

MINUTES

- 1 Present:**
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| | Prof Carol Pollock | Chair |
| | Mr Paul Tonkin | Community Representative |
| | Prof Margaret McMillan | Community Representative |
| | Ms Pauline O'Connor | Community Representative |
| | Mrs Georgia Sidiropoulos | Community Representative |
| | Dr Greg Fulcher | Clinical Representative |
| | Dr Magda Campbell | Clinical Representative |
- In attendance:**
- | | | |
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| | Ms Janet Anderson | Director, Inter-Government and Funding Strategies, NSW Department of Health |
| | Ms Cristalyn Da Cunha | Manager Casemix Policy Unit, NSW Department of Health |
| | Mr Matthew Daly | Chief Executive |
| | Ms Tracey Adamson | Director, Population Health Planning and Performance |
| | Mr Matt Hanrahan | General Manager, Central Coast Health Service |
| | Mr Pete Whitecross | Manager, Community Participation Unit |
| | Ms Carolyn Treharne | Community Participation Officer |
| | Ms Debbie Harrison | Admin Officer, Community Participation Unit |
- 2. Apologies:**
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| | Dr Sean Kelly | Clinical Representative |
| | Dr Stephen Nolan | Clinical Representative |
| | Ms Selina Chaine | Community Representative |
| | Mr Paolo Totaro | Community Representative |

3. Confirmation of Minutes

The Committee accepted the minutes of the meetings held on 27 November 2008 and 11 December 2008 as true and accurate records of proceedings.

4. Business Arising from Previous Meetings

4.1 Review of Action Items from Previous Meetings

Meeting on 11 December 2008

Ref No.	Issue	Action	Officer:	Due Date	Outcome
AC-08-Dec-065	Garling Report	AHAC report to the Chief Executive to endorse recommendations.	Manager, Community Participation Unit	End February 2009	
AC-08-Dec-066	Garling Report - Recommendation 131	Prepare a report for their appropriate CPC and feedback to AHAC	AHAC/CPC members	5 February 2009 meeting	

Meeting on 27 November 2008

Ref No.	Issue	Action	Officer:	Due Date	Outcome
AC-08-Nov-059	Central Coast Community Forums	Thankyou letter to Central Coast CPC members from AHAC	Manager, Community Participation Unit	December 2009	Complete

AC-08- Nov-061	Workforce Redesign and Bullying	Presentation to AHAC	Director Workforce Development	Early 2009	
AC-08- Nov-062	Mental Health/Drug and Alcohol Overview	Presentation to AHAC	Acting Director Mental Health Drug and Alcohol	Early 2009	

Meeting on 25 September 2008

Ref No.	Issue	Action	Officer:	Due Date	Outcome
AC-08- Sep-054	Multicultural Health Services	Presentation to AHAC members prior to end of year	Manager, Community Participation Unit	Early 2009	

Meeting on 28 August 2008

Ref No.	Issue	Action	Officer:	Due Date	Outcome
AC-08- Aug-047	Episode Funding	Presentation to AHAC by a NSW Health representative	Manager Community Participation Unit	Early 2009	Complete

4.2 Action Items from Staff/CPC Meetings

Action Items report from AHAC meeting with Staff/CPC was distributed in the papers. See attachment 1.

Prof Carol Pollock acknowledged the high level of attendance and enthusiasm of staff at this mornings AHAC meeting with Clinicians.

4.3 Correspondence - Chief Executive response to Clinician meeting at Wyong Hospital

The AHAC Chair's letter and Chief Executive's response regarding the Wyong Hospital meeting with Clinicians held on 28 August 2008 were distributed in the papers. Not discussed.

4.4 Correspondence - Chief Executive response to Clinician meeting at Manly Hospital

The AHAC Chair's letter and Chief Executive's response regarding the Manly Hospital meeting with Clinicians held on 30 October 2008 were distributed in the papers. Not discussed.

5. Key Business

5.1 Episode Funding Presentation (Ref: AC-08-Aug-047)

Ms Janet Anderson and Ms Cristalyn Da Cunha provided a presentation on the NSW Department of Health Episode Funding Policy covering context, aims and advantages of Episode Funding, the two tiered funding approach in NSW, Resource Distribution Formula and equity, policies and approaches to support Episode Funding, Scope of hospitals and services covered, How the Episode Funding Policy works, Cost-weighted activity estimates, Pricing, Transition arrangements including staged reduction of Transition Grants and Incentive component, Governance Structure, Data Analysis and Review and future work program.

