

NOTICE OF MEETING MINUTES

Title of meeting:	Board of Directors	Date and time:	June 26, 2018 at 2:30 p.m.
Purpose of meeting:	Public meeting	Location:	Centre de congrès Villégiature Deux Rivières Resort
Chairperson: Administrative Assistant:	Michelyne Paulin Sonia Haché-Lanteigne		
Participants			
Members			
Lucille Auffrey	√	Wes Knight	√
Pauline Bourque	√	Brenda Martin	x
Rita Godbout (Treasurer)	√	Norma McGraw	√
Gabriel Godin (Vice-Chairperson)	√	Gaitan Michaud	x
Emeril Haché	√	Jean-Marie Nadeau	√
Ex officio members			
Gilles Lanteigne	√	Dr. Nicole Leblanc	√
Leadership Team			
Gisèle Beaulieu	√	Jacques Duclos	√
Dr. France Desrosiers	√	Stéphane Legacy	√
MINUTES			

1. Call to order

The meeting was called to order at 3:00 p.m.

2. Constitution of quorum and notice of meeting

The meeting was duly called and quorum was achieved.

3. Adoption of the agenda

The agenda was presented for adoption.

MOTION 2018-06-26 / 01P

Moved by Wes Knight

Seconded by Emeril Haché

That the Board of Directors adopt the agenda.

Motion carried unanimously.

4. Disclosure of conflicts of interest

No conflicts of interest were raised.

5. Consent agenda

5.1 Adoption of consent agenda

5.2 Adoption of minutes of the April 17, 2018 meeting

5.3 Business arising from the minutes and follow-up

5.3 a) Five-year plan – prioritization of equipment requests

5.3 b) Budget surplus

5.3 c) Cybersecurity

5.4 Report by the President and Chief Executive Officer

5.5 Physicians' temporary privileges

5.6 Correspondence

The Chairperson asked the members whether certain items should be withdrawn from the consent agenda or whether all the items could be adopted as presented.

MOTION 2018-06-26 / 02P

Moved by Sonia A. Roy

Seconded by Claire Savoie

That the Board of Directors adopt the consent agenda from the June 26, 2018 public meeting.

Motion carried unanimously.

