



**Minutes of Hospital Authority
Administrative & Operational Meeting
held on Thursday 25 January 2024 at 2:30 pm
in Conference Hall, 2/F, HA Building, 147B Argyle Street, Kowloon**

Present :

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| Mr Henry FAN Hung-ling, SBS, JP | (Chairman) |
| Mr Thomas CHAN Chung-ching, JP Permanent Secretary for Health | (via web conference) |
| Prof Francis CHAN Ka-leung, SBS, JP | |
| Mr Lawrence CHAN Man-yiu | (via web conference) |
| Prof CHAN Wai-yee | |
| Ms Margaret CHENG Wai-ching, JP | |
| The Hon Duncan CHIU | (via web conference) |
| Ms Anita FUNG Yuen-mei, BBS, JP | (via web conference) |
| Mr Ambrose HO, SBS, SC, JP | (via web conference) |
| Ms Maisy HO Chiu-ha, BBS | (via web conference) |
| Ms Mary HUEN Wai-yi, JP | (via web conference) |
| Mr JAT Sew-tong, SBS, SC, JP | (via web conference) |
| Dr Tony KO Pat-sing, JP Chief Executive | |
| Dr Ronald LAM Man-kin, JP Director of Health | (via web conference) |
| Mrs Sylvia LAM YU Ka-wai, SBS | (via web conference) |
| Prof LAU Chak-sing, BBS, JP | (via web conference) |
| Dr LEUNG Wing-cheong | |
| Mr Charles NG Ting-chau Representing Deputy Secretary for Financial Services and the Treasury (Treasury)1 | (via web conference) |

Prof David SHUM Ho-keung

Mr Henry TONG Sau-chai, MH, JP *(via web conference)*

Mr Philip TSAI Wing-chung, BBS, JP

Mr Anthony TSANG Hin-fun

Mr WAN Man-yea, BBS, JP

Ir Billy WONG Wing-hoo, BBS, JP

Mr Andy LAU *(Secretary)*
Head of Corporate Services

Absent with :
apology
(*Out of
Hong Kong)

Mr CHAN Wing-kai

Prof Agnes TIWARI Fung-yea

* Dr Thomas TSANG Ho-fai, BBS

In attendance :

Ms Anita CHAN
Director (Finance)

Dr Eric CHEUNG *(via web conference)*
Cluster Chief Executive (Kowloon Central)

Dr N T CHEUNG
Head of Information Technology and Health
Informatics

Dr W K CHING
Director (Strategy and Planning)

Dr K H LAU *(via web conference)*
Deputising Cluster Chief Executive (Hong
Kong East)

Dr C B LAW *(via web conference)*
Cluster Chief Executive (Kowloon West)

Dr Theresa LI *(via web conference)*
Cluster Chief Executive (Hong Kong West)

Mr David MAK
Head of Human Resources

Mr Jeremiah NG
Chief Internal Auditor

Dr N C SIN
Deputising Cluster Chief Executive
(New Territories East)

Dr Simon TANG
Director (Cluster Services)

Dr Michael WONG
Director (Quality and Safety)

Dr WONG Yiu-chung
Cluster Chief Executive (New Territories West) *(via web conference)*

Dr Deacons YEUNG
Cluster Chief Executive (Kowloon East) *(via web conference)*

Mr Frankie YIP
Chief Manager (Corporate Communication)

Mr Simon CHENG
Chief Manager (Staff Development & Wellbeing)
[For discussion of AOM Paper No. 1925]

Mr Ambrose LAU
Chief Manager (HR Policy & System)
[For discussion of AOM Paper No. 1926 and report on Senior Executive
Appointments under Any Other Business]

Mr Kevin CAI
Chief Information Officer
[For discussion of AOM Paper No. 1927]

Dr Nicole CHAU
Senior Manager (Patient Safety & Risk Management)
[For discussion of AOM Paper No. 1928]

Ms Natalia LI
Chief Manager (Boards & General)

Ms Michele LIU
Senior Manager (Boards & Support)

Ms Joanna KOO
Manager (Boards & Support)

In attendance : Dr Dicken CHAN
(Attachees of Associate Consultant, Ap Lei Chau General Out-patient Clinic
the Corporate
Exposure
Programme)

Dr May CHAN
Senior Pharmacist, Tseung Kwan O Hospital

Ms Carol FAN
Senior Pharmacist, Pamela Youde Nethersole Eastern Hospital

Dr Eleanor LEE Wei-sze
Deputy Hospital Coordinator (Quality & Safety) / Consultant (Medicine),
North District Hospital

Mr POON Chung-leung
Department Operation Manager (Pulmonary & Palliative Care Service),
Haven of Hope Hospital

Dr O M WONG
Associate Consultant (Ophthalmology), Hong Kong Eye Hospital

Declaration of Interest

The Chairman invited Members to declare conflict of interest, if any, arising from the agenda items of, or discussion at, the meeting. There was no declaration from Members.

