

**Minutes of the meeting of the Members of
the Counties Manukau District Health Board Hospital Advisory Committee,
Held in the Board Room, 19 Lambie Drive, Manukau
on Wednesday 31st March 2004 at 2.00pm**

Present: Mr Lindsay Smith (Chair), Mrs Jo Cameron, Mr Ross Keenan, Dr Charles Small, Ms Maxine Moana-Tuwhangai, Dr Juliet Walker, Mr Bob Wichman,

In attendance: Mr Ian Brown, Mr Chris Fleming, Mr Ron Pearson, Mr Tony Hickmott, Mrs Christine Lockhart (Secretary)

Apologies Ms Dale Oliff, Mr Paul Cressey, Ms Pare Rauwhero

1. Welcome

The Chair welcomed Committee members. One member of the public was present.

2. Apologies

Apologies were received from Ms Dale Oliff, Mr Paul Cressey and Ms Pare Rauwhero.

3. Minutes of Previous Meeting

The minutes of the meeting held on 25th February 2004 were confirmed.

Moved Ross Keenan, **Seconded** Bob Wichman, **Carried** Unanimously

4. Matters Arising

- Janice Langlands from the Organ Donation Register will be invited to speak at the PHAC and MHAC meeting.
- Comparative information about the volume of tubal ligations will be provided to the April HAC meeting together with information about the waiting list.

5. Procedural Issues

Dr Juliet Walker advised Mrs Rione Lealaialoto was nominated by PHAC replacing Ms Ailua Fatialofa. Disclosure of Interests to be followed up with Mrs Rione Lealaialoto.

6. Board Advisory Committee Verbal updates

Members provided Advisory Committee updates.

MHAC: Ms Maxine Moana-Tuwhangai advised there is an issue with Maori Health Unit Te Matapuna Rapuora not being able to visit Womens Health and Surgical Service areas unless invited. Chris Fleming to look into this.

PHAC: Dr Juliet Walker raised a question as to whether the Dental Service is a Primary Service or Secondary Service.

CPHAC: Dr Charles Small gave an overview noting in particular discussions regarding Meningococcal B Vaccine Rollout.

7. Capital expenditure Requests

Cardiac Echocardiogram Machine

Refer to paper for details.

Resolution

The Committee recommends that the Board approve the purchase of a replacement cardiac ultrasound machine and PC review station at a cost of \$380,000.

Moved Ross Keenan, **Seconded** Bob Wichman, **Carried** Unanimously

8. Operational report

8.1 GMs' Report

The paper was taken as read.

Key issues:

- The Orthopaedic scoring tool does not recognise children with disabilities, working with MoH to define the split.
- Surgical Bus: Members expressed interest in increasing the utilisation from 1 to 2 days per month.

8.2 Financial performance

The report was taken as read.

- Budget process for 04/05 almost complete with the first draft of the DAP sent to Wellington on 15th March 2004.
- Further information to be provided regarding Admin FTE showing 16% with an explanation as to how this relates to the 10% often quoted.

8.3 Clinical/Quality Report

The report was taken as read.

Dr Ian Brown provided an update, noting the Quality Reports content were being re formatted to link into the District Annual Plan and MoH.

Template to cover key issues:

- Leadership
- People Involvement
- Redesign of Systems
- Supporting the Workforce to undertake Quality Improvement Activities
- Knowledge and Information Infrastructure
- People Protections
- Protected Quality Assurance Activities

Dr Ian Brown provided an overview on the Clinical Indicators. Ms Jo Cameron raised in regard to the Clinical Indicators and Audit Process whether there are mandatory requirements for Maori involvement. At present there is no formal requirement. Emma Bale advised there is an electronic copy of the Clinical Indicators on the CMDHB Corporate Intranet (SouthNET). Dr Pat Frengley will be attending the April Meeting.

Ms Emma Bale, Quality Manager, provided members with an overview of accreditation. Copies of the presentation were circulated to members.

Quality Health NZ (QHNZ) will be undertaking the accreditation assessment for the provider arm, assessing compliance against the national safety standards from 26th – 30th April. Ms Jo Cameron queried the Manawhenua involvement in the accreditation process.

8.4 health Alliance

Key issues:

- Payroll: the review of transition to hA resulted placing an action team and putting in place policies.
- Mr Craig Presland to present the healthAlliance Business Plan at next Board meeting.

There were no Strategic Issues under item 8.5.

The Committee resolved (moved Charles Small/seconded Bob Wichman) that the public and media be excluded from the item on Superclinic and Surgery Centre Utilisation, Manukau Surgery Centre – Private Surgery Partnership, Orthopaedic Service, National Burns, Industrial Relations and Risk Register (OPIA s 9(2)(i), Standing orders Schedule 2 cl 2(g) to enable the carrying out of commercial activities. The motion was carried unanimously.

Ms Jo Cameron left 4.05pm.

Mr Bob Wichman left 4.12pm.

The meeting was reopened to the public at 4.15 pm.

General business

Mr Charles Small advised the Committee that he would not be available to attend the April meeting.

9. Next Meeting

To be held Wednesday 28th April 2004 at 2.00pm, Kidz First Seminar Room 2, Middlemore Hospital.

The meeting closed at 4.15 pm.

Signed as a true and correct record on the 26th day of May 2004.

Chair: **Mr Lindsay Smith**

Recommendation (moved **Dr Juliet Walker**/ seconded **Mrs Maxine Moana-Tuwangai**)

The minutes of the meeting of Counties Manukau District Health Board Hospital Advisory Committee of 31st March 2004 are approved.