

The Sydney Children's Hospitals Network (Randwick & Westmead)	
Date	Wednesday, 5 September 2018
Time	8.30am to 11.30am
Location	Boardroom, Level 9, Bright Alliance Randwick
Membership	<p>SCHN Board members Professor Christine Bennett AO (Chair) Professor Louise Baur AM Dr Abby Bloom Ms Joanna Capon OAM Mr Jack Ford Ms Renata Kaldor AO Mr Bruce MacDiarmid Mr David Nott Professor Kim Oates AM Dr Robyn Shields AM Professor Donna Waters Mr Jeremy Wright Professor Les White AM</p> <p>Ex officio invitees Dr Michael Brydon Chief Executive, SCHN Dr John Lawson (MSC SCH Representative) Dr Kathryn Carmo (MSC CHW Chair) Dr Mary McCaskill (Executive Medical Director, SCHN) Mr Brian Jackson (Director of Finance and Corporate Services, SCHN) Dr Matthew O'Meara (NSW Chief Paediatrician)</p> <p>In attendance Mr Duncan Makeig (Board Chair, Sydney Children's Hospital Foundation) Ms Cheryl McCullagh, Director of Clinical Integration Mr Mick Reid, Consultant – SCHN Cardiac Services Planning Ms Kate Hurle, Acting Manager Executive Services (Board Secretariat)</p>
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Minutes
Sydney Children's Hospitals Network Board Meeting
5 September 2018

ITEM	By Exception *	DESCRIPTION	RESPONSIBILITY	PAGE NO.	TIME	ACTION REQUIRED	
1		Administrative Matters			5 min	For noting	
		1.1	Welcome and Attendance	Chair	-		
		<p>The Chair opened the meeting and welcomed Dr Susan Russell as the representative of the SCH Medical Staff Council.</p> <p>Attendance</p> <p>Board: Professor Christine Bennett AO (Chair), Mr David Nott (Deputy Chair), Professor Louise Baur AM, Dr Abby Bloom, Mr Jack Ford, Ms Renata Kaldor AO, Mr Bruce MacDiarmid, Mr David Nott, Professor Kim Oates AM, Professor Donna Waters, Professor Les White AM</p> <p>Ex-officio: Dr Michael Brydon (Chief Executive), Dr Susan Russell (MSC SCH Chair), Dr Kathryn Carmo-Browning (MSC CHW Chair), Dr Mary McCaskill (Executive Medical Director), Mr Brian Jackson (Director Finance and Corporate Services), Dr Matthew O'Meara (Chief Paediatrician – via teleconference), Mr Duncan Makeig (Board Chair, Sydney Children's Hospital Foundation – Observer)</p> <p>In attendance: Ms Cheryl McCullagh, Director of Clinical Integration</p> <p>It was noted that a non-executive session will to be held at the end of the meeting at request of the Chair</p>					
		1.2	Apologies	Chair	-		
		Mr Jeremy Wright , Mrs Joanna Capon, Dr John Lawson (represented by Dr Susan Russell)					
		1.3	Declaration of Conflicts of Interest	Chair	-		
		No declarations were made					
2		Minutes and Action Items					
		2.1	Review of Minutes of meeting held on 1 August 2018	Chair	1-7	5 min	For approval
		<p>The minutes of the meeting held 1 August 2018 were reviewed. It was agreed that the minutes would be amended to clarify the process of review and submission of the Asset Strategic Plan.</p> <p>Subject to the above amendments, the Chair proposed that the Minutes of the August meeting be accepted; this was seconded by R Kaldor.</p>					
		2.2	Matters Arising from Previous Meeting				
			2.2.1 Review of Action Table	Chair	8-9	5 min	For noting
		The actions arising from previous meetings were reviewed and updated as follows:					
			Minute Item	Action required	Status		
			4.1	Letter to Secretary re SLA	See item 5.2 – Closed		
			6.2	SCHN Aboriginal Health Strategic Plan	Copies provided at September meeting – Closed.		

