



**Minutes of Hospital Authority  
Administrative & Operational Meeting  
held on Thursday 28 June 2018 at 2:30pm  
in Conference Hall, 2/F, HA Building, 147B Argyle Street, Kowloon**

Present : Prof John LEONG Chi-yan, SBS, JP (Chairman)

Mr William CHAN Fu-keung, BBS

Dr Constance CHAN Hon-ye, JP  
Director of Health

Prof Francis CHAN Ka-leung, JP

Mr David FONG Man-hung, BBS, JP

Mr Andrew FUNG Hau-chung, BBS, JP

Mr Lester Garson HUANG, SBS, JP

Dr KAM Pok-man, BBS

Mrs Ann KUNG YEUNG Yun-chi

Mr Daniel LAM Chun, SBS, JP

Mr Quinton LAM Chun-ki

Mr Franklin LAM Fan-keung, BBS

Mr Stephen LEE Hoi-yin

Prof Diana LEE Tze-fan, JP

Ms Linda LEUNG Ka-ying  
Representing Permanent Secretary for Food and Health (Health)

Dr P Y LEUNG, JP  
Chief Executive

Mr Ivan SZE Wing-hang, BBS

Mr WONG Kwai-huen, BBS, JP

Ms Priscilla WONG Pui-sze, BBS, JP

Prof Maurice YAP Keng-hung, JP

Ms Carol YUEN Siu-wai, JP  
Deputy Secretary for Financial Services and the Treasury  
(Treasury)<sup>1</sup>

Miss Margaret CHEUNG (Secretary)  
Head of Corporate Services

Absent with :  
apology  
(\*Out of HK)

\* Ms Lisa LAU Man-man, BBS, MH, JP

Prof Gabriel Matthew LEUNG, GBS, JP

Prof Raymond LIANG Hin-suen, SBS, JP

Dr LO Wai-kwok, SBS, MH, JP

\* Mr Jason YEUNG Chi-wai

\* Mr Charlie YIP Wing-tong

In attendance :

Ms Anita CHAN  
Director (Finance)

Dr N T CHEUNG  
Head of Information Technology and Health Informatics

Dr K L CHUNG  
Director (Quality and Safety)

Dr Tony KO  
Director (Cluster Services)

Dr LAM Ming  
Representing Cluster Chief Executive (New Territories West)

Dr C C LAU  
Cluster Chief Executive (Hong Kong East)

Dr Theresa LI  
Head of Human Resources

Dr C Y MAN  
Deputising Cluster Chief Executive (New Territories East)

Dr Christina MAW  
Representing Director (Strategy and Planning)

Dr Desmond NGUYEN  
Representing Cluster Chief Executive (Kowloon Central)

Dr K S TANG  
Representing Cluster Chief Executive (Hong Kong West)

Dr K T TOM  
Cluster Chief Executive (Kowloon East)

Dr Doris TSE  
Cluster Chief Executive (Kowloon West)

Mr Frankie YIP  
Chief Manager (Corporate Communication)

Mr David MAK  
Chief Manager (Human Resources)1  
[For discussion of AOM Paper No. 1388]

Ms Beverley NG  
Senior Manager (Staff Communication & Corporate Human Resources)  
[For discussion of AOM Paper No. 1389]

Dr Ian CHEUNG  
Chief Manager (Cluster Performance)  
[For discussion of AOM Paper No. 1390]

Ms Anna LEE  
Chief Pharmacist  
[For discussion of AOM Paper No. 1391]

Dr S H LIU  
Chief Manager (Infection, Emergency & Contingency)  
[For discussion of AOM Paper No. 1392]

Mr Andy LAU  
Chief Manager (Boards & General)

Ms Josephine CHAN  
Manager (Boards & Support)

Ms Michele LIU  
Manager (Boards & Support)

In attendance : Dr AU Ka-fai  
(Attachees of Associate Consultant, Intensive Care Unit, Kwong Wah Hospital  
the Corporate Development Programme)  
Ms Elaine LEUNG  
Nurse Consultant, Diabetes Centre, Queen Mary Hospital

