



# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 25 January 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 25 January 2013 at Palm Beach Community Health Centre. The meeting was chaired by Mr Ian Langdon and attended by 4 members

Rob Pegram and Jane Hancock attended to give a presentation. During this meeting the Board took time out to have a brief tour of Palm Beach Community Health Centre.

A range of matters were dealt with at the meeting including:

- Noted that the Gold Coast HHS common law claims are above the industry average.
- Radiation & Oncology will be going to tender. This is not an open tender as the provider must already have licensed beds meaning there are only 4 qualified providers.
- Business case for the Robina Emergency Department to be presented at the February Board meeting.
- Robina's performance results are currently very good.
- NEAT and NEST results are improving and have been presented to the Safety, Quality & Engagement Committee.
- Board advised the waiting list data will be made public on the website showing the breakdown of the lists.
- Safety, Quality and Engagement committee looking at National targets and accreditation related matters. Better Workplaces Survey to be undertaken however has been delayed due to issues with Department of Health.
- Board endorsed recommendation of a new Board summary to be published.
- Board endorsed a representation to Gold Coast City Council supporting the fluoridation of public water should continue.

*Summary of Board discussions are provided for the information and convenience of constituents who want to follow the Board's deliberations. The decisions made are approved for publishing by the Chair of the Gold Coast Hospital and Health Board and does not form or represent any part of the minutes of the meeting.*



# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 21 February 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 21 February 2013 at 8 Little High St Southport. The meeting was chaired by Mr Ian Langdon and attended by 6 members.

A range of matters were dealt with at the meeting including:

- Board endorsed the recommendation made to keep two Emergency Departments, which will require additional resourcing for Surgery and Orthopaedics at Robina and also resolved to approve the strategy of maintaining two Emergency Departments.
- Minister will be visiting the Gold Coast University Hospital site on 27<sup>th</sup> March, 2013.
- Election process for Clinical Council is in progress. This is administrative assistance only as the clinicians must maintain their independence.
- Board resolved to acknowledge the performance of Executive staff in managing to KPI's.
- NEAT & NEST performance continuing to improve.
- Recommendation that Safety, Quality and Engagement committee along with Board participate in patient journey tour including Ambulance, Emergency Department and visit staff.
- Board informed an OH&S program being formulated to address absenteeism.
- Board agreed to submit as a 'one-off' a joint submission with GC Medicare Local on the issue of fluoridation.
- Discussion in progress with Effective Governance to conduct an evaluation of the Board and preparation of a director and board development plan.

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 22 March 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 22 February 2013 at 8 Little High St Southport. The meeting was chaired by Mr Ian Langdon and attended by 6 members.

A range of matters were dealt with at the meeting including:

- Safety and Wellbeing Scorecard compliant with legislation to be tabled at monthly Board meetings.
- Community Health service and Mental Health updates also to be tabled at monthly Board meetings.
- Staged handover of GCUH is being achieved.
- Upcoming events in relation to GCUH include a showcase for all staff, community open day and volunteer groups' tours.
- NEAT target exceeding annual target and leading the state.
- Board endorsed the Oral health waiting list be placed on the GCHHS website.
- Safety, Quality and Engagement consumer engagement strategy to be reported quarterly.
- Board endorsed the change to bimonthly meetings of Audit & Risk Committee.
- A process for documenting all research and evaluation activity has been initiated.
- Accreditation of entire HHS scheduled for April 2014.
- Expression of interest for latent capacity close 2 April with a report to the Board in April.
- Board and chair review survey commences 26 April 2013.

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 26 April 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 26<sup>th</sup> April 2013 at the Robina Health Precinct, Robina.

The meeting was chaired by Mr Ian Langdon and attended by 5 other members of the Board. The meeting was also attended by the Chief Executive and the Chief Financial Officer.

