

**Hospital Advisory Committee Meeting of the
Wairarapa District Health Board
Held on Tuesday 18 September 2007 at 1 pm,
Board Room, Wairarapa District Health Board Office
Blair Street, Masterton**

Present:

Ms Yvette Grace, Ms Pamela Jefferies (Chair) and Mrs Janine Vollebregt

In Attendance:

Ms Anne McLean (General Manager Hospital Services), Maggie Morgan (General Manager Public and Community Health Services) and Mr Eric Sinclair (Chief Financial Officer)

1. Apologies

Mr Bob Francis, Mr David Meates and Mr Bruce McGregor

2. Conflicts of Interest

There were no other conflicts of interest other than those noted in the Interest Register.

3. Confirmation of Minutes of the Meeting held 21 August 2007

THE MINUTES OF THE MEETING HELD ON 21 AUGUST 2007 WERE CONFIRMED AS A CORRECT RECORD OF THAT MEETING.

Matters Arising

There has been minimal enrolment in KiwiSaver by existing employees.

4. Chairperson's Report

The Chairperson had no matters to report.

5. Monthly Operating Report for August 2007

The General Manager Hospital Services spoke to the report and the following points were made:

- August has been a very busy month with a high number of acute medical presentations. It is pleasing to note that elective procedures have not been cancelled due to bed status.
- ESPIs remain green.
- A report regarding the A, T & R Review, along with an action plan, will be ready for the November HAC meeting.
- Overall contract performance \$225,890 ahead.
- Theatre utilisation is at 78%.
- Adolescent antenatal clinic being established.
- August ED attendances were 1468. This is being closely monitored.
- All outpatient notes are dictated on Winscribe along with operation notes. The current volume is placing pressure on clinical typing. Ways of addressing this are being looked at.

Community and Public Health Services

The General Manager Community & Public Health Services spoke to the report. Points raised:

- One case of meningococcal B disease was reported.
- 18 submissions were received regarding District Nursing Service Redesign.
- The HEHA Health Promoter assisted the facilitation of the Food and Nutrition Guideline Workshops for early childhood teachers. A workshop aimed at secondary schools will be held in September.
- The Youth Health Promoter is working with the Health Promoting Schools Health Promoter and Public Health Nurse in regard to establishing a Health Council within Makoura College.
- 90% of the total number of children enrolled in the school dental service are within the Ministry timeframe for treatment.

There was discussion regarding the follow up services available to private oncology patients.

Financial Report for August 2007

The Chief Financial Officer spoke to the report and the following points were made.

- The Provider division has a month end deficit of (\$26k) which is \$1k favourable to the planned result.
- The YTD result has tracked very close to budgeted levels.
- Personnel costs are \$133k favourable YTD but offset by an adverse variance of (\$157k) in Outsourced Personnel, reflecting the premium costs of providing locum cover for medical vacancies.

Volume & Activity Report

- Readmissions - further work is being done regarding frequent patients. It is estimated that 23% of readmissions are related to medications. This is a complex problem to resolve.

Performance Reports

- Implementation of Human Resources Information System Enhancement is on track.
- The cultural survey ready to go out.

Maori Health

- Self referrals can be made to Focus.
- The two buildings on Blair Street are being refurbished for the use of the Wairarapa community as accommodation. Report back to the next meeting on the Cultural Centre and Whanau accommodation.
- Hospital statistics on ethnicity for the next report.

Resolved:

THAT THE HOSPITAL ADVISORY COMMITTEE:

RECEIVE THE HOSPITAL SERVICES MONTHLY OPERATING REPORT FOR THE PERIOD ENDING 31 AUGUST 2007.

6. Elective Services Report for August 2007

- The most significant deficit in service YTD is in Orthopaedics including fracture clinics. This reflects periods of annual leave. The commencement of the new Orthopaedic Consultant should ensure more stable service delivery rather than peaks and troughs. Impact of 3rd Orthopaedic surgeon on allied health services, equipments needs and nursing staffing is to be monitored.
- ENT FSAs are being monitored.
- Christmas shutdown plan is being produced. Day cases will be performed during this time.

Resolved:

THAT THE HOSPITAL ADVISORY COMMITTEE:

RECEIVE THE ELECTIVE SERVICES REPORT FOR AUGUST 2007

The meeting was declared closed at 2.57 pm.

_____ Chairman

_____ Date