

SA Child and Adolescent Health Community of Practice Strategic Executive Committee Terms of Reference

1. ROLE

The statewide Child and Adolescent Health Community of Practice (CAHCoP) Strategic Executive Committee is a multidisciplinary team of lead health care clinicians from across South Australia working in child and adolescent health, which together with key representatives from relevant agencies and consumers provide leadership and collectively progress the opportunity to set priorities and further develop sustainable, high quality, equitable state wide service for children and adolescents in South Australia.

2. PURPOSE

The CAHCoP Strategic Executive Committee will provide the statewide support and direction for child and adolescent services within South Australia as it relates to:

- Creating a collegiate, collaborative, and multi-disciplinary forum for advancing the delivery of safe, quality healthcare service to children and adolescents (0-18 years) across South Australia in primary, secondary and tertiary care.
- Guiding and informing SA Health priorities and plans for the delivery of safe, quality care for children and young people.
- Keeping informed of other Agencies' programs of works that impact outcomes for children and young people to ensure cross-agency collaboration.
- Establishing statewide evidence-based approaches, policies, standards, guidelines, service delineation framework and models of care for children and adolescents.
- Facilitating effective consumer and community engagement, with particular reference to Aboriginal, culturally and linguistically diverse, and disadvantaged children and adolescents.
- Facilitating statewide approaches to planning, education, and development of the clinical workforce, including their development to ensure continuity and safety of care.
- Developing safety and quality indicators and agreed data definitions to facilitate the statewide monitoring of care and care outcomes, including in collaboration with the peak SA Health Safety and Quality Governance Committee.
- Developing, applying, and reviewing audit and benchmarking data to enhance standards of practice and services within the state's child and adolescent health services.
- Sponsoring innovation and guiding state-wide research priorities, and translational goals relating to child and adolescent healthcare.
- Facilitating and supporting clinician led, time limited, task specific work groups as required.
- Overseeing and supporting the clinical leadership of the Paediatric Clinical Practice Guidelines (PCPG) Reference Group to ensure a statewide approach to improve quality and safety of paediatric services.

3. ACCOUNTABILITY

The CAHCoP Strategic Executive Committee is auspiced by the Women's and Children's Health Network (WCHN) and will report to the Department for Health and Wellbeing, Commissioning and Performance Division through the Chair, in consultation with the Committee's executive sponsor, the WCHN Chief Executive Officer.

The PCPG Reference Group reports and provides minutes of meetings to the CAHCoP Strategic Executive Committee.

4. REPORTING

The CAHCoP Strategic Executive Committee will provide the Department for Health and Wellbeing, Provider Commissioning and Performance an annual committee progress report, including identified key priorities and outcomes.

The CAHCoP Strategic Executive Committee Chair will meet regularly with the Committee's executive sponsor the Chief Executive Officer, Women's and Children's Health Network, to report the Committee's progress and facilitate inclusive communication.

5. MEMBERSHIP

Members of the CAHCOP Strategic Executive Committee will be appointed for a two-year term. Members have the option of being re-appointed for a consecutive term.

The membership of the CAHCoP Strategic Executive Committee will comprise:

- Paediatric Director (Medical & Nursing) from the Women's and Children's Health Network (2)
- Paediatric Director (Medical & Nursing) from the Southern Adelaide Local Health Network (2)
- Paediatric Director (Medical & Nursing) from the Northern Adelaide Local Health Network (2)
- Medical, Nursing or Allied Health Representatives from the Regional Local Health Networks (2)
- Adolescent Health Representative (1)
- Aboriginal Health Representatives (2)
- Allied Health Representatives (2)
- Office of the Chief Child Protection Officer Representative (1)
- Child and Adolescent Mental Health Service (CAMHS) Representative (1)
- Child and Family Health Service (CaFHS) Representative (1)
- South Australian Health and Medical Research Institute (SAHMRI) Representative (1)
- General Practice Representative (1)
- Consumer Representatives (2)

A membership vacancy may occur when:

- A member's term of office expires.
- A member resigns by notice in writing to the CAHCoP Strategic Executive Committee Chair.
- A member is absent for three or more consecutive meetings of the Committee without notification.

Committee Chair - The CAHCoP Strategic Executive Committee Chair position will be appointed from within the membership of the Committee (with the aid of 'select committee' with membership derived from the Local Health Networks). The Chair will be confirmed annually with the review of the Committee's Terms of Reference.

Proxy - Members are permitted to nominate a proxy to attend meetings on their behalf.

External Representatives - The CAHCoP Strategic Executive Committee has the capacity to invite external representatives and observers, according to specific needs of the group, to attend meetings as required. The Chair will sanction these invitations prior to the proposed member being invited.

Conflict of Interest - Members will identify any matter arising at the meeting which the member considers to be a conflict of interest and withdraw from any decisions concerning such matters. Any declared or identified conflict of interest will be noted in the minutes.

6. OPERATING PROCEDURES

In the absence of the Chair, a Deputy Chair will be appointed by the Chair from within the CAHCoP Strategic Executive Committee membership.

The CAHCoP Strategic Executive Committee should plan to meet at least bimonthly.

- Project planning and executive officer support for the CAHCoP Strategic Executive Committee will be provided by the Principal Project Manager - CAHCoP.
- The CAHCoP Strategic Executive Committee agenda priorities will be agreed upon by the Chair and can be amended at the CAHCoP Strategic Executive Committee meeting.
- Resolution of dissenting issues shall be achieved by a vote of members present and the Chair shall have the casting vote.
- The CAHCoP Strategic Executive Committee Chair will manage committee correspondence as guided by the members.
- The CAHCoP Strategic Executive Committee Chair will seek Out of Session endorsement of meeting proposals when an expedited resolution is required.
- The quorum for the meeting is a majority of appointed members for the time being. If quorum is not met, discussions will continue with in-principles decisions made by attendees at the meeting and confirmed by an out-of-session request to absent members.
- Minutes shall be kept for each meeting. A motion for the confirmation of minutes of any meeting of the CAHCoP Strategic Executive Committee is to be put to the next meeting.
- The Principal Project Manager - CAHCoP will issue agendas and supporting material at least seven days in advance and prepare draft minutes from each meeting within five days.

7. PRINCIPLES PROCEDURES

The CAHCoP Strategic Executive Committee will adhere to the following:

- Linkages with the Local Health Networks in regard to consultation, feedback and information sharing will be encouraged and enhanced with a sustained communication pathway.
- Feedback and/or review of requested documents or responses is provided within nominated timeframes.
- Remain committed to consumer and community engagement as part of its role, regarding this as integral to a quality health care system for children and adolescents.
- The confidentiality of business shall be respected where this requirement is conferred by the Chair.
- Communication of CAHCoP Strategic Executive Committee business within the public arena should only be coordinated with and authorised by the Chair in conjunction with the Department for Health and Wellbeing, Commissioning and Performance Division.
- It is each member's responsibility to canvas views and provide feedback to and from their network.

8. REVIEW

The Terms of Reference will be reviewed annually.

9. NEXT REVIEW DATE

June 2024