

**Hospital Advisory Committee Meeting of the  
Wairarapa District Health Board  
Held on Tuesday 20 October 2009 at 1pm,  
Board Meeting Room, Wairarapa District Health Board Office  
Blair Street, Masterton**

**Present:**

Pamela Jefferies (Chair), Bob Francis, Janine Vollebregt, Liz Falkner, Helen Kjestrup and Vivien Napier

**In Attendance:**

Tracey Adamson (Chief Executive), Robyn Brady (Acting General Manager Hospital Services), Gretchen Dean (Acting General Manager Human Resources), Maggie Morgan (General Manager Community, Public and Mental Health), Helen Pocknall (Director of Nursing), Eric Sinclair (Chief Financial Officer) and Diane Chesmar (Minute Taker)

**1. Apologies**

No apologies were received.

**2. Conflicts of Interest**

The Chair advised that:

- She had been appointed to the Board of the NZ Blood Transfusion Service.
- Her appointment to the Wairarapa District Board had been extended until December 2010.
- The Director of Nursing has been appointed as a member of the new Clinical Training Agency Board. The new board will ensure coordination of workforce training, planning and funding for nurses and doctors and other health professionals.

**3. Confirmation of Minutes of the Meeting held 15 September 2009**

THE MINUTES OF THE MEETING HELD ON 15 SEPTEMBER 2009 WERE CONFIRMED AS A CORRECT RECORD OF THAT MEETING.

**Matters Arising**

- SLT signed off the final draft of proposal for Focus Review. Currently in change process management. The staff mix and skill level will change to meet InterRAI standards. This will not alter the FTE number.
- Managing Imaging waiting lists and working with clinicians to look at clarity around imaging requests.
- Monitoring of blood products is underway to ensure there is not a high level of waste.

**4. Chairperson's Report**

- The resignation of Anne McLean, General Manager Hospital Services, was acknowledged. Appreciation was expressed of the input she had into the Hospital Advisory Committee and for her years of work at Wairarapa DHB.
- What are the protocols for groups such as the Arthritis Foundation to refer patients for hydrotherapy services at the hospital?
- It was recognised that Health targets are reported well in the reformatted HAC report.

## 5. Provider Arm Balanced Scorecard September 2009

- Continuing to meet the six hour target for ED. The Ministry of Health are using our ED processes as an example to other same size DHBs.
- Elective activity is currently 24.7 case weights behind.
- The Hospital Advisory Committee indicated that the Maori maternity indicators should use the proportion of Maori in the Wairarapa DHB district that are of child bearing age.
- Monitoring of access to elective procedures by Maori is taking place.
- The new U-Book [telephone] system will be audited to ensure that patients are booking. Patients are unable to ring the 0800 number from a mobile phone and this could restrict the ability for some patients to phone for an appointment as requested.
- The screening of patients regarding Smokefree is below target. It is crucial that targets are met. The WDHB is investigating ways of achieving this
- The number of palliative new referrals is to be checked due to conflicting numbers reported for the month of September.
- Caesarean section rate for all ethnicities has reduced to 23% for the month of September 2009.
- The planning of training and distribution of funds is being looked at. The negative variance of money spent on staff training per FTE will decrease further into the financial year.
- The Rehabilitation Ward will remain open over Christmas / New Year and the number of beds in the Medical / Surgical ward will be reduced. This will give clinical staff an opportunity to take leave.
- Unit Managers receive monthly staff leave reports and staff in excess of 160 hours outstanding leave are being actively managed.
- The reason for patient transport being unfavourable will be investigated.

### **Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**RECEIVE** THE ROUTINE REPORTS FOR THE PERIOD ENDING 30 SEPTEMBER 2009

## 6. Hospital Activity Report September 2009

- Two medical staff resignations received. These are due to family and personal reasons. Looking at strategies to improve retention of SMOs..
- ACC revenue is YTD down by \$166k. The timing of invoices and orthopaedic activity has contributed to this result in part. The recent ACC review is complete and an implementation plan is being developed to proceed with the recommendations.

### **Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**RECEIVE** THE HOSPITAL ACTIVITY REPORT FOR SEPTEMBER 2009

## **7. Nursing Directorate Report September 2009**

- Five positions have been offered on next years NETP programme subject to the students successfully passing State final examinations and gaining Nursing Council registration.
- On 23 September a Postgraduate Nursing Education Expo was held in the WDHB Board Room for registered nurses interested in participating in postgraduate study in 2010. Forty-one Registered Nurses WDHB wide attended the expo.
- A training workshop facilitated by the CEO of Trend Care was held on 14 and 15 September.
- Hard copies of the final report on the Model of Care recommendations have now been distributed to relevant staff.

### **Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**RECEIVE THE NURSING DIRECTORATE REPORT FOR SEPTEMBER 2009**

## **8. Quality and Risk Report**

- The Hospital Advisory Committee requested separate statistics of pressure area sores developed within hospital from those presenting with them.
- Pressure area mattresses are a priority on the Capex list.
- It was acknowledged that the loss of two key senior medical staff will pose a risk until replacements are appointed.

### **Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**NOTE THE QUALITY AND RISK REPORT FOR SEPTEMBER 2009**

## **9. Human Resources September 2009**

- Stopwork meeting from SWFU last Friday. No notice of strike received yet.

### **Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**NOTE THE HUMAN RESOURCES REPORT FOR SEPTEMBER 2009**

## **10. Appendices**

- Elective Services ESPI Compliance Report – lack of a third orthopaedic surgeon has resulted in orthopaedics going “orange”. A blitz will take place in November and December.
- Year to date 53 caseweights ahead in Elective Initiative. These are all IDFs.

**11. Report Back from Public Excluded Meeting**

**Resolved:**

THAT THE HOSPITAL ADVISORY COMMITTEE:

**NOTE** THE VERBAL AMBULANCE REPORT

**12. General Business**

- A schedule of *Matters Arising* is to be included in next months Hospital Advisory Report.
- A commentary alongside balance scorecard variances was requested for future reports.

The meeting was declared closed at 2.36 pm.

\_\_\_\_\_ Chairman

\_\_\_\_\_ Date