LIST OF TEMPORARY PRIVILEGES – April 4, 2018

Physician	Specialty	Category	Privilege Dates		Zone
			From	To	
BEN AMOR, Dr. Ibtihel Mouna	Medical Genetics	Associate	June 1, 2018	June 30, 2018	1B
BRADY, Dr. Jolene	Radiology	Consulting	April 28, 2018	June 30, 2018	1B
BROWN, Dr. Douglas	Radiology	Consulting	April 29, 2018	June 30, 2018	1B
BUYUKDERE, Dr. Hakan	Hematopathology	Consulting	June 9, 2018	June 30, 2018	1B
DOUGLAS, Dr. Stephen C.	Neurology	Consulting	April 1, 2018	June 30, 2018	1B
ELLIS, Dr. Ralph G.	Radiology	Consulting	April 1, 2018	June 30, 2018	1B
FOWLIE, Dr. Frank E.	Radiology	Consulting	April 8, 2018	June 30, 2018	1B
ISA, Dr. Ahaiza Diana	Orthopedics	Consulting	April 29, 2018	June 30, 2018	1B
KYDD, Dr. David	Radiology	Consulting	April 1, 2018	June 30, 2018	1B
LABERGE, Dr. Philippe	Obstetrics-Gynecology	Courtesy	May 31, 2018	June 30, 2018	1B
MOWAT, Dr. Jeffrey John	Radiology	Consulting	April 1, 2018	June 30, 2018	1B
POIRIER, Dr. André	Vascular Surgery	Consulting	April 14, 2018	June 30, 2018	1B
PRASAD, Dr. Vikash	Radiology	Consulting	April 29, 2018	June 30, 2018	1B
PUNNA, Dr. Satish	Radiology	Consulting	April 29, 2018	June 30, 2018	1B
TANG, Dr. Ying	Radiology	Consulting	April 1, 2018	June 30, 2018	1B
TRIDER, Dr. Carrie-Lee	Pediatrics	Locum	April 7, 2018	June 30, 2018	1B
VACHON-ROY, Dr. Olivier	Pathology and other Laboratory Medicine	Consulting	June 14, 2018	June 30, 2018	1B
GUEYE, Dr. Ameth	Family Practice-Emergency	Locum	June 9, 2018	June 30, 2018	4
BLANC, Dr. Mathieu	Radiology	Associate	June 4, 2018	June 30, 2018	4
LANGIS, Dr. Marie-Pier	Radiology	Locum	June 4, 2018	June 30, 2018	4
BOISVERT, Dr. Catherine	Anesthesia	Locum	April 7, 2018	June 26, 2018	6
DUMOUCHEL, Dr. Vincent	Family Practice	Locum	March 1, 2018	May 24, 2018	6
HUARD, Dr. Pascal	Anesthesia	Locum	June 15, 2018	June 30, 2018	6
IMBAULT, Dr. Gabrielle	Family Practice	Locum	April 18, 2018	June 26, 2018	6
KHEREBA, Dr. Mohamed	General Surgery	Locum	April 5, 2018	June 26, 2018	6
LAFERRIERE-LANGLOIS, Dr. Pascal	Anesthesia	Locum	April 2, 2018	June 26, 2018	6
LÉGARÉ, Dr. Jean-François	Cardiac Surgery	Consulting	April 1, 2018	June 26, 2018	6
POZEG, Dr. Zlato I.	Surgery	Consulting	April 1, 2018	June 26, 2018	6
SANDERSON, Dr. Susan	Pediatrics-Endocrinology	Consulting	April 1, 2018	June 26, 2018	6
SANDHU, Dr. Neelam	Pathology	Locum	June 20, 2018	June 30, 2018	6
TOUMA, Dr. Georges	Surgery	Locum	March 15, 2018	June 1, 2018	6

6. Committee reports

6.1 Executive Committee

No meeting of the Executive Committee had taken place since the last meeting of the Board of Directors.

6.2 Governance and Nomination Committee

Lucille Auffrey, Committee Chair, presented the report on the June 11, 2018 meeting. The following items had been raised:

- By-Laws – Medical staff section;
- Policy and procedure review;
- Terms of reference of the Professional Advisory Committee;
- Terms of reference of the Ad Hoc Committee for Hospital and Community Facility Service Delivery;
- Appointments to various committees;
- Appointment of Regional Chief of Staff;
- Appointment of Chairperson of the Professional Advisory Committee;
- Self-assessments, assessment of the Chairperson of the Board and of the chairs of the various committees, peer review;
- Various definitions;
- Ad Hoc Committee for Hospital and Community Facility Service Delivery of the Board of Directors (MOTION 2018-06-11 / 13GMC and MOTION 2018-06-11 / 14GMC).

MOTION 2018-06-26 / 03P

Moved by Lucille Auffrey

Seconded by Sonia A. Roy

That the Board of Directors receive the report on the June 11, 2018 meeting of the Governance and Nomination Committee.

Motion carried unanimously.

MOTION 2018-06-26 / 04P

Moved by Lucille Auffrey

Seconded by Sonia A. Roy

That the Board of Directors adopt the following motions from the June 11, 2018 meeting of the Governance and Nomination Committee: MOTION 2018-06-11 / 13GMC and MOTION 2018-06-11 / 14GMC.

Motion carried unanimously.

The Chairperson pointed out that adding members to the Ad Hoc Committee for Hospital and Community Facility Service Delivery could be considered as needed.

A correction to the By-Laws was requested at section C.8.0.4:

C.8.0.4 If unable to resolve the matter within ~~30~~ 60 working days of receipt of the complaint or becoming aware of any matter set out in Section C.7, the Chief of Staff may, upon consultation with the Department Head, refer the matter to the dispute resolution process with the consent of the member of the Medical Staff and if there is no consent to a formal hearing.