A range of matters were dealt with at the meeting including:

- A report from the Chief Executive which included details on the organisational restructure
- Progress of a variety of aspects of the Gold Coast University Hospital Project
- A report from the Safety, Quality and Engagement Committee held in April
- A report from the Finance and Performance Committee, held in April
- A report from the Audit and Risk Committee, held in April
- Clinical performance report including NEST and NEAT results.
- A report on Public Private Partnerships including Radiation Oncology and Latent Capacity
- OHS Legislation Compliance checklist, Safety & Wellbeing Review Implementation Plan and Sick Leave Absenteeism Report
- Community Health Mapping Report
- Board endorsed Board Charter
- Board endorsed Audit & Risk Charter
- Board endorsed Safety, Quality and Engagement Charter

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 24 May 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 24<sup>th</sup> May 2013 at the Gold Coast Hospital Executive Offices in Southport.

The meeting was chaired by Mr Ian Langdon and attended by 5 other members of the Board. The meeting was also attended by the Chief Executive and the Chief Financial Officer.

A range of matters were dealt with at the meeting including:

- A report from the Chief Executive
- Progress of a variety of aspects of the Gold Coast University Hospital Project
- A report from the Safety, Quality and Engagement Committee held in May
- A report from the Finance and Performance Committee, held in May
- Board approved revised Terms of Reference for the Safety, Quality & Engagement Committee
- Acknowledged the re-appointment and tenure of the Board
- Radiation Oncology and Radiation Therapy Tender in progress
- Latent Capacity expressions of interest status report
- Service Delivery Statement Flying Minutes ratified

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 28 June 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 28 June 2013 at the Executive Offices located next to the Gold Coast Hospital in Southport.

The meeting was chaired by Mr Ian Langdon and attended by all other members of the Board. The Acting Chief Executive and Acting Chief Financial Officer were also in attendance as Non-Board Members.

A range of matters were dealt with at the meeting including:

- Noted and discussed the Health Service Chief Executive Report including, academic developments with Griffith University, expansion of ICU capability and communications, Primary Care Protocol update and outcomes of Strategic Opportunities and Organisational Values meetings held with senior staff across the organisation.
- Noted the HHS's Safety and Wellbeing monthly performance related to OHS and Injury management.
- The minutes of the Board Sub-Committees held in June 2013 were noted by the Board. An updated was also provided by the Chair of each committee
- The Executive Director People, Systems and Performance along with management from the firm Effective Governance joined the meeting to discuss the Board Evaluation results.
- The plan for the Gold Coast University Hospital Community Open Day was endorsed by the Board.
- The Strategic Plan was tabled in its final form and endorsed by the Board.

The next meeting of the Board will be held on 26 July 2013 at Gold Coast University Hospital Pathology and Education Building.

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 26 July 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 26 July 2013 at the Project Offices located in the Gold Coast University Hospital

The meeting was chaired by Mr Ian Langdon and attended by all other members of the Board. The Chief Executive and Acting Chief Financial Officer were also in attendance as Non-Board Members.

A range of matters were dealt with at the meeting including:

- Noted and discussed the Health Service Chief Executive Report including, the Estimates Hearing, an update on the organisational restructure and a tabled draft agenda for the upcoming Board time out.
- Noted the HHS's Safety and Wellbeing monthly performance related to OHS and Injury management.
- The minutes of the Board Sub-Committees held in July 2013 were noted by the Board. An update was also provided by the Chair of each Committee. It was noted the Safety and Quality Sub-Committee will now occur every two months.
- The Board endorsed the Estate Management Plan.
- Board member Pauline Ross provided an update on the Maternity Summit she recently attended.
- The Board endorsed the Implementation Plans for new Clinical Services.
- The Board endorsed the Internal Audit Plan for 2013 – 2015

The next meeting of the Board will be held on 23 August 2013 at Bundall Community Centre.

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 23 August 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 23 August 2013 at the Gold Coast Hospital and Health Service Bundall Community Centre.

The meeting was chaired by Mr Ian Langdon and attended by all other members of the Board. The Chief Executive and Acting Chief Financial Officer were also in attendance as Non-Board Members.

