

## **GRIFFITH AREA PALLIATIVE CARE SERVICE (GAPS)**

### **BOARD OF GOVERNANCE**

#### **DRAFT TERMS OF REFERENCE**

#### **Aims:**

The GAPS Board of Governance aims to provide:

#### **❖ Organisational governance**

Organisational governance will be addressed in terms of:

- monitoring and analysing the project's progressive activity and budget performance;
- considering proposals for extraordinary expenditure beyond the specified scope of the project using the project's funds;
- 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 GAPS Board of Governance shall include representation from the following, or their delegated representatives:

- General Manager, Griffith Base Hospital (GBH)
- Director of Nursing, GBH
- Chair of the Staff Medical Council, GBH
- Chief Executive Officer, Murrumbidgee Division of General Practice (MDGP)
- Community Health Manager, Western Riverina & Murrumbidgee Networks
- General Practitioner representatives x 2
- Nominated Community representatives x 3
- Pastoral Care representative
- *?Consumer representative*

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

- Director of Health Service Development, Greater Murray Area Health Service (GMAHS)

In addition, consultants reporting to the Board of Governance from the GAPS working party will include:

- Evaluation consultant, Centre for Health Service Development, University of Wollongong
- Oncology/Palliative Care Clinical Nurse Consultant, GMAHS
- GAPS Project Coordinator

**Quorum:**

A meeting quorum for the Board of Governance shall be the equivalent of half the ordinary membership plus one.

**Office Bearers:**

The following office bearers will be elected on nomination from within the aforementioned membership for a term of 2 years, or until such times as the incumbent chooses to step down (whichever is the lesser term):

- Chairperson
- Secretary

Should the project extend beyond its initial 2-year time frame the incumbents may stand for re-election.

In addition representatives from the project's respective budget holding entities (ie. GMAHS & MDGP) will assume the roles equivalent to the Board's 'Treasurers'.

**Meeting times:**

The Board of Governance 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 GAPS board of Governance meetings will include, but not be limited to consideration of:

- Progress reports on project budget performance;
- Proposed expenditure on extraordinary items not detailed in the project budget specifications;
- 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 Chairperson 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 board of governance at the discretion of the Chairperson.

Public viewing and dissemination of documentation relating to the project may only be done so with prior approval of the Chairperson and in the full knowledge of the Board of Governance.