Members and staff in attendance discussed the challenges and implications of the Episode Funding Policy both in general and specifically in terms of its introduction in NSCCH.

Prof Pollock commended the value of the presentation and acknowledged the significant discussion on related funding issues that had taken place at the earlier meeting with staff.

A copy of the presentation will be included in the March papers for information.

5.2 Garling Report and CPCs comments (Ref: AC-08-Dec-066)

The text of report detailing the AHAC response to the Garling Report was distributed in the papers. Mr Pete Whitecross will forward the response to the Department of Health on behalf of AHAC.

Ms Pauline O'Connor discussed Recommendation 131 regarding the implementation of a charter to enable greater community participation in the affairs of hospitals. Members raised the difficulties ascertaining the details of existing committees; those committees that would benefit most from community representation; the recruitment process, and the value of community participation. AHAC/CPC members requested extra time to provide a response from their constituent CPCs to be included in the AHAC response to the Garling Report.

5.3 AHAC Workplan Update

The AHAC 2008-2009 Workplan document was tabled. This is to be reviewed by Mr Pete Whitecross to ensure that all items are still current and relevant.

Prof Pollock highlighted the concerns raised by Clinicians at the previous meeting with staff over the lack of a coordinated response to sexual assault on the Central Coast.

5.4 Women's Health Matters: Implementation Plan 2009-2012 - Draft

Report distributed in the papers. Prof Pollock requested members provide feedback prior to the due date 20 February 2009 to enable a timely response from AHAC.

5.5 NSW Men's Health Action Plan 2009-2012 - Draft

Report distributed in the papers. Prof Pollock requested members provide feedback prior to the due date 13 February 2009 to enable a timely response from AHAC.

5.6 NSW AHS AHAC Annual Reports – Year End Reviews

The AHAC Chair's Annual Reviews and Chief Executive's Annual Reviews from each of the Area Health Services AHAC Annual Reports were distributed in the papers. Copies of the Annual Reports will be made available to all members.

6. Standing Agenda Items

6.1 Chief Executive Update

The Chief Executive's Report was distributed in the papers.

Mr Daly discussed the commencement and design process of the Royal North Shore Redevelopment Project. Mr Daly announced the Director General's approval for Hudson Recruitment to commence recruitment of an Executive Manager for the Project. The successful applicant will report directly to Ms Sue Shilbury, General Manager, Ryde North Shore Health Service.

Mr Daly discussed the recommendations of the Wood Special Commission of Inquiry into Child Protection Services in NSW and the responsibilities of mandatory reporters including those working for Health. Mr Daly advised that the NSCCAHS is currently preparing a response and management plan for submission to the NSW Health.

Ms Tracey Adamson provided an update on the Primary and Community Health Plan (PaCH) and the Graythwaite development at Ryde. Dr Magda Campbell inquired about General Practitioner (GP) representation on the PaCH Steering Committee and Ms Adamson confirmed the appointment of one GP at this stage, with a second person to be appointed in the near future. Prof Pollock discussed the concerns raised by some staff regarding the lack of consultation during the Clinical Services Strategic Plan process. The timeframe for development was acknowledged as a limiting factor.

Mr Daly reported on Budget Performance for the December 2008 period.

6.2 RNSH Inquiry – Progress against recommendations

Report distributed in the papers. Not discussed.

6.3 Special Commission of Inquiry

Area Executive Team Referral Note regarding the Ministerial Forum on the Special Commission of Inquiry was distributed in the papers and members were reminded to contact the Area Ministerial Office if unable to attend.

6.4 Finance and Performance Report and Presentation

November and December 2008 Finance and Performance Executive Summaries were distributed in the papers.

Mr Daly provided a presentation on the NSCCAHS Financial Plan Update to NSW Health in January 2009. The presentation focussed on savings being achieved across a range of areas

6.5 Nursing Council – Update

Prof Margaret McMillan advised that the Nursing Council no longer meets. Prof McMillan will continue to liaise with Ms Leanne Mills, Area Director of Nursing and provide feedback to AHAC at future meetings.