**Appointment of Director (Development and Works)
(Confidential AOM Paper No.1925 – tabled at the meeting)**

[Note: This item was not attended by the Hospital Authority (HA) executives, except Dr Tony KO, Mr David MAK and Mr Simon CHENG.]

(The detailed deliberations were separately recorded in paragraph 2.)

(Other HA executives joined the meeting after this item.)

Vote of Thanks

3. The Chairman expressed a sincere vote of thanks to Prof Francis CHAN for his tremendous contributions to the HA Board in the past 11 years, and HA looked forward to his continued support to HA in serving the community after his retirement from the HA Board on 1 February 2024.

Welcome Remarks

4. The Chairman welcomed the six sit-in colleagues, who were attachees from the Medical, Nursing and Allied Health Grades under the Corporate Exposure Programme of the HA Head Office.

Confirmation of Minutes

5. The draft minutes of the last Administrative & Operational Meeting (AOM) held on 21 December 2023 were confirmed without amendment.

Matters Arising

6. There was no outstanding item arising from the minutes of the last meeting.

**Enhancement on Locum Recruitment
(Confidential AOM Paper No.1926)**

(The subject was discussed and Members approved the proposed new rank of Consultant Specialist (Locum) and the corresponding revision of the pay package of locum specialists in HA. The detailed deliberations were separately recorded in paragraphs 7 to 10.)

**Incorporation of the Hospital Authority Body Corporate (EH Plus Digital Technology Limited)
(Confidential AOM Paper No.1927)**

(The subject was discussed and the detailed deliberations were separately recorded in paragraphs 11 to 16.)

(Mr Henry TONG joined the meeting at this juncture.)

**Annual Report on Sentinel and Serious Untoward Events
(AOM Paper No.1928)**

17. Dr Nicole CHAU outlined the Annual Report on Sentinel and Serious Untoward Events from October 2022 to September 2023 in HA, the ongoing risk reduction measures and the new initiatives planned for 2024 to enhance surgical safety, medication safety, infusion pump risk reduction and tourniquet safety in particular. Details were set out in the paper and the slides distributed to Members.

18. During the reporting period, there were a total of 19 Sentinel Events (SEs) and 78 Serious Untoward Events (SUEs) reported in HA. The 19 reported SEs were equivalent to the SE incident rate of 0.9 SE per 1 000 000 episodes of patient attendances / discharges and deaths. It was noted that the SUE incident rate had remained relatively stable, and the SE incident rate had reached a ten-year low. “Retained instruments or other material after surgery / interventional procedure” remained the most prevalent category of SE cases (74%).

19. Dr Nicole CHAU informed Members that according to the latest categorisation of one SE case, the number of “death of an in-patient from suicide (including home leave)” was revised from three (as set out in paragraph 10 of the paper) to four, representing a suicide rate of 0.21 (instead of 0.16 as stated in the paper) per 100 000 in-patient admissions.

20. In reply to Prof David SHUM’s enquiry on similar reporting in other countries for benchmarking, Dr Nicole CHAU said that information on international SE reporting was included in the full Annual Report on SE and SUE to be published.

21. Members noted the SE and SUE report, the ongoing risk reduction measures and the way forward.

**Progress Reports of Committees of the Hospital Authority Board
(Restricted AOM Paper No.1929)**

(without presentation)

22. Members noted the key agenda items discussed by Executive Committee (EC) and Human Resources Committee in January 2024; and the detailed progress reports from Supporting Services Development Committee, EC, Medical Services Development Committee, Finance Committee, Audit and Risk Committee, Information Technology Services Committee, Public Complaints Committee and Main Tender Board in November and December 2023.

Any Other Business

Senior Executive Appointments

23. Members noted the following appointments:

- (a) Dr Jeffery LAI Cing-hon (黎靖匡醫生), currently Chief Manager (Clinical Effectiveness & Technology Management), as Chief Manager (Quality & Standards) with effect from 1 February 2024;
- (b) Dr Venus SIU Wing-size (蕭詠詩醫生), currently, Chief Manager (Quality & Standards), as Chief Manager (Clinical Effectiveness & Technology Management) with effect from 1 February 2024; and
- (c) Mr Simon CHENG Wai-kin (鄭偉健先生), previously Senior Manager (Training & Development), as Chief Manager (Staff Development & Wellbeing) with effect from 8 January 2024.

Date of Next Meeting

24. The next AOM was scheduled for Thursday, 29 February 2024 at 2:30 pm in the Conference Hall, HA Building.

25. There being no other business, the meeting was adjourned at 3:15pm.