

# RURAL PALLIATIVE CARE STEERING COMMITTEE South Burnett

## TERMS OF REFERENCE

### **AIMS:**

*The Rural Palliative Care Program (South Burnett) Steering Committee aims to provide:*

### **Organisational governance**

Organisational governance will be addressed in terms of:

- monitoring and analysing the project's progressive activity;
- considering inclusion of exceptional investments and assets to the project from community benefactors;
- reviewing the project's policies and procedures and recommending amendments as appropriate
- liaising and consulting with key community stakeholders; and
- information dissemination to the general public

### **Methodological governance**

Methodological (or 'scientific') governance will be addressed in terms of:

- assessing progress with the project's Key Performance Indicators (KPI);
- evaluating the outcomes of the project;
- investigating options for publication and public presentation of the project's evaluation and measured outcomes; and
- making further recommendations to fundholders and interested parties based on the evaluation and outcomes of the project.

### **Clinical governance**

Clinical governance will be addressed in terms of:

- ongoing analysis of identified variances in clinical practice from that specified within the scope of the project.

## **Membership:**

Ordinary membership on the Rural Palliative Care Program (South Burnett) Steering Committee shall include representation from the following, or their delegated representatives:

- GP Advisor, SQRDGP Representative,
- Blue Care Representative (Palliative Care Nurse)
- St Luke's Nursing Service Representative
- South Burnett Community Private Hospital Representative
- Indigenous Representative
- South Burnett Health Service District Representatives x 2 (includes Director of Medical Services)
- Nominated Community Representatives x 2 (includes Pastoral Care representative and Independent Chair)

In addition, an ex-officio member of the Board may include:

- National Consultant of the Rural Palliative Care Program
- CEO Southern Queensland Rural Division General Practice

In addition, consultants reporting to the Steering Committee from the Rural Palliative Care Program (South Burnett) working party will include:

- Evaluation consultant, Centre for Health Service Development, University of Wollongong
- Program Coordinator and Officer
- Consultants invited with professional, clinical or specific expertise

## **Quorum:**

A meeting quorum for the Steering Committee shall be the equivalent to three members of the ordinary membership plus Program Coordinator or Officer.

## **Meeting times:**

The Steering Committee will meet initially on a monthly basis, at a time and venue agreeable to the majority of the members. This frequency will be reviewed at a later date at the Chair's discretion.

## **Agenda:**

The agenda of Rural Palliative Care Program (South Burnett) Steering Committee meetings will include, but not be limited to consideration of:

- Progress reports on project activity against Key Performance Indicators;
- Analysis of variance against set standards of care and nominated policies and procedures;
- Review of procedures, protocols, and reporting mechanisms as necessary; and
- General business pertaining to the scope of the project.

**Media Liaison:**

The elected Program Coordinator will assume the role of public spokesperson for the project and act as the first point for media liaison in relation to matters arising from the project. Further public comment may be delegated to other members of the Steering Committee at the discretion of the Program Coordinator.

Public viewing and dissemination of documentation relating to the project may only be done so with prior approval of the Program Coordinator and in the full knowledge of the Steering Committee.

**Accountability:**

The Steering Committee will operate in accordance with the governance structure of the *Southern Queensland Rural Division of General Practice*, to fulfil the agreed objectives of the project and ensure compliance with reporting obligations to the funding body.