		6.2	Nursing Recruitment	Information will be integrated into the regular workforce report to the Board See also item 6.2 (CE update).		
3	Work Health and Safety Reporting					
	3.1	Work Health and Safety (monthly report)	Chief Executive	10-12	-	For noting
		The provided report was noted.				
4	Strategic Priority in Focus – Infrastructure and Technology					
	4.1	Patient Story	DCI	-	5 min	For noting
		A short video was shown in which a family with a baby with Cystic Fibrosis gave feedback on the improved communication and increased convenience that the My Health Memory App has provided. It was noted that this feedback was captured as part of an independent evaluation undertaken of this new App.				
	4.2	Clinical Integration Presentation	DCI	-	15 min	For noting
		<p>Adjunct Prof Cheryl McCullagh was welcomed to the meeting to present the Clinical Integration strategy and progress.</p> <p>The key priorities outlined included:</p> <ul style="list-style-type: none"> • Memory strategy - This multifaceted project is working to towards the full integration of medical records across the Network. This will bring significant changes to SCH early in 2019 with the introduction of EMR, EMM and i-pharmacy; these have already been implanted at CWH, • The My health Memory App will continue to be rolled out across SCHN; this has been very positively received by families and clinicians and is part of the changing way that SCHN communicates with patients and families. • Ensuring appropriate interfaces with the geographical precincts, as well as the integration of the Network's sites, is essential. This is an area of focus with SCH moving to the Network's platforms but continuing to need to interact with the shared services on the Randwick precinct and with the shared services that will be part of the new Acute Services Building at Westmead precinct. • Aging technology, such as the current electronic medical record systems used in the Intensive Care Units (ICU) is an ongoing risk that is managed by the Clinical Integration directorate. There is a statewide project was being considered for ICU's however this is not suitable for paediatrics and it is likely that SCHN will need to proceed with a different model • A State-wide approach for tendering for IT infrastructure is being trialed, with SCHN participating as a pilot site. This is anticipated to lead to significant savings across NSW Health. <p>Dr Bloom requested information on what these changes will mean to a clinician or a patient at SCHN; an example was provided that currently there is no immediate visibility between the CHW and SCH of a patient's records whereas the integrated systems will allow immediate access from either site of the full scope of care. For families, a more seamless way of communication via the My Health Memory App will be the key visible improvement.</p>				
5	Matters for Discussion/Approval					
	5.1	Cardiac Planning	Chief Executive / Deputy Chair	-	5 min	For noting
		<p>Dr Brydon updated the Board on the Cardiac Services Planning process, noting that the Steering Committee and reference groups are identifying both the barriers to the successful application of the Network's cardiac model (a single cardiac service over the two sites), and the solutions to overcoming these barriers.</p> <p>The report of the Steering Committee will be presented at the October meeting of the SCHN Board.</p> <p>Dr McCaskill noted the value of the direct engagement of Prof White, Prof Oates and Mr Nott in this challenging progress.</p>				

			Action: The report of the Cardiac Services Steering Group will be provided to the October Board meeting				
		5.2	Service Agreement Update	DFCS	13-15	10 min	For noting
			<p>Mr Jackson reported that the Service Agreement for 2018 / 2019 has been signed by the Chief Executive and Board Chair and submitted to the Ministry of Health. SCHN's acceptance of the document predicated on the accompanying letter to the Secretary, which outlines the agreement to continue regular dialogue and review of targets and activity scheduled on a quarterly basis. The collaborative engagement that has been development with the Ministry of Health in this area over recent years is very positive and has been of significant value in these negotiations, resulting in some enhancements and increased funding.</p> <p>In response to a question as to whether this letter to the Secretary could have a wider distribution than the Board members, Prof Bennett advised "no" but did advise that the broad sentiment expressed in that letter can be conveyed to a wider audience, in order to provide some insight into the work that is occurring to the wider MSC membership.</p>				
		5.3	Close Observation Unit and Inpatient Capacity	Chief Executive			
			The provided brief was noted; refer also item 6.2 Executive Report.				
		5.4	Sydney Children's Hospital, Randwick - Requirements for Stage 1	Chief Executive			
			<p>Dr Brydon addressed the Board on the importance of securing approval and associated funding to progress planning for the SCH Emergency Department Redevelopment as Stage One of the Randwick Campus Redevelopment project.</p> <p>The interdependence of securing and progressing this as Stage 1 with maximizing wider opportunities for the campus as a whole were outlined. This was noted to include potential support for the development of a Comprehensive Children's Cancer Centre as well as ensuring optimal outcomes for the overall rebuilding process of the campus for both Health and Education partners. Dr Brydon noted that the SCHN plan for Stage 1 has been discussed with SESLHD and University of NSW as precinct partners and has been supported. Prof White noted that The Children's Cancer Institute is also an active participant in planning in this space and the benefit of SCHN actively leading this engagement was agreed.</p> <p>The need for active and prompt advocacy to secure the needed approval and funding was agreed and strategies to obtain this were discussed.</p> <p>The provided draft briefing document was reviewed, noting that this was intended as an engagement tool when seeking the support for the approval of Stage 1. Dr Brydon confirmed that this document would be further developed based on the feedback provided by the Board.</p> <p>Discussion noted also that the progression of capital work of this scale will be benefited from a strong fundraising program which for SCHN would occur through the Sydney Children's Hospitals Foundation. The additional complexities of fundraising within the parameter of the Precinct Partnership were noted.</p> <p>Action: Advocacy opportunities to be identified and actively pursued over the coming weeks.</p> <p>Action: The draft Stage 1 Pitch document will be updated based on feedback received and made available as appropriate to those undertaking advocacy discussions</p>				
6		Standing Reports					
		6.1	Chair's Report	Chair	-		
			<p>The Chair provided a verbal report on current matters at hand.</p> <p>The announcement of the upcoming retirement of Mr Danny O'Connor, Chief Executive of Western Sydney Local Health District was noted.</p> <p>The Executive Officer of Paediatric has resigned and Prof Chris Cowell, Director of Research, SCHN is providing leadership to the enterprise pending recruitment to this position.</p> <p>The Chair extended her thanks to the Deputy Chair and Board during a recent period of leave. Appreciation for the extensive contributions from members over recent months was also expressed.</p>				