A range of matters were dealt with at the meeting including:

- Noted and discussed the Health Service Chief Executive Report
- Noted the HHS's Safety and Wellbeing monthly performance related to OHS and Injury management.
- The minutes of the Board Sub-Committees held in July 2013 were noted by the Board. An update was also provided by the Chair of each Committee. It was noted the Safety and Quality Sub-Committee will now occur every two months.
- The Board endorsed the Estate Management Plan.
- Board member Pauline Ross provided an update on the Maternity Summit she recently attended.
- The Board endorsed the Implementation Plans for new Clinical Services.
- The Board endorsed the Internal Audit Plan for 2013 – 2015

The next meeting of the Board will be held on 24 September 2013 at Gold Coast University Hospital.

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 24 September 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 24 September 2013 at the Gold Coast Hospital and Health Service Gold Coast University Hospital.

The meeting was chaired by Mr Ian Langdon and attended by 4 members of the Board. Ms Pauline Ross was an apology for this meeting. The Chief Executive and Acting Chief Financial Officer were also in attendance as Non-Board Members.

A range of matters were dealt with at the meeting including:

- Noted and discussed the Health Service Chief Executive Report.
- Noted the HHS's Safety and Wellbeing monthly performance related to OHS and Injury management.
- The minutes of the Board Sub-Committees held in September 2013 were noted by the Board. An update was also provided by the Chair of each Committee.
- An update was provided to the Board on the accreditation process.
- An update was provided on the transition to Gold Coast University Hospital
- The Board was provided with an update on the Land and Buildings Transfer Project.

The next meeting of the Board will be held on 29 October 2013 at Gold Coast University Hospital.

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# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 29 October 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 29 October 2013 at the Gold Coast Hospital and Health Service Gold Coast University Hospital Executive Office.

The meeting was chaired by Mr Ian Langdon and attended by 4 members of the Board. Professor Allan Cripps was an apology for this meeting. The Chief Executive and Acting Chief Financial Officer were also in attendance as Non-Board Members.

A range of matters were dealt with at the meeting including:

- Noted and discussed the Health Service Chief Executive Report.
- Noted the HHS's Safety and Wellbeing monthly performance related to OHS and Injury management.
- The minutes of the Board Sub-Committees held in October 2013 were noted by the Board. An update was also provided by the Chair of each Committee.
- The Primary Care Protocol was endorsed by the Board on the recommendation of the Safety, Quality and Engagement Sub-Committee.
- The Board was provided with an update on the Land and Buildings Transfer Project.

The next meeting of the Board will be held on 3 December 2013 at Gold Coast University Hospital.

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# Gold Coast Hospital and Health Board

Gold Coast Hospital and Health Board Meeting

November 2013

No meeting held.



# Gold Coast Hospital and Health Board

## Gold Coast Hospital and Health Board Meeting 3<sup>rd</sup> December 2013

### Summary of the key issues discussed and decisions made by the Board

A meeting of the Gold Coast Hospital and Health Board was held on 3<sup>rd</sup> December 2013 in Meeting Room 2, at Carrara Health Centre.

The meeting was chaired by Mr Ian Langdon and attended by all members of the Board. The meeting was also attended Chief Executive (Ron Calvert), the A/Chief Financial Officer (Garry Button).

A range of matters were dealt with at the meeting including:

#### Presentations

- The ACHS tabled a presentation on the accreditation process scheduled for 2014.
- Dr Will Butcher attended to discuss the process of moving to individual contracts for Senior Medical Staff.

#### Matters for Approval

- The Licence Agreement between Gold Coast Hospital and Health Service and Ronald McDonald House South East Queensland was approved.
- The Southport Health Precinct Project Definition Plan and the progression of the Southport Health Precinct (SHP) development process was approved.
- Commitment of resources as set out in the outline business case for the establishment of project to design and implement a Management Information System, was approved.
- The recommended appointment to the position of Executive Director, Finance and Business Development was approved.

#### Matters for Noting

- The progress of a range of private partnering opportunities was noted.
- The progress of the Clinical Divisional restructure was noted.
- A report on matters relating to land and building was noted.
- The Finance and Performance Report monthly report was noted.
- The Safety and Wellbeing Scorecard monthly report was noted.
- The eMR Update was noted.
- The strategy for achieving reform in Outpatient waiting times was noted.
- The update on preparedness for ACHS accreditation was noted.
- The update on the new Cardiac Surgery Services was noted.
- Reports from the Board Sub Committee were noted.

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