Ms Julie LI  
Cluster General Manager (Administrative Services), Hong Kong  
East Cluster

Ms S W TANG  
Department Operations Manager, Department of Medicine &  
Rehabilitation, Tung Wah Eastern Hospital

Dr Peter WAN  
Health Informatician, Clinical Systems, Information Technology  
and Health Informatics Division, HAHO

**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.

**Welcome Remarks**

2. The Chairman welcomed the five sit-in colleagues, who were attachees from Medical, Nursing and Administrative disciplines under the Corporate Development Programme of HA Head Office.

**Confirmation of Minutes**

3. The draft minutes of the last Administrative and Operational Meeting (AOM) held on 24 May 2018 were confirmed with amendments separately recorded.

**Matters Arising**

**Papers Approved via Circulation**

4. Members were informed that the following two papers were approved by the Board on 27 June 2018 after circulation:

- (a) AOM Paper No. 1386 on “2018/19 Annual Pay Adjustment of the Hospital Authority”; and
- (b) AOM Paper No. 1387 on “Membership of the Trust Board of the Hospital Authority Provident Fund Scheme”.

**Review on the Rates of Continuous Night Shift Scheme Allowance (Confidential AOM Paper No.1388)**

(This subject was discussed and Members approved the proposed annual revision mechanism of the rates of allowance for Continuous Night Shift Scheme according to the Annual Pay Adjustment of HA with effect from 2018. The detailed deliberations were separately recorded in paragraphs 5 to 7.)

**Consultancy Study for the Proposed Scope of Responsibilities as well as the Job Evaluation for a Full-time Head of Information Technology and Health Informatics Division (Confidential AOM Paper No.1389)**

(This subject was discussed and Members approved the proposal for engaging an external consultant to review the scope of responsibilities of a full-time Head of Information Technology and Health Informatics

**Action by**

Division of HA and conduct the related job evaluation exercise. The detailed deliberations were separately recorded in paragraphs 8 to 15.)

**Chief Executive's Progress Report on Key Performance Indicators (AOM Paper No. 1390)**

(This subject was discussed and Members noted the key performance indicators (KPIs) report of HA covering KPIs of clinical services, human resources and financial performance for the period ended March 2018; and endorsed the two Non-Eligible Person waiver cases involving a total of \$3.8 million. The detailed deliberations were separately recorded in paragraphs 16 to 20.)

**Progress Update on Implementation of the Recommendations of the Director of Audit's Report on Hospital Authority's Drug Management (Restricted AOM Paper No. 1391)**

(This subject was discussed and Members noted HA's actions in response to the recommendations of the Director of Audit Report No. 67, Chapter 5 on Drug Management of HA and the completion of the implementation. The detailed deliberations were separately recorded in paragraphs 21 to 25.)

*(Mr WONG Kwai-huen joined the meeting at this juncture.)*

**Policy Framework for Hospital Authority Staff Joining Emergency Response Operations Outside Hong Kong (AOM Paper No. 1392)**

26. Dr S H LIU briefed Members on the policy framework for HA staff joining Government-led Emergency Response Operations Outside Hong Kong (EROOHK). The salient points were summarised below:

- (a) The Government had established the EROOHK Three-tier Response System for external emergencies, providing necessary assistance to Hong Kong residents who were in distress and caught within the areas of the external emergency. Under the Tier Three Response system, HA, among other Government bureaux and departments, might be required to participate in the overall response operations as directed/coordinated by the Food and Health Bureau (FHB).
- (b) The HA EROOHK Support Team (the Team) was first set up in 2004 and had participated in various overseas operations. To ensure continuity of HA's support to the Government in EROOHK, HA had established and adopted the policy framework since 1 January 2018.

**Action by**

- (c) The Team primarily comprised doctors and nurses from AED and Clinical Psychologists (CPs) who were recruited annually through nominations by Cluster Chief Executives (CCEs) / Hospital Chief Executives (HCEs) at the hospital level, and the Corporate Clinical Psychology Services (CCPS) at the Head Office level. Support from other specialties, if required after on-site assessment, would be sought from the relevant Coordinating Committee(s) / Central Committee(s) as deemed necessary.
- (d) Relating to deployment of staff, Members were informed that the participating staff would be compensated in accordance with prevailing statutory and HA policy requirements of Rest Day/ Statutory Holiday/ Public Holiday as appropriate and provided with additional insurance coverage. Training sessions would be arranged in cooperation with Accident & Emergency Training Centre, CCPS and other relevant parties to share experience and address issues concerned during dispatch.
- (e) HA's Head Office Major Incident Control Centre played a crucial role in HA's participation in EROOHK, including seeking management advice on directive on HA's response, serving as the central hub in HA for information dissemination and coordination of HA's overall response, arranging staff deployment, liaising with relevant Government departments in providing relevant logistic support, maintaining close communication with and providing support to dispatched staff during operations, and organising debriefing sessions for participating staff upon their return.

**Progress Reports of Committees of the Hospital Authority Board (Restricted AOM Paper No. 1393)**

27. Through the AOM paper, Members noted the items discussed by the Executive Committee, Audit and Risks Committee, Human Resources Committee (HRC), Medical Services Development Committee (MSDC) and Supporting Services Development Committee in their respective meetings conducted in June 2018; and the detailed progress reports from the Finance Committee, HRC, Information Technology Services Governing Committee, Main Tender Board, MSDC and Public Complaints Committee on their meetings conducted in April to June 2018.

**Any Other Business**

Senior Executive Appointment

28. Members noted the appointment of Dr Vivien CHUANG Wai-man (莊慧敏醫生), currently Senior Manager (Infection, Emergency & Contingency) / Associate Consultant (Chief Infection Control Officer Office) of Quality & Safety Division (Q&S), as Chief Manager (Infection, Emergency and Contingency) of Q&S with effect from 1 August 2018.

Visit to the Television Broadcasts Limited

29. Members were reminded that a visit to the Television Broadcasts Limited was arranged for Board Members on 24 July 2018.

Vote of Thanks

30. The Chairman expressed a sincere vote of thanks to Dr C C LAU, CCE (Hong Kong East) [CCE(HKE)], for his invaluable contributions to public healthcare services in Hong Kong in the past 36 years. Dr Lau would start his pre-retirement leave on 30 June 2018 before retirement from HA on 1 October 2018.

31. Vice Dr Lau, Dr C C LUK would take up the appointment as CCE(HKE) and HCE(Pamela Youde Nethersole Eastern Hospital [PYNEH] / St John Hospital [SJH] / Wong Chuk Hang Hospital [WCHH]) with effect from 1 October 2018. Members also noted the following deputising arrangements in the interim during Dr Lau's pre-retirement leave period from 1 July 2018 to 30 September 2018:

- (b) Dr Beatrice CHENG, HCE of Cheshire Home, Chung Hom Kok & Ruttonjee & Tang Shiu Kin Hospitals & Tung Wah Eastern Hospital, would deputise as CCE(HKE);
- (c) Dr C N TANG, Deputy HCE (DHCE) of PYNEH, Dr Loletta SO, DHCE(PYNEH), Dr K Y PANG, DHCE(PYNEH), would deputise as HCE(PYNEH) in respective periods;
- (d) Dr Bernard KONG, Consultant(Medicine) of WCHH would deputise as HCE(WCHH); and
- (e) Dr Peter CHEE, DHCE(SJH) would deputise as HCE(SJH).



**Action by**

**Date of Next Meeting**

32. The next AOM was scheduled for Thursday 26 July 2018 at 2:30 p.m. in the Conference Hall, HA Building.

33. There being no other business, the meeting was adjourned at 3:35 pm.

Hospital Authority  
AOMMINUTES\202  
MC/AL/JC/wm  
16 July 2018