



**SAFETY & QUALITY
IN
WESTERN AUSTRALIA**

**Terms of Reference
Western Australian Council for Safety and Quality in Health Care**

1. NAME

The Council shall be known as the **Western Australian Council for Safety and Quality in Health Care**.

2. ORIGIN

A permanent Western Australian Council for Safety and Quality in Health Care was established in 2002 to provide high-level strategic advice to the Director General of Health and the Minister for Health on system-wide safety and quality issues.

3. PURPOSE

The role and function adopted by the Western Australian Council for Safety and Quality in Health Care includes:

- monitoring and evaluating the standard of safety and quality of the services within the WA health system;
- providing strategic direction for quality improvement in WA; and
- providing an expert forum for safety and quality development in WA.

4. ACCOUNTABILITY

The Western Australian Council for Safety and Quality in Health Care is accountable to the Minister for Health via the Director General, Department of Health.

5. RESPONSIBILITIES

The role and function of the Western Australian Council for Safety and Quality in Health Care is to:

- (a) provide a leadership role in continuous improvement in safety and quality of health care in Western Australia and facilitate the implementation of the WA Strategic Plan for Safety and Quality in Health Care 2008-2013;
- (b) work collaboratively with all sections of the WA health system including the Clinical Senate, Clinical Networks, State Health Executive Forum and Area Health Services to facilitate an integrated approach to addressing safety and quality issues in health care;
- (c) monitor and evaluate initiatives implemented under the WA Strategic Plan for Safety and Quality in Health Care 2008-2013;

- (d) systematically review and evaluate trended performance data and use it to identify issues, track changes and develop recommendations for the Office of Safety and Quality in Healthcare to implement;
- (e) monitor, oversee and evaluate the standard of safety and quality of services provided by the WA health sector;
- (f) analyse issues and information about systemic safety and quality issues, make recommendations on strategies for system improvement, and facilitate quality improvement and risk management activities as appropriate;
- (g) promote system wide strategies that will enable and support the pursuit of evidence-based high quality health service practices at the local level;
- (h) promote and encourage a strong consumer role in continuous improvement of the quality of health care in Western Australia;
- (i) facilitate implementation of the recommendations of the Australian Commission on Safety and Quality in Health Care, where appropriate for WA;
- (j) provide expert advice on safety and quality issues to the Minister for Health and the Director General, Department of Health as required; and
- (k) form working groups and commission other activities, as necessary, in response to emerging safety and quality issues in WA.

5.1 Reporting

On an annual basis, during the life of the WA Council for Safety and Quality in Health Care, report to the Minister for Health, via the Director General, Department of Health:

- achievements during the past year;
- plans for the coming year;
- progress on implementation of the Council's work plan and timelines; and
- specific focus areas as requested by the Director General, Department of Health.

5.2 Communication and Transparency

The discussions, resolutions, and documents of the Council shall be made publicly available. Any requirement for confidentiality must be otherwise specified.

6. MEMBERSHIP

The office-bearers of the WA Council for Safety and Quality in Health Care shall be:

- (a) the position of Chairman;
- (b) the position of Deputy-Chairman, to be filled by the Chief Medical Officer, WA Department of Health
- (c) the position of Chairman-elect;
- (d) Up to five Ex-officio members of the WA Department of Health in addition to the Chairman, these positions shall include:
 - (i) the Chief Psychiatrist
 - (ii) the Chief Nurse
 - (iii) the Chief Health Professions Officer
 - (iv) the Manager, Licensing Standards and Review Unit; and
 - (v) the Director of the Office of Safety and Quality in Healthcare.
- (e) the position of past-Chairman (as required)
- (f) Up to 15 Full Members of the Council appointed by the Director General, Department of Health.

- (g) both Managers from the Office of Safety and Quality in Healthcare (Clinical Safety and Risk, and Clinical Quality) are to participate as non-voting observers

The Chairman of the Western Australian Council for Safety and Quality in Health Care shall be appointed by the Director General, Department of Health for a three-year tenure.

The position of Chairman shall, upon the retirement/resignation of the incumbent Chairman, be assumed by the person who occupies the office of Chairman-elect.

The Chairman may at the retirement/expiration of his/her term of office continue to serve on the WA Council for Safety and Quality in Health Care as Past-Chairman for up to one year.

Full Members of the Western Australian Council for Safety and Quality in Health Care shall be appointed by the Director General, Department of Health for a three-year tenure.

The Director General may amend the membership of the Western Australian Council for Safety and Quality in Health Care at any time.