MOTION 2018-06-26 / 05P

Moved by Lucille Auffrey

Seconded by Anne Soucie

That the Board of Directors adopt the June 2018 By-Laws as presented – with the change to section C.8.0.4 (page 37) indicating within 60 working days rather than within 30 days of receipt of a complaint – and submit the By-Laws to the Minister of Health for approval.

Motion carried unanimously.**MOTION 2018-06-26 / 06P**

Moved by Lucille Auffrey

Seconded by Anne Soucie

That the Board of Directors adopt the By-Laws.

Motion carried unanimously.**6.3 Finance and Audit Committee**

Norma McGraw, Committee Chair, presented the report on the June 12, 2018 meeting. The following items had been raised:

- 2018–2019 budget letter;
- Action plan – Recommendations of the external auditors 2016–2017;
- Budget changes 2017–2018 (MOTION 2018-06-12 / 03FV);
- Financial statements for the year ending March 31, 2018 (MOTION 2018-06-12 / 04FV);
- Budget surplus (MOTION 2018-06-12 / 05FV);
- Auditors' report (MOTION 2018-06-12 / 06FV).

MOTION 2018-06-26 / 07P

Moved by Rita Godbout

Seconded by Jean-Marie Nadeau

That the Board of Directors receive the report on the June 12, 2018 meeting of the Finance and Audit Committee.

Motion carried unanimously.**MOTION 2018-06-26 / 08P**

Moved by Rita Godbout

Seconded by Claire Savoie

That the Board of Directors adopt the following motions from the June 12, 2018 meeting of the Finance and Audit Committee: MOTION 2018-06-12 / 03FV, MOTION 2018-06-12 / 04FV, MOTION 2018-06-12 / 05FV and MOTION 2018-06-12 / 06FV.

Motion carried unanimously.

6.4 Client Service, Quality Management and Safety Committee

Norma McGraw, Committee Chair, presented the report on the June 12, 2018 meeting. The following items had been raised:

- “Medical Assistance in Dying” Policy and Procedure;
- Update on Accreditation follow-up;
- Recommendations of review committees;
- 2017–2018 annual reports:
 - Quality and Patient Safety;
 - Risk Management;
 - Ethics Office;
 - Emergency Measures;
 - Infection Prevention and Control;
 - Application of the *Personal Health Information Privacy and Access Act*;
 - Official languages;
 - Access to information request.
- Strategic and operational scorecard (March 2018).

MOTION 2018-06-26 / 09P

Moved by Norma McGraw

Seconded by Claire Savoie

That the Board of Directors receive the report on the June 12, 2018 meeting of the Client Service, Quality Management and Safety Committee.

Motion carried unanimously.

6.5 Strategic Research and Training Committee

Pauline Bourque, Committee Chair, presented the report on the May 14, 2018 meeting. The following items had been raised:

- Summary of research activities underway as of May 7, 2018;
- Operational Plan update;
- Hiring of a manager for the Research Support Office;
- Exploration of possible academic health centre infrastructure projects;
- First meeting of the university mission advisory team;
- Terms of reference and membership of team;
- More in-depth analysis of the university mission action plan;
- Preparation of financial records for presentation to authorities;
- Official announcement – new complete residence in psychiatry;
- Department proposal on clinical learning networks.

MOTION 2018-06-26 / 10P

Moved by Pauline Bourque

Seconded by Gabriel Godin

That the Board of Directors receive the report on the May 14, 2018 meeting of the Strategic Research and Training Committee.

Motion carried unanimously.

The announcement had not had the desired effect. The Communications and Community Engagement Department will have other opportunities in future to promote the importance of this file.

6.6 Medical Advisory Committee

Dr. Nicole LeBlanc presented her report as Regional Chief of Staff. The following items had been raised:

- Privilege reappointment process;
- Working group – assessment of physicians’ competencies;
- Revision of By-Laws;
- Harmonization of medical complaint processes;
- Operationalization of regional medical structure;
- Appointment of Chief of Staff of the Restigouche Zone, Dr. Catherine Benoit;
- Thanks expressed to Dr. Simon Racine, Chief of Staff of the Restigouche Zone (Acting);
- Privileges granted to clinical medical interns and medical learners for 2018–2019;

- Annual appointment of local chiefs of staff.