		6.2	Chief Executive's Report	Chief Executive	18-26	10 min	For noting
			<p>The provided report was noted with the following points highlighted:</p> <ul style="list-style-type: none"> Close Observation Unit, The Children's Hospital at Westmead The Chief Executive advised that the timeframe outlined in the report for the Close Observation Unit at The Children's Hospital at Westmead opening on 7 days a week was late September, however it has subsequently been confirmed that staffing will not be resolved in that timeframe. The revised timing is still to be determined. Refugee Health and Advocacy Recent admissions of children transferred from offshore immigration detention have raised issues related to management of the requirements of the Department of Immigration, such as the need to have guards on site with upholding the privacy and respectful treatment of the patients and families. A policy very similar to that developed by Melbourne's Royal Children's Hospital has been implemented to support staff in managing these complex interactions. The correspondence received from the CHW Medical Staff Council on this matter was noted (refer item 8.2). Seclusion and Restraint It was noted that this has been an area of ongoing focus for NSW Health; correspondence has been received by the Chair from the NSW Health Secretary highlighting the importance of this topic. The performance of SCHN in this area was noted to have improved. <p>It was noted that the August meeting's Chief Executive report provided a high level of detail regarding the end of financial year results and that there was therefore less focus on this aspect of performance in the September reporting.</p>				
		6.3	SCHN Performance Report - July 2018	Chief Executive			
			The July performance report was noted; the results are closely reflective of the clinical activity experienced in the reporting period.				
		6.4	Foundation Update	Chief Executive/ Chair SCHF			
			The report provided by the Chief Executive Officer of SCHF was noted.				

7 Sub-Committee Reports

	7.1	Finance and Performance Committee 7.1.1 Director's Report August 2018 7.1.2 Endorsed Minutes July 2018	Director Finance and Performance			
		The Director's report and endorsed minutes were noted.				
	7.2	Health Care Quality Committee 7.2.1 Director's Report August 2018 7.2.2 Endorsed Minutes July 2018	Chair HCQC			
		The Director's report and endorsed minutes were noted.				

	7.3	Medical and Dental Appointments Advisory Committee 7.3.1 Director's Report August 2018	Chief Executive		-	-
		The Director's report was noted.				
	7.4	Capital Works Sub Committee 7.4.1 Chair's Report August 2018 7.4.2 Minutes August 2018 (Draft)	Chair CWSC			
		The Chair's report and endorsed minutes were noted.				
	7.5	Clinical Council 7.5.1 Director's Report July 2018	Executive Medical Director			
		The Director's report and endorsed minutes were noted.				

8 Correspondence Received

	8.1	Ministry of Health Correspondence – Seclusion and Restrain	Chair	74-76	-	
		The correspondence received by the Chair from NSW Health was noted. Refer also item 6.2 – Chief Executive Report				
	8.2	CHW MSC Correspondence – Refugee Health Advocacy (refer also 6.2 CE Report)	Chair	77	-	
		The correspondence received by the Chair from the CHW Medical Staff Council was noted. Refer also item 6.2 – Chief Executive Report				

9 Non Executive Directors Session

9.1 Non Executive Directors Session to commenced at 11am

10 Next meeting

Location	Time and date	Strategic Focus Area
Level 4, Boardroom	8.30am	October
Executive Office	Wednesday, 3 October 2018	- Quality and Safety
Westmead		- Audit and Risk Biannual Report