

# JHFMHN BOARD MINUTES

Thursday 23 June 2022 (Meeting 3 of 6)

Location: Justice Health Administration Centre or Via MS Teams

1 ACKNOWLEDGEMENT OF COUNTRY		
The Chair welcomed attendees to the meeting, acknowledged the traditional owners of the land on which we meet and paid respect to elders past, present and emerging.		
2 ATTENDANCE AND APOLOGIES		
BOARD ATTENDEES		
Prof Denis King	Chair	Present
The Hon. Jillian Skinner	Board Member	Present
Dr Penny Abbott	Board Member	Present
Mr Roger Downs	Board Member	Present
Mr Peter Dwyer	Board Member	Present
Dr Robyn Shields	Board Member	Present
A/Prof Carolyn Quadrio	Board Member	Present
Dr Kath McFarlane	Board Member	Present
Mr Paul Knight	Board Member	Present
Dr Jonathan Phillips	Board Member	Present
INVITED ATTENDEES		
Mr Kevin Corcoran	Commissioner Corrective Services NSW	Present
Mr Andrew Ellis	Clinical Director	Present
Mr Jason Sevil	Director – Nursing and Services	Present
Dr Christina Matthews	Deputy Clinical Director	Present
IN ATTENDANCE		
Ms Wendy Hoey	A/Chief Executive	Present
Mr Rajiv Anand	Executive Director, Corporate Services	Present
Dr Stephen Hampton	Executive Medical Director	Present
Ms Joanne Holden	Executive Director, Performance and Planning	Present
Ms Michelle Eason	A/Executive Director, Clinical Operations	Present
Ms Rose Lougheed	A/Director Clinical and Corporate Governance	Present
Dr Joanne Grimsdale	Chair – Medical Staff Council	Present
Ms Chrisa Dsouza	Secretariat	Present
Dr Robert Reznik	Chair Mental Health Medical Staff Council	Present
Ms Filomena Romano	A/Executive Officer	Present
Dr Vindya Nanayakkara	Co-Director Forensic Mental Health	Present
Ms Hannah Kenyon	Health Management Intern	Present
APOLOGIES		
Mr Paul O'Reilly	Executive Director Youth Justice	

The Chair welcomed Dr Joanne Grimsdale – Chair, Medical Staff Council and Dr Robert Reznik – Chair, Mental Health Medical Staff Council to the JHFMHN board.

#### **4 PATIENT STORY**

Staff from the Forensic Hospital provided an overview of the challenges for the forensic hospital regarding patient flow. The building of the Freshwater unit and step-down approaches were highlighted. Dr Matthews presented a complex patient case study which reported positive health outcomes whilst receiving care at the Forensic Hospital.

#### **5 MEETING OPENING**

**5.2 DECLARATIONS OF INTEREST-** There were no declaration of interests declared at this meeting.

**5.3 5.3.1 CONFIRMATION OF PREVIOUS MINUTES-**The minutes of the meeting held on 7 April 2022 were confirmed as a true and accurate record of the meeting.

##### **5.3.2 Business Arising from 7 April 2022 Board Meeting**

1. Board Chair Report

**ACTION:** Issues with Board sub committees and is a work in progress

2. Medical Staff Council – Keep on Action Tracker

**ACTION :** Provide update to the Board at October Board Meeting

#### **6 STANDING ITEMS AND EXCEPTIONAL REPORTING**

##### **6.1 Board Updates**

###### **6.1.1 Board Chair report (Verbal update)**

- The Chair acknowledged that the Health Care in Secure Settings 2022 was a terrific conference and planning should commence for 2023 conference

###### **6.1.2 Chief Executive report**

A/Chief Executive highlighted the following points:

- Culture and Wellbeing – working together with the Executive team
- Developing partnerships with key stakeholders – Youth Justice, Corrective Services NSW and eHealth
- Inspector of Custodial Services
  - Building strong relationship and incorporating active communication processes with the inspector
  - Recommendations from Emu plains and Lithgow reports – to increase mental health and aboriginal support
  - Planned Coroners visit to the hospital
- EDCS gave an update on ICT e-meds
  - Trial of the adolescent unit on 7 June was conducted and feedback has been received
  - Expected go live in the adult unit is 18 July which will facilitate an improvement of the patient care and enable more visual consultations