Dr. LeBlanc, as Committee Chairperson, also presented the report on the June 5, 2018 meeting. The following items had been raised:

- Reports presented to the MAC members:
 - Recommendations: Regional working group on medical competencies of physicians trained abroad without Canadian licensure;
 - Professional Advisory Committee (PAC) report;
 - 2017–2018 annual report on medical complaints.
- Working group: Medical competencies of physicians trained abroad without Canadian licensure;
- Approval of policies and forms;
- Revision of By-Laws;
- Merged Ophthalmology Department;
- Requests for privileges and for changes to privileges;
- Requests for privileges – Beauséjour Zone, Northwest Zone, Restigouche Zone and Acadie-Bathurst Zone;
- Requests for changes to privileges – Beauséjour Zone and Restigouche Zone:
 - 2018–2020 privilege reappointment table.
- Granting of privileges for courtesy medical staff from Horizon Health Network;
- Appointments:
 - Department heads;
 - Local/provincial committees;
 - Appointment – RMAC member, psychiatry sector;
 - Renewal of terms of RMAC members;
 - Annual renewal of RMAC members;
 - Annual renewal of LMAC members.

MOTION 2018-06-26 / 11P

Moved by Pauline Bourque

Seconded by Lucille Auffrey

That the Board of Directors receive the report on the June 5, 2018 meeting submitted by the Regional Chief of Staff and Chair of the Medical Advisory Committee.

Motion carried unanimously.

MOTION 2018-06-26 / 12P

Moved by Lucille Auffrey

Seconded by Denis M. Pelletier

That the Board of Directors adopt the following motions: MOTION 2018-06-05 / 02CMC, MOTION 2018-06-05 / 03CMC, MOTION 2018-06-05 / 04CMC, MOTION 2018-06-05 / 05CMC, MOTION 2018-06-05 / 06CMC, MOTION 2018-06-05 / 08CMC, MOTION 2018-06-05 / 09CMC, MOTION 2018-06-05 / 10CMC, MOTION 2018-06-05 / 12CMC, MOTION 2018-06-05 / 13CMC, MOTION 2018-06-05 / 16CMC, MOTION 2018-06-05 / 17CMC, MOTION 2018-06-05 / 18CMC, MOTION 2018-06-05 / 19CMC, MOTION 2018-06-05 / 20CMC, MOTION 2018-06-05 / 21CMC, MOTION 2018-06-05 / 22CMC, the list of clinical medical interns and medical learners for 2018–2019 as presented, and the appointment of chiefs of staff for 2018–2019, all from the June 5, 2018 meeting of the Medical Advisory Committee.

Motion carried unanimously.

6.7 Professional Advisory Committee

Janie Lévesque, Committee Chair, presented the report on the May 8 and June 5, 2018 meetings. The following items had been raised:

- Update of terms of reference of the Professional Advisory Committee (PAC) (MOTION 2018/05/08 03CPC);
- Reappointment of PAC members (MOTION 2018/05/08 04CPC, MOTION 2018/05/08 05CPC, MOTION 2018/05/08 06CPC and MOTION 2018/05/08 07CPC);
- Policy: Directive: Bronchodilator Administration (Justin Morris) (MOTION 2018/05/08 08CPC);
- Appointment of new members to the Regional Abbreviations Committee (MOTION 2018/05/08 09CPC);
- Documentation standards (MOTION 2018/05/08 10CPC);
- Policy (draft): Directive – Spirometry (MOTION 2018/06/05 03CPC);

- Presentation of the following reports:
 - Report on record audits;
 - Information notes.

MOTION 2018-06-26 / 13P

Moved by Sonia A. Roy

Seconded by Rita Godbout

That the Board of Directors receive the report on the May 8 and June 5, 2018 meetings of the Professional Advisory Committee.

Motion carried unanimously.

