



North West Rural Palliative Care Project.

Executive Committee. Terms of Reference.

- ❖ Aim: “To improve access to quality coordinated palliative care services for people in the North West region of Tasmania”
- ❖ The role of the North West Rural Palliative Care Project Executive Committee will be to provide the following;

1. Organisational Governance.

Organisational governance will be addressed in terms of:

- monitoring and analysing the projects ongoing activities and analysis of budget.
- consideration of proposals using project funding, which exceed the scope of the project.
- administration activities.
- GP liaison.
- coordination of education events and activities.
- reviewing project policies and procedures and recommending amendments.

2. Methodological Governance.

Methodological (or ‘scientific’) governance will be addresses in terms of:

- liaison with partners from the University of Tasmania Rural Clinical School.
- reporting and local level evaluation.
- investigating options for publication and public presentation of the project’s evaluation and measured outcomes.
- making further recommendations to fund holders and interested parties based on the evaluation and outcomes of the project.

3. Clinical Governance.

Clinical governance will be addressed in terms of:

- liaison with partners from the North West Palliative Care Service.
- ongoing analysis of variances in clinical practice other than those policies or procedures outlined throughout the duration of the project.

Terms of Reference NWRPCP 2.4.04.

4. Membership:

Membership on the North West Rural Palliative Care Project Executive Committee shall include representation from the following, or their delegated representatives:

- EO, General Practice North West (GPNW).
- North/North West Clinical Coordinator, North West Palliative Care Service.
- CE University of Tasmania's Rural Clinical School.
- General Practitioner.
- Junior Research Fellow University of Tasmania's Rural Clinical School.
- Program Officer North West Rural Palliative Care Project (NWTDGP).
- Palliative Care Medical Specialist.

At the Executive Committee's discretion other members of closely aligned organisations may be co-opted from time to time.

5. Quorum:

A meeting quorum for the Executive Committee shall be equivalent to half of the ordinary membership.

6. Office Bearers.

- Chair: Elvie Hales, EO NWTDGP.
- Secretariat: Anita Dow, Program Officer NWTDGP.
- Treasurer: Monitored in accordance with ADGP contract budget by all members of the Executive Committee.

7. Meeting Times:

- The Executive Committee will initially meet on a monthly basis in the Board Room at the NWTDGP office located in Cattley Street Burnie.
- Meeting times will be negotiated by and agreed upon in accordance with the events of the month.

8. Agenda:

The Program Officer will devise the agenda for the meetings of the Executive Committee.

The following may be included:

- Progress Report on Budget
- General Business.
- Promotional Material.
- Report on Project Activity.
- Evaluation Data.

Terms of Reference NWRPCP 2.4.04.

10. Media Liaison.

- Public Viewing and dissemination of documentation relating to the project may only be done so with prior approval from the Executive Committee.