|  |  |
| --- | --- |
| *“you may insert logo here”* | **COMMITTEE NAME** |
| **Health Service/Organisation Name** | **TERMS OF REFERENCE** |

### GOVERNING BODY

### insert Governing Body here and if there are any delegations

### PURPOSE

The Committee Name has been established to insert purpose here

**FUNCTIONS**

The functions of the Committee Name, in accordance with Section 7(2)(c) of the *Health Services (Quality Improvement) Act 1994*,include:

* **Assessment and Evaluation** - to assess and evaluate the quality of health services, including the review of clinical practices;
* **Reporting and Recommending** - to report and make recommendations to its governing body concerning health services; and
* **Monitoring and Implementation** - to monitor and implement recommendations.

[*The above points should be used as a guideline. Committees should include additional specific functions* ***in accordance with Section 7(2)(c)****.*

*[A registered committee that investigates SAC 1 clinical incidents under the State qualified privilege scheme must ensure that this function is clearly outlined in the committee’s terms of reference]*

## MEMBERSHIP

The following positions form the core of the Committee Name:

|  |
| --- |
| **POSITION** |
| Surgical Representative |
| Medical Representative |
| Director of Medical Services |
| Quality Coordinator |
| Risk Management Coordinator |
|  |

The Committee Name may call upon experts from time to time to assist them to carry out the functions of the committee and they will be made aware of their responsibilities and obligations in respect to Qualified Privilege.

Members will be appointed by insert process.

The Minister for Health will be advised of any changes to the constitution of membership, and these changes will be documented and approved by the governing body.

**QUORUM**

A quorum comprises 50% of appointed members.

**FREQUENCY**

The Committee Name will meet frequency of meetings

[*minimum of quarterly meetings*]

### REPORTING STRUCTURE AND PROCESS

In compliance with Regulation 8 of the *Health Services (Quality Improvement) Regulations 1995,*where a matter is referred to a Committee by the governing body by which it is establishedthe Committee Name will submit a report on that matter to the governing body at the completion of the assessment or evaluation of the matter or at such an earlier time as so directed by the governing body.

In compliance with Regulation 9 of the *Health Services (Quality Improvement) Regulations 1995,*the Committee Name will make available a report to the public at least once in each period of 12 months, via insert how how/where they will be made available

In compliance with Regulation 10 of the *Health Services (Quality Improvement) Regulations 1995*, the Committee Name will report annually to the Minister for Health.

[It is optional for the “Committee” to make reports available to other bodies (eg. Executive Group) and these should be included in the TOR. Information should be aggregated and only released in accordance with the Health Services (Quality Improvement) Standards 1994].

#### INFORMATION MANAGEMENT

All members of the Committee Name will comply with the information management policy attached to the terms of reference.

[*An information management policy (please attach to Terms of Reference) should be adopted and maintained by each declared Committee. This policy requires that members, and employees or persons assisting the Committee or activity agree to comply with the Committee or activity’s information management policy.*]

**RECORDING OF PROCEEDINGS**

Where practicable, the agenda together with reports and documents that relate to the Committee Name, will be forwarded to members in sufficient time to enable consideration prior to meetings.

Accurate Minutes will be kept of each meeting of the Committee Name. The Minutes of a meeting shall be submitted to committee members for ratification at the next subsequent meeting of the Committee. When confirmed, the Minutes shall be signed by the Chairperson.

##### OBLIGATIONS OF COMMITTEE MEMBERS AND PERSONS ASSISTING THE COMMITTEE

All members of the Committee Name will:

* receive a copy of the *Health Services (Quality Improvement) Act 1994;*
* receive a copy of the *Health Services (Quality Improvement) Regulations 1995;*
* receive a copy of the Standards accompanying the *Health Services (Quality Improvement) Act 1994;*
* comply with the Committee’s terms of reference;
* declare conflicts of interest at the commencement of each meeting; and
* be prepared to sign a declaration indicating they have read, understand and agree to comply with the legislation.

All persons assisting the Committee Name will:

* be prepared to sign a declaration indicating they have read, understand and agree to comply with the legislation.