

**MINUTES OF THE MEETING OF THE
NORTHLAND DISTRICT HEALTH BOARD**

HELD ON MONDAY 23 APRIL 2018

TE WAKA HAUORA, KAITAIA HOSPITAL

COMMENCING AT 11.00AM

PRESENT

Sally Macauley (Chair)
Sue Brown (Deputy Chair)
John Bain
June McCabe

Libby Jones
Colin Kitchen
Gary Payinda
Sharon Shea

IN ATTENDANCE

Nick Chamberlain, Meng Cheong, Neil Beney, Jeanette Wedding, Andrew Potts, Mike Roberts, Ian McKenzie, Harold Wereta, Kathryn Leydon, Sheryll Beveridge (Part), Jodie Moselen (minutes)

General Manager of Maori Health Services opened the meeting with a karakia

APOLOGIES

Denise Jensen
Debbie Evans
Craig Brown

IT WAS MOVED THAT the apologies be received by the Board

MOVED Libby Jones SECONDED Colin Kitchen

FIRE PROCEDURES

The fire exits were noted

REGISTER OF INTERESTS

The Register of Interests was noted

ATTENDANCE REGISTER

Register was noted

1. BOARD MINUTES

1.1. Confirmation of Minutes 12 March 2018

IT WAS MOVED THAT the minutes of the meeting held on 12 March 2018 be accepted with the below amendments;

- Item 3 point 5: Correction 'The Chair and CEO attended a meeting with the Minister of Health on March 14 2018'

MOVED Libby Jones SECONDED John Bain

CARRIED

1.2. Matters/ Actions Arising

1.2.1 Full report on Smoking Cessation initiatives to be provided

- Action deferred to the June meeting

1.2.2 Report on handover within hospital teams

- Registered Medical Officers are working in Whangarei hospital to lead a project to improve the handover process with a focus on weekend and evening shift changes
- Process pathways are being worked on including the usage of an electronic spreadsheet for the handover process
- Feedback to management will be completed in time for the August Board meeting
- This project is supported by the Resident Doctors Association and the Director of Innovation, Improvement and Excellence

1.2.3 Assurance programme with NGO partners to allow benchmarking of Health and Safety metrics to occur

- Northland DHB's service agreements require NGO's to report Health & Safety performance and guarantee they have appropriate management systems
- Performance monitoring alone does not meet the level of due diligence required under the Act and currently there is no auditing mechanism to adequately assess risk and Health & Safety management capability within NGO's
- Work is continuing at a national level to identify accreditation requirements but which is awaiting direction from ACC on their new workplace health and safety accreditation programme

1.2.4 Report on Ward 2 Survey results re discharge information (to include consideration of communication with non-parental caregivers); cultural needs; spiritual/religious needs.

- A report was requested to better understand the results from the survey completed by caregivers when patients are discharged from Ward 2
- Action deferred to August to include the latest quarterly results

1.2.5 Report on District Hospital performance for discharge information

- A report was requested to better understand the results from the survey completed by patients when patients are discharged from Kaitaia Hospital
- Action moved to August to include the latest quarterly results

1.2.6 Report on late NGO monitoring returns

- Primary and Maori Health outstanding reports have decreased this month
- Work continues in this area including the separation of the portfolios for better management
- Additional administration resources are needed in primary care
- The Health of Older People service will continue to have a higher level on contracts based on the timing of returns

2. QUALITY & SAFETY GOVERNANCE REPORT

2.1. Summary Report – March 2018

Reducing harm from falls – Presentation – Sheryll Beveridge, Associate Director of Nursing and Clinical Lead for inpatient falls

- An investigation is underway to establish the reasons behind an increased number of falls with harm for Northland DHB
- The quality safety markers for falls with harm are based on clinical staff completing documents regarding the patient's risk of falling whilst in hospital. These plans must be completed for each patient
- Patients who have a fall with major harm generally have more complex health needs and more likely to be disorientated throughout their admission
- There has been an increase in the number of one-on-one watches creating an increased demand on services
- Trendcare is used to create a falls risk assessment plan. Due to the plan's high level of visibility there has been 100% compliance in completing the mandatory falls risk assessments during the year long trial of the system
- While the assessments are being completed there is still an issue with putting the plans into practice with some of the actions not being implemented
- A new medical admission note regarding falls has been added with positive feedback
- Discussions were held with other DHBs who have a lower rate of falls to see if any proactive measures they use can be adapted by Northland DHB
- Patients at Northland DHB hospitals are now completing their own self-assessment for falls and this is transferred into their care plans and patient goal notes on Ward 1 with this being extend to more wards shortly
- Ways to continue to improve the fall rates with major harm include; leadership at all levels of the organisation, supporting Health Care Assistants with on-going education and training, the improvement of patient environments, reviewing models of care, the revision of current processes and increased awareness of the issue
- When a major fall with harm occurs the patients next of kin is advised
- All reports on falls with major harm is sent to the Ministry of Health
- The Health of Older People service works with rest homes towards reducing falls with harm
- Internally all falls are reported and discussions regarding the cases are held monthly
- **Update requested for the November meeting to include environmental factors that might contribute to falls with harm**
- **A request for more comprehensive reporting on falls to be included in the quarterly health and safety governance reports in the future**