**ACTION :** Presentation to the Board in August regarding e-meds

- The Hon. Jillian Skinner suggested we consider grants from the Hon. Victor Dominello, MP
- Rosters for GP's afterhours – Access to digital technology including medications and enablement of virtual consultations at short notice

### 6.1.3 Corrective Services NSW (Verbal update – given immediately after agenda item 4)

- Commissioner provided COVID – 19 update regarding:
  - Staff and inmate case numbers
  - Visitations and visitor procedures
- Updated the Board regarding medical escort unit showing positive outcomes
- Reported high staff vacancies as a challenge
- Updated the Board on overcoming vacancy challenges, medical beds and patient number trajectory
- Discussion with Department of Communities and Justice regarding vaccinations and policy development regarding requirements

### 6.2 6.1.4 Youth Justice NSW (Verbal update) – no update

#### Board Sub-committee reports

Chairs of the committees provided a brief verbal update reporting by exception only

#### 6.2.1 Finance and Workforce, Performance Committee

- The Network is no longer exempt from participating in MOH's Asset Management Framework. Exemption was given due to the Network not owning any buildings as we reside in Corrective Services owned buildings. Then Network will now include medical, IT and other equipment in the Asset Management Framework which will facilitate future funding discussions
- Work Health and Safety Audit minutes to be circulated
- Improvement in safety and system development in the hospital
- Improvement in Executive Governance Service and increase staffing

**ACTION:** Managed Correctional Health Centre monitoring report to contain greater detail about sanctions

- **Workforce:** Chair highlighted the importance of an exit interview and better recruitment

**ACTION:** Intranet access to be given to Board Members.

#### 6.2.2 Patient Safety and Clinical Quality Committee (PSCQC)

- Committee presented to the new Chair P. Abbott on future plans and successes. Pending work was acknowledged
- Concerns related to long wait list for dental services and lack of dentists.
- Plans for PAS redesign to understand and manage waitlists

- Continuity of healing Circles in the Coroners court and working with stakeholders
- Beginning of mood box rollout in units with patients reported experience

### **6.2.3 Research Advisory Committee (RAC)**

- P. Abbott recommended that Board Members are welcome to make suggestions for the position of HREC Chair
- Kath McFarlane voiced concerns relating to non-participation in the inmate health survey as the survey provides world standard information relating to juvenile cohorts and their progression into adult custodial settings
- Chair recommended the undertaking of a social determinants project relating to data captured by electronic records in partnership with CSNSW

#### **6.2.3.1 Research Strategy and Operations Committee**

- EDCO advised the Board that the committee was established to resolve operational issues and reports to RAC

**ACTION** : Report to be provided to the Board about decision to cease inmate health survey and any identified gaps between routinely collected data and IHS

**ACTION** : Medical Leadership Day invite to be sent to Board Members

### **6.2.4 Audit and Risk Committee (ARC)- No update**

### **6.2.5 Medical and Dental Appointments Advisory Committee (MADAAC)**

- Meetings were held on 26 May & 13 June 2022
- EMD updated the Board on the progress for General Practitioners staffing for afterhours services

### **6.2.6 Clinical Council**

- Update provided that the Single Digital Patient Record Clinical Engagement team attended the last meeting and presented on the SDPR project and planned roll out

### **6.2.7 Medical Staff Council (MSC)**

- Last meeting was held on 28 April and taken up by the Committee member elections

### **6.2.8 Mental Health Medical Staff Council**

- Workforce - Officer of the council amended the existing TOR's
- Exit interview information unavailable and need for informed decisions
- Reflect on issues that might be useful initiatives for strategizing

### **6.2.9 Aboriginal Health and Wellbeing Working Group**

- New Committee Chair extended her gratitude to P. Dwyer and Matt Trindall for their contribution
- Overview of the draft plan identifying 7 areas and having greater partnerships

**ACTION:** Presentation to the Board on Aboriginal Health and wellbeing issues in correctional settings and for sub committees to consider impact on Aboriginal people in their strategic decision making.