MOTION 2018-06-26 / 14P

Moved by Sonia A. Roy

Seconded by Norma McGraw

That the Board of Directors adopt the following motions: MOTION 2018/05/08 03CPC, MOTION 2018/05/08 04CPC, MOTION 2018/05/08 05CPC, MOTION 2018/05/08 06CPC, MOTION 2018/05/08 07CPC, MOTION 2018/05/08 08CPC, MOTION 2018/05/08 09CPC, MOTION 2018/05/08 10CPC and MOTION 2018/06/05 03CPC, all from the May 8 and June 5, 2018 meetings of the Professional Advisory Committee.

Motion carried unanimously.

7. Other items

7.1 Transparency framework

The Transparency and Openness Framework for the Communication and Publication of Results (the “Framework”), adopted by the Board of Directors in March 2016, covered the two-year period from 2016 to 2018 and was accompanied by a roadmap for each year. The Framework set out the major principles through which the Network sought to make increasing amounts of information available to New Brunswickers.

As planned in the Framework, the Network’s management issued regular reports (in December 2016 and December 2017) on the progress achieved implementing the objectives contained in the roadmaps.

The Director of Communications and Community Engagement, Jean-René Noël, gave a brief update on the most recent progress in implementing the 2017–2018 roadmap accomplished since last December. The next roadmap, which will be for the years 2017 to 2019, will be presented at the next Board of Directors meeting this fall.

7.2 Ophthalmology

Dr. France Desrosiers presented the Ophthalmology Department file to obtain the Board of Directors’ approval to merge the ophthalmology departments of zones 5 and 6.

MOTION 2018-06-26 / 15P

Moved by Jean-Marie Nadeau

Seconded by Pauline Bourque

That the Board of Directors approve the steps to reorganize ophthalmology services by merging the departments of the Restigouche and Acadie-Bathurst zones.

Motion carried unanimously.

7.3 Announcement of new radiography units at the Tracadie-Sheila Hospital

The Tracadie-Sheila Hospital will soon be equipped with new general digital radiography units. The purchase and installation of the new equipment represent investments in the order of \$655,000. The current units in the Tracadie facility have come to the end of their useful life and require replacement. The population served by the Tracadie-Sheila Hospital will now have reliable, cutting-edge technology at their disposal. The hospital facility will be equipped with a new fixed general radiography unit as well as a mobile unit yielding excellent image quality that can be used in the Emergency Department or directly at the bedside of inpatients.

These units will produce more precise digital images, will be easier to use than the old models, and will allow health professionals to perform more effective and efficient examinations. The new fixed unit has a number of functionalities that will provide patients with faster and more comfortable service and reduce

the amount of radiation emitted by each examination. It is more ergonomic, which will make it easier for the technologists to do their work and safer for patients, especially those with reduced mobility. The mobile unit has already been on site and operational for a few weeks and is producing excellent results.

8. Documentation for members

Two relevant articles were given to members for consideration:

- *Caring for the Caregivers – Why Focusing on Professional Burnout Is Not Enough* (Claire Savoie);
- *The Critical Role of Clinical Leaders – Transforming Care Today and Tomorrow* (Johanne Roy).

The article *Caring for the Caregivers – Why Focusing on Professional Burnout Is Not Enough* was submitted by Claire Savoie. Ms. Savoie summarized the article. Johanne Roy summarized the article *The Critical Role of Clinical Leaders – Transforming Care Today and Tomorrow*. The members of the Board of Directors were invited to suggest articles for future meetings.

9. Patient experience history

No patient experience history was presented at the meeting.

10. Community relations / services provided

There was no presentation during the meeting on community relations or services provided.

11. Adjournment

Pauline Bourque moved to adjourn the meeting at 4:15 p.m.

12. Evaluation of meeting

The members of the Board of Directors were invited to complete the meeting evaluation form.

13. Opportunity for comments from the public

Members of the public had the opportunity to make comments.

Michelyne Paulin, CPA, CGA
Chairperson of the Board of Directors

Gilles Lanteigne, Ph.D.
Secretary of the Board of Directors