6.6 Allied Health Council

Allied Health Council quarterly report due in March 2009.

6.7 Community Participation Committees

The following CPC meeting minutes were distributed in the papers but not discussed:

- Central Coast – 8 December 2008
- Hornsby Ku-Ring-Gai – 19 December 2008
- North Shore Ryde – 17 December 2008

6.8 GMCT Communication

Not discussed.

7. Items/Documents for Information

7.1 AHAC/CHAC/CE Forum Report on Outcomes

Area Health Advisory Council/Children's Hospital Advisory Council and Chief Executives Forum Report on Outcomes document was distributed in the papers for information.

7.2 2009 Meeting Dates Schedule

Final 2009 Meeting Dates Schedule was distributed in the papers for information.

7.3 Location map, directions and parking information for Gosford Hospital

Map, directions and parking information documents were distributed in the papers for information.

HCAC Communique - Issue 6 - 3 December 2008 was tabled for member information.

8. Venue and Time for Next Meeting

Members discussed the need to change the date of the March meeting and agreed to bring the meeting forward. Next meeting to be held on Thursday 19 March 2008, 8.00am – 12.00pm, Boardroom, Lumby Building, Hornsby Hospital

Meeting Closed: 11.35am

CERTIFIED A CORRECT RECORD

Prof Carol Pollock

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Name



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Signature

19 March 2009

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Date

Attachment 1

AHAC (Meeting with Clinicians and CPCs) Action Sheet - as at 5 February 2009

	Referral Source		Issue for Review		
	Ref No.	Referral Date	Description of Issue	Action Officer	Due Date
1	AC-08-Mar-011	March	GOS7 - Early consideration of workforce redesign plan in Wyong ED	Director Clinical Operations	ON HOLD Until Commencement of reconfigured ED network
2	AC-08-Apr-015	4-Apr-08	HKH2 - Development of a set of clinically meaningful KPIs for ED	Director Clinical Operations	ON HOLD Until Commencement of reconfigured ED network
3	AC-08-Apr-025	29-Apr-08	RNS2 - Earlier development of Winter Management Plans	Director Clinical Operations	April 2009
4	AC-08-Apr-027	29-Apr-08	RNS4 - Endorsement of the governance structure around Food Services	Director, Finance and Corporate Services	August 2008
5	ACS-08-Jul-001	31-Jul-08	Ryde1 - RNS to report on the impact of service restructuring and Roundtable Forum benchmarking on allied health leave coverage	General Manager RNS	February 2009
6	ACS-08-Jul-002	31-Jul-08	Ryde2 - Provide a copy of the assessment of processes for transferring patients for professional review	General Manager RNS	December 2008
7	ACS-08-Jul-003	31-Jul-08	Ryde3 - Improving access to specialist services to be an explicit indicator for network success	Executive Clinical Director	December 2008
8	ACS-08-Jul-004	31-Jul-08	Ryde4 - The impact of the introduction of the Enhanced Primary Care Scheme on referrals to NSCCH allied health services to be monitored	Director Child and Family Services	March 2009
9	ACS-08-Jul-005	31-Jul-08	Ryde5 - NSCCH Exec to request PACC (SSWAHS) to accommodate cross area patient referrals	Chief Executive	December 2008
10	ACS-08-Jul-006	31-Jul-08	Ryde6 - Report on the outcomes of the review of the hours of the Ryde DDMs position	Director Clinical Operations	November 2008
11	ACS-08-Aug-007	28-Aug-08	WY1-Complete options paper to manage demand for pathology services on the Central Coast	Area Pathology Manager	March 2009
12	ACS-08-Aug-008	28-Aug-08	WY2-Complete review of medical staff work load	Divisional Manager Medicine – Central Coast	March 2009
13	ACS-08-Aug-009	28-Aug-08	WY3-Include pneumatic tubes in the assessment of proposals for capital works for Wyong Hospital	General Manager, Central Coast Health Service	March 2009
14	ACS-08-Aug-010	28-Aug-08	WY4-Consult IPT in planned changes to models of care at Wyong Hospital	General Manager, Central Coast Health Service	March 2009

	For next meeting
	For future meeting