The Chairman of the Western Australian Council for Safety and Quality in Health Care may co-opt persons to temporary membership as required.

Any update(s) to the membership of the Western Australian Council for Safety and Quality in Health Care will be minuted.

6.1 Recruitment and payment of members

The Western Australian Council for Safety and Quality in Health Care will have broad representation including consumer and carer representatives. The Council will appoint members through invitation, nomination or public advertisement. The following process will be initiated when appointing a new member to the Council.

- Intention to appoint a new member to the Council must be minuted.
- All appointments must be approved by the Director General.
- Successful applicants will be sent a letter which details their role on the Council, tenure, timetable/ meeting dates, payment schedule, and a copy of the Council's Terms of Reference.

6.2 Payment Schedule

Sitting fees are paid to community members of the Western Australian Council for Safety and Quality in Health Care.

- Sitting fees are not paid to members who are employed by the Federal, State or Local Government.
- Sitting fees are paid to non-government members who would have been earning income if they were not attending the meeting.
- It is the responsibility of the member to advise the Secretariat of any change in their circumstances that would affect their eligibility to receive the sitting fee;
- Members eligible to receive a sitting fee will be paid the current recommended sitting fee rates as determined by the Office of the Director General, Department of Premier and Cabinet.

- Eligible non-government members of the Western Australian Council for Safety and Quality in Health Care will be paid a sitting fee of:
 - \$340 per meeting for meetings of more than four (4) hours; and
 - \$220 per meeting for meetings of less than four (4) hours.
- To receive remuneration, eligible members will submit an invoice to the Secretariat requesting payment of sitting fees.

7. SECRETARIAT SUPPORT

Secretariat support is to be provided by the Office of Safety and Quality in Healthcare, Department of Health.

8. OPERATING PROCEDURES

8.1 Frequency of Meetings

The Western Australian Council for Safety and Quality in Health Care will meet quarterly. Business will also be managed out of session in order to meet timelines.

8.2 Quorum

Fifty percent of the members constitute a quorum.

8.3 Agenda

8.3.1 Standing agenda items

- (a) Welcome and Apologies;
- (b) Minutes of last meeting;
- (c) Review of Action Items;
- (d) Business Arising from Minutes of last meeting;
- (e) General Business;
- (f) Items for information and review out of session;
- (g) Other Business; and
- (h) Date and location of next meeting.

8.4 Records

The Office of Safety and Quality in Healthcare will appoint a Secretary for the life of the Council. The Secretary shall issue agendas and supporting material at least seven days in advance and prepare an Action Statement Sheet from each meeting. The Secretary shall keep separate files of at least the following and forward them to each succeeding Secretary:

8.4.1 Agendas and the relevant papers associated with them;

8.4.2 Action Statements or Minute Sheets; and

8.4.3 Correspondence, papers tabled at meetings and papers circulated other than with agendas.

The Secretary's files are the property of the Department of Health - Western Australia and must be preserved in accordance with the *Library Board Act* and the *Freedom of Information Act*.

8.5 Termination

The Western Australian Council for Safety and Quality in Health Care may be terminated at the direction of the Director General, Department of Health.

9. SUBCOMMITTEES AND WORKING PARTIES

9.1 Executive Committee

An Executive Committee will be established to assist the Secretariat to progress the development and implementation of the Council's priority work program.

The Executive Committee will meet on a monthly basis or as required. Business will also be managed out of session in order to meet timelines.

The Secretariat shall keep separate files of meeting papers for the Executive Committee of the Western Australian Council for Safety and Quality in Health Care.

9.2 Creation of Standing Committees

The Western Australian Council for Safety and Quality in Health Care shall not create any standing Subcommittees without the consent of the Director General, and if given approval shall ensure that Terms of Reference approved by the Director General are adhered to.

9.3 Creation of Ephemeral Working Parties

The Western Australian Council for Safety and Quality in Health Care may create ephemeral Working Parties at will and without record other than in its Minutes, but at the time of creation the expected time of disbandment of the Working Party shall be specified, as will the deliverables expected of it.

10. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These Terms of Reference shall be altered only with the approval of the Director General, Department of Health.

The Director General, Department of Health first endorsed these Terms of Reference in August 2008.

Subsequent revision dates:

No	Date	Nature of change(s)
1	2 April 2007	Updated Responsibilities and Payment of Sitting fees
2	28 May 2008	Amendment to Committee Structure
3	1 August 2008	Amendment to Membership wording (6.0) following Exec Committee meeting review
4	20 Aug 2008	Deputy Chair removed from ex-officio list following Council meeting