

SA Health
Terms of Reference

SA Health Clinical Data Steering Committee

Version control and change history

Version	Date from	Date to	Amendment
01	June 2015		Original



Government
of South Australia

SA Health

Document ID:	
Chairperson	Professor Paddy Philips
Executive Officer	SA Health Safety and Quality Unit
Replaces:	New

Appendices	Document ID:
Meeting Schedule 2015 - 2016	

SA Health Clinical Data Steering Committee

<p>Scope</p>	<p>The Clinical Data Steering Committee is the strategic committee for clinical reporting which is underpinned by the:</p> <p><u>National:</u></p> <ul style="list-style-type: none"> • Australian Safety and Quality Framework for Health Care – Driven by information: <ul style="list-style-type: none"> • Collecting and analysing safety and quality data to improve care • Learn from patients’ and carers’ experience • Australