAC members.
- Other AHACs rotate their meetings around the health service.
- NSW Health did agree to change the wording for the Annual Report for the Chief Executive to endorse the report.
- The Hunter New England AHAC communication perspective was presented and Prof C Pollock and Dr S Christley will meet and discuss if this is appropriate for NSCCH.
- Dr S Christley recommended a review of the workplan to align with the state health plan and the NSCCH operational plan.
- The Minister will be at the next meeting.

##### 4.2 Update on Community Health Waiting Times

- D Spragg will meet with T Adamson regarding progressing on providing the
- Di Spragg has met with Kim Field and they have decided that they can submit meaningful data for ACAT and Dental Services at the next meeting. They will not be able to provide comparative data for other community health services across the area at this time. K Field is happy to attend the next meeting to discuss this.
- NSW Health has planned to implement a state-wide standardised monthly data collection process by January 2008 for community health and outpatient programs.

Action Items:	Person responsible:	Deadline:
<ul style="list-style-type: none"> <li>• 1 page summary of State Plan to be sent to AHAC members</li> </ul>	C Fleming	4 May 2007
<ul style="list-style-type: none"> <li>• Prof C Pollock and Dr S Christley to meet and discuss the Hunter New England AHAC</li> </ul>	Prof C Pollock Dr S Christley	28 June 2007

communication perspective.		
<ul style="list-style-type: none"> <li>• Discussions about review of the workplan to take place.</li> </ul>	Prof C Pollock C Fleming	28 June 2007
<ul style="list-style-type: none"> <li>• NSW Health community health service data collection process to be forwarded to AHAC members.</li> </ul>	Di Spragg	31 May 2007

## 5 New Business

### 5.1 Update on Workforce Development Jenny Becker

- J Becker provided an update on the workforce team.
- There is a new area allied health advisor Di Spragg. The position of Medical Director will be advertised soon. There are two other workforce redesign staff members.
- The Workforce Redesign Team are from various backgrounds and skills. Their role is to work with services and staff to look at areas where there are major staff problems to do the diagnosis as NSCCH is going to be confronted with staff shortages in the future.
- Workforce also includes Learning and Development, Human Resources, Organisational Culture, the Senior Medical staff Unit and the Simulation Unit at RNSH.
- Workforce is undertaking a number of projects.
- The Retention Project – following a cohort of senior and junior staff to identify areas of improvement in their employment journey.
- Shared Health Services – This is a state-wide model and NSCCH will have recruitment, payroll, accounts payable from finance and part of corporate services will be based at Newcastle. The concerns are that this will mean there will be more displaced people as many will not want to work in Newcastle and for those choosing not to apply and work in Health Shared Services there will be fewer opportunities for non clinical people to be placed in positions.
- Review of recruitment processes – there is a committee working to review the current recruitment process. The potential to implement an e recruitment process was discussed.
- Learning and Development are moving to a brokerage model to reflect a more realistic education system.
- The monthly industrial reports show NSCCH have lower levels of industrial issues than comparable area health services.
- There has been a major project completed coding the roles of 16000 staff.
- A final report will be provided to management board on 16<sup>th</sup> May.
- Workforce will also review medical locum usage in the next few months.
- Prof C Pollock asked whether the Area Health Service be responsible for the PPP (North Shore Private Public Partnership) staff. In areas such as security, cleaning, engineering will be employed by health service but will be managed by the PPP. Workforce will be overseeing the integrity of the recruitment process.
- P. Totaro questioned whether there is an equity monitoring system regarding CALD people in PPP. Dr S Christley stated that there is a monitoring process for those on the payroll.

## 5.2 Medical Staff Council Chairs Meeting

- Dr G Fulcher has had an initial discussion with the heads of the medical staff council.  
It is a requirement from NSW Health that a medical staff executive be set up.
- Dr S Christley and Prof C Pollock met with the chairs of the Medical Staff Council last week to discuss how the ongoing meetings would progress.
- Both Dr S Christley and Prof C Pollock thought that the meeting was encouraging.
- They agreed that the Medical Staff Councils should also meet with the General Managers.
- Dr S Christley wants to meet four times per year, twice before Clinical Council and twice with nursing and allied health.

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## 6 Chief Executive Report

- P Totoro requested that Dr S Christley provide an update on the current coronial enquiry at Royal North Shore Hospital. He requested that his questions be noted in the minutes.  
Are there, or have there been other RNSH cases before the courts in the last five years?  
How representative is this case of RNSH practices?  
What has been done since 2005 to improve continuity of care from admission to separation (especially during ward transfers)?  
Have systems changed in the way junior doctors are supervised?  
What protocols are now in place during weekends or holidays?  
Are doctors controlled as to the quantity of hours they work?
- Dr S Christley responded to the questions raised and provided AHAC with an update of the changes in care processes now in place and the new area wide incident response process.

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## 7 Other Business

### 7.1 Workplan Review

- **Community Participation Committees Reports**

Prof C Pollock requested that the AHAC members provide a report back from the Community Participation Committees for the June meeting. Prof C Pollock would like to attend the next North Shore Ryde CPC meeting as T Limburg has resigned.

- **Community Participation Committee's workplan review**

To be carried over to the next meeting

Action Items:	Person responsible:	Deadline:
AHAC members provide a report back from the Community Participation Committees for the June meeting.	AHAC members	28 June 2007

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## 8 Correspondence

- Prof C Pollock has received a letter from the combined mayors of Mosman, Lane Cove, Willoughby and North Sydney wanting to meet with her about the redevelopment at RNSH and other health service matters.
- Prof C Pollock will attend the meeting and refer them to the North Shore Ryde Community Participation Committee.
- AHAC recommended that all CPCs establish links with their local councils.
- A letter from the Northern Advisory Group on Obesity wrote to AHAC to request support for a business case for treating the morbidly obese.
- Prof C Pollock will write a response to them which states that AHAC supports a broad strategy for treating obese patients and would like further information about other programs available within the health service.

Action Items:	Person responsible:	Deadline:
Prof C Pollock to attend the combined mayors of Mosman Lane Cove Willoughby and North Sydney meeting.	Prof C Pollock	31 May 2007
Prof C Pollock will write a response to the Northern Advisory Obesity Group	Prof C Pollock	31 May 2007

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## 9 Next Meeting

The next meeting will be held on Thursday 31 May 2007 in Executive Boardroom Hornsby Hospital.