

Divisions Network Information Management Project (DNIMP)

Steering Committee Terms of Reference

Version: 15/08/06

1. Background

The Divisions Network Information Management Project (DNIMP) will support the National Quality and Performance System (NQPS) for divisions of general practice. The Department of Health and Ageing is working with the Australian Divisions of General Practice (ADGP) to provide infrastructure components, including:

- employment of eleven Regional Health Information Management Officers (RHIMOs) across Australia, to support implementation and change in divisions, under the related Divisions Network Information Management Support Program
- a secure national system for divisions, to support shared information and knowledge
- tools and resources to support the secure collection and management of agreed practice and clinical information to assist with national performance indicator reporting.

The ADGP will provide national coordination and leadership for the DNIMP.

The DNIMP has three phases:

- Phase 1 – Planning Study
- Phase 2 – Implementation, consisting of multiple subprojects
- Phase 3 – Evaluation.

As part of the Phase 1 – Planning Study, ADGP will engage with key stakeholder groups that have an interest in the DNIMP and its outcomes. This will include extensive consultation and collaboration with a cross-section of divisions of general practice and State Based Organisations (SBOs) to identify requirements; key stakeholders, including vendors and standards based groups, who have a major influence on the DNIMP; and designated officers and consultants of the Department of Health and Ageing.

The key output of the Phase 1 – Planning Study is a detailed Project Initiation Document. If the Department of Health and Ageing endorses this document, it will consider providing funding for Phase 2 – Implementation.

The purpose of the DNIMP is to implement a technical solution to facilitate the effective exchange of national performance indicator data to support the NQPS. A desired outcome of the technical solution is to enable the collection and aggregation of de-identified patient data from general practice and to provide feedback on the data to GPs, divisions, SBOs and ADGP. This will maximise opportunities to improve patient management and health outcomes for Australia, support policy development, enhance the capacity of access, billing and payments and contribute to the divisions of general practice interests in meeting requirements under Future Directions reporting.

The DNIMP Steering Committee is the key body within the governance structure responsible for the business issues associated with the project that are essential to ensuring the delivery of the project outputs and the attainment of project outcomes.

2. Role of the DNIMP Steering Committee

The role of the DNIMP Steering Committee is to:

- provide advice to ADGP on the project's feasibility, business plan and achievement of outcomes
- ensure the project's scope meets the needs of the divisions network
- provide those directly involved in the project with guidance on project business issues
- address any issue that has major implications for the project
- keep the project scope under control as emergent issues force change to be considered
- reconcile differences in opinion and approach, and resolve disputes arising from them
- provide the framework for the stakeholder consultation plan
- formally review and accept the project outputs and sign off the key documents, such as the Project Initiation Document, as representing the agreed position of the divisions network

The role of the individual members of the DNIMP Steering Committee includes:

- understand the strategic implications and outcomes of initiatives being pursued through project outputs
- appreciate the significance of the project for some or all major stakeholders
- be genuinely interested in the initiative and the outcomes being pursued in the project
- be an advocate for the project's outcomes
- be committed to, and actively involved in pursuing the project's outcomes
- critically review key documents and project outputs on behalf of the divisions network.

The DNIMP Steering Committee will form working parties and reference groups as required from the divisions network and/or other stakeholder groups to assist the DNIMP.

3. Membership

The DNIMP Steering Committee shall be comprised of:

Executive:	Kate Carnell, ADGP CEO
Senior Supplier:	Adrian Beekmeijer, ADGP Principal Adviser, Information Management (IM)
Senior User:	Dr Tori Wade, CEO, South Australian Divisions of General Practice Dr Chris Pearce, President, Whitehorse Division of General Practice Matthew Tweedie, CEO, Canning Division of General Practice
Observer:	Nominated representative of the Department of Health and Ageing; without voting rights

The Chair, Dr Chris Pearce, President, Whitehorse Division of General Practice shall convene the DNIMP Steering Committee meetings. If the designated Chair is not available, then Kate

Carnell, ADGP CEO (referred to as the Acting Chair) will be responsible for convening and conducting that meeting.

Membership changes must be recorded in the minutes and agreed by all active members of the DNIMP Steering Committee.

4. Agenda items

All agenda items must be forwarded to Jan McRobie, ADGP Project Manager, National eHealth by 5pm 7 working days prior to the next scheduled meeting.

The agenda, with attached meeting papers, will be distributed at least 5 working days prior to the next scheduled meeting.

5. Minutes

The minutes of each meeting will be prepared by the ADGP Project Manager, National eHealth. The format of the minutes is detailed in Attachment A.

Full copies of the minutes, including attachments, shall be provided to all DNIMP Steering Committee members no later than 5 working days following each meeting.

By agreement of the Committee, out-of-session decisions will be deemed acceptable. Where agreed, all out-of-session decisions shall be recorded in the minutes of the next scheduled DNIMP Steering Committee meeting.

6. Meeting schedule

The DNIMP Steering Committee shall meet monthly as per the Meeting Schedule detailed in Attachment B for the duration of the Phase 1 – Planning Study.

The first meeting of the DNIMP Steering Committee is scheduled for 7 July 2006 4pm EST.

7. Proxies

Members of the DNIMP Steering Committee shall nominate a proxy at the same level to attend a meeting if the member is unable to attend. Members will notify the Chair of their proxy prior to the second meeting. The nominated proxy shall have voting rights for the nominated meeting. If a proxy is present for three (3) consecutive meetings, the DNIMP Steering Committee should consider the reasons why the absent member should remain on the DNIMP Steering Committee.

8. Quorum

A minimum of three (3) DNIMP Steering Committee members are required for the meeting to be recognised as an authorised meeting for the recommendations to be valid.

Appendix A - Minutes

DNIMP Steering Committee

Meeting Number <#>

<dd Month yyyy>

Minutes

Chair: <Chairperson>, <Title>

Commenced: <Time>

1. **Present**
2. **Apologies**
3. **Minutes of previous meeting**
4. **Project Manager's Status Report No <#>**
5. **<First Subject For Discussion>**
Recommendation:
6. **<Second Subject For Discussion>**
Recommendation:
7. **<Third Subject For Discussion>**
Recommendation:
8. **Action List**
9. **Other Business**
10. **Next Meeting**

Meeting Closed: <Time>

Appendix B – Meeting Schedule

Inaugural meeting: Friday 7 July 2006 4-5 pm EST

The DNIMP Steering Committee shall meet by teleconference as per the following schedule:

Date	Day	Time
7 July 2006	Friday	4-5 pm EST
15 August 2006	Tuesday	4-5 pm EST
12 September 2006	Tuesday	4-5 pm EST
12 October 2006	Thursday	4-5 pm EST

Meeting dates will link to project milestones for the DNIMP Phase 1 – Planning Study.