Patient story two

- While the complaint has been resolved and a positive outcome achieved an investigation into what happened is on-going to ensure this doesn't happen again. Findings from the report will be presented to management on completion
- **Request for a report to the next meeting on the availability of wheelchairs and crutches**

3. CHAIR'S REPORT

The Chair spoke to the report, which was received and taken as read

Key Issues and Discussion Points

- The meeting between Northland DHB and the Minister of Health was successful and included a tour of Whangarei Hospital. Following the visit a letter from the Board Chair was sent to the Minister thanking him for his visit and highlighting a few key risks and issues
- Fortnightly teleconferences with the metro DHB Chairs held to discuss the Long Term Investment Plan
- The Board thanked the Chair for her on-going open communication

4. CEO'S REPORT

The CEO spoke to his report, which was received and taken as read

Key Issues and Discussion Points

- Neighbourhood Healthcare Homes (NHH) continues to aim to have 75% of the population covered in participating practices
- Auckland University is due to release their review for NHH. Chief Executive Officer to follow up on the release date of report
- The DHB and PHO partnership under NHH is on-going with support from the General Manager of Maori Health. A report into this work will be presented at the June Board meeting
- The immunisation third quarter results are at 85%. A greater focus on working with GPs is being developed including a letter from the Chief Executive Officer to practices asking for better quality conversations to caregivers on the importance of immunisation
- Staff who work with patients will be required to wear a flu mask if they choose not to get a flu vaccination
- Work is progressing well for the upcoming IANZ visit to the Whangarei Hospital laboratory which is scheduled for May 2018
- Planning for the opening of the Medical Assessment Unit (MAU) for 1 July continues
- The Intermediate Level Care (ILC) facility has now opened and going well
- The PACS upgrade is set to drive efficiency and productivity
- Currently Northland is reporting a high rate of suicide deaths
- **The Maori Health services review continues. Currently it is working towards making sure future investments are fit for purpose. This includes looking at the provider configuration. A full report will be prepared for the June Board meeting**

5. DECISION PAPERS

There are no matters for consideration

6. SYSTEM PERFORMANCE

6.1. Health Targets

- Report taken as read

6.2. Finance Report

The Chief Financial Officer spoke to the Financial Report. The report was taken as read

Key Issues and Discussion Points

- The year to date result is a deficit of \$2m against a budget of \$1.6m which is an unfavourable balance of \$400k
- Unfavourable variances can be attributed to ED, medicine, surgery, district hospitals, laboratory and radiology which is backed against favourable variances in other services including mental health and addictions and patient transport
- IDFs contribute towards an unfavourable variance in funded services
- Banking covenants are no longer in place

6.3. NDHB Funded Services Dashboard

- Report was taken as read

7. INFORMATION REPORTS & UPDATES

7.1. CPHAC/DiSAC Chair's Report – Meeting 26 March 2018

Key Issues and Discussion Points

- A presentation from Healthy Families Far North was well received by the Committee
- The latest report from the Health Services Plan was presented
- Immunisation drop-in clinics were discussed

8. NEXT MEETING DETAILS

The next meeting will be held at 11am on Tuesday 05 June 2018 at the Community Services Room, Dargaville Hospital.

9. RESOLUTION TO EXCLUDE THE PUBLIC

Recommendation:

That the public be excluded from the following part of this meeting, under Schedule 3, Clause 32 of the NZ Public Health & Disability Act 2000 and in accordance with the Official Information Act 1982 as detailed in the table below;

Agenda item and general subject of the matter to be discussed		Reason	Reference
10.	Confirmation of minutes for meeting held 12 March 2018 – public excluded session	For reasons given in the previous meeting	
11.	Risk Management/Initiatives	Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	
12.	Decision Papers 12.1 Infrastructure as a Service (IaaS) 12.2 Bay of Islands Redevelopment Approval to Lease 12.3 Transforming Health Services in Northland: Services and Campus Redesign Programme 12.4 Health of Older People: Home & Community Support Services 12.5 Specialist Palliative Care Services 12.6 Aged Residential Care and Aged Residential Hospital Specialised Services 12.7 Whangaroa Health Services Trust	Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(i) 9(2)(j)
13.	Information Updates 13.1 Project Office Report 13.2 Audit Committee Minutes	Commercial Activities: To enable the Board to carry out, without prejudice or disadvantage, commercial activities Negotiations. To enable the Board to carry out, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	9(2)(i) 9(2)(j)

IT WAS MOVED THAT the Board move into Public Excluded meeting

MOVED John Bain SECONDED Colin Kitchen

CARRIED

The Board members visited the garden of the Healthily Families Far North located on Redan Road, Kaitaia

10. CONFIRMATION OF MINUTES

The minutes were confirmed

11. RISK MANAGEMENT/ INITIATIVES

The updates were discussed

12. DECISION PAPERS

The submissions were approved

13. INFORMATION UPDATES

The updates were discussed

The meeting closed at 3.44pm

Confirmed that these minutes constitute a true and correct record of the proceedings of the meeting

CHAIR _____

DATE _____