#### **6.2.10 Aged Care and Reintegration (Verbal Update)**

- New Committee Chair acknowledged former Board Members and staff on the committee till date as committee was decimated and requires representation
- Concerns raised by the committee with the need to guide the network by highlighting issues related to aged patients in custody and on release
- The Committee highlighted concerns around the increase in population of aged care in custody and the impact on the Network

**ACTION :** Call for volunteers to pursue Committee's goals

### **Network Performance Reports**

#### **6.3**

##### **6.3.1 Key performance indicators report**

- Remediation plans in place for KPI's not meeting targets
- Challenges on service agreement and subsequent service agreements
- Highlighted the importance of quality checks due to a data error reported

##### **6.3.2 Strategic Plan Implementation Report Quarter 2**

- Relates to information in the report provided in item no 10.1
- Reviewed and reduced 133 strategies to 9. New strategic plan will be set up

### **Inspector of Custodial Review**

#### **6.4**

- Provide ongoing update to the Board on the inspections and recommendations

## **7 STANDING ITEMS FOR DISCUSSION**

### **7.1 Network Culture Strategy**

- A/CE provided an update relating to improving workplace culture. Update included:
  - Improving CE and Executive person ability, visibility and supporting an open, transparent and honest culture.
  - Discussed improving Network health identity and collaboration within the Network
  - Update on the 'Together for Healthier tomorrow' project and improving Network reputation and partnerships
  - Concerns raised relating to workforce culture and vacancies.

### **7.2 Contract Management**

- Improve visibility of these functions due to high risk and update the Board

- During the audit conducted by EY in 2020, 18 recommendations were made. The network has completed 17 of them successfully
- Purchases over 20k will be reviewed by the gatekeeper to ensure compliance with the NSW Health procurement guidelines

### 7.3 Patient Flow Challenges within Forensic Mental Health System

- Covered in the presentation presented by Forensic Hospital

## 8 NEW BUSINESS – Nil

## 9 ITEMS FOR DECISION – Nil

## 10 ITEMS FOR INFORMATION

### 10.1 NET Closing off the 2018 -22 Strategic Plan Implementation

- Update provided in 6.3.2

### 10.2 Service Agreements

**ACTION:** Chair has requested the Board Members review the document and provide any comments by 1 July

### 10.3 Model by laws (Verbal Update)

**ACTION:** Secretariat to send the model by laws to Chairs of sub committees to seek comments. Final version to be approved at the October Board Meeting

### 10.4 Feedback on Safety and Quality Accounts

- Acknowledgement received from Ministry and encouraged to make them public

### Delegations Manual Review

**10.5 ACTION:** Formal delegation to be provided to the Board for approval at the August Board Meeting

### Release and Recommendations of 2021 Health Literacy Study Report

**10.6** • Report was distributed to the Board on 23 June for noting

## 11 BUSINESS WITHOUT NOTICE

- The Chair spoke about the formation of planning and policy committee TOR and responsibilities
- Chair outlined the proposed Terms of Reference and that the Committee would be engaged at the strategic leadership, coordination and supervision level

**ACTION:** Terms of Reference to be provided to Board for endorsements when developed

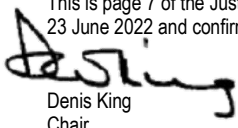
## 2022 BOARD MEETING DATES / VENUE

10 February	Meeting 1 of 6	Prince Henry Centre
7 April	Meeting 2 of 6	JHOP Lecture Theatre

23 June	Meeting 3 of 6	JHAC Lecture theatre
11 August	Meeting 4 of 6	JHOP Lecture Theatre
20 October	Meeting 5 of 6	TBC
8 December	Meeting 6 of 6	JHAC Lecture Theatre followed by APM

DG52256/22

This is page 7 of the Justice Health and Forensic Mental Health Network Board Minutes of meeting held on 23 June 2022 and confirmed at the meeting of 11 August 2022.

  
Denis King  
Chair