

Mid North Coast - Rural Palliative Care Project

Project Advisory Group

Terms of Reference

Project Governance

The Board of Management of the Mid North Coast Division of General Practice will be responsible for the governance of the Rural Palliative Care Project, in accordance with the funding agreement.

Project Advisory Group

The MNCDGP Rural Palliative Care Project Advisory Group will be responsible for the provision of:

Organizational advice

- Monitoring and analyzing the project's progress activity and budget performance
- 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
- Information dissemination to the general public
- Considering proposals for extraordinary expenditure beyond the specified scope of the project using the project's funds

Methodological advice

- Assessing progress with the project's key performance indicators (KPI)
- Assessing the evaluated outcomes of the project
- Investigating options for the 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 report and project outcomes

Clinical advice

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

At various times, there will be a need for sub-groups to come together to assist in the development and implementation of the project. Expressions of interest will be called for from members of the Project Advisory Group.

Membership

Membership of the MNCDGP Rural Palliative Care Project Advisory Group shall include representation from the following project partners or their delegates:

- Manager Medical and Therapeutic Care Coffs Harbour Health Campus
- Manager Area Primary Health & Extended Care, Generalists
- Manager Ambulatory Care, Coffs Harbour Health Campus
- Nursing Unit Manager Medical Ward, CHHC
- Palliative Care Clinical Nurse Consultant CHHC
- Aged Care Assessment Team, CNC
- Representatives Residential Aged Care Facilities
- Department of Veterans Affairs – Coffs Harbour Home Nursing Service
- DON - Baringa Private Hospital
- General Practitioner Representatives x 3
- Chief Executive Officer – Mid North Coast Division GP
- Community Representative - Regional Cancer Services
- Galambila Aboriginal Health Service
- Rural Palliative Care Project Co-coordinator
- UNSW and SCU – The Aged Services Research Institute

Occasional observers, as required:

- Punjabi community representative;
- Pastoral Care
- Representative(s) National Rural PC Project Team

Quorum

A meeting quorum for the MNCDGP Rural Palliative Care Project Advisory Group shall be the equivalent of half the membership, excluding the occasional observers, plus one.

Chairperson

The CEO of the Mid North Coast Division of General Practice will be the Chairperson, or their delegate, for the duration of the project.

The Project Coordinator or Research Assistant will be responsible for the minutes.

Meeting times

The MNCDGP Rural Palliative Care Project Advisory Group will initially meet on a monthly basis, at a time and venue agreeable to the majority of the members. The frequency of the meetings will be reviewed in April, 2004 with a view to reducing them to bi-monthly meetings, and at the Chair's discretion.

Agenda

The agenda of the MNCDGP Project Advisory Group will include, but not be limited to consideration of:

- Progress reports on activity, budget performance and KPI
- Analysis of variance against set standards of care and nominated policies and procedures
- Review of policies and procedures, protocols and reporting mechanisms as necessary; and
- General business pertaining to the scope of the project
- Proposed expenditure on extraordinary items not detailed in the project budget specifications

Media Liaison

The Chairperson will assume the role of the public spokesperson for the project and act as the first point of media contact in relation to matters arising from the project. Further public comment may be delegated to other members of the Project Governance Group at the discretion of the Chairperson.

Public viewing and dissemination of documentation relating to the project may only occur with prior approval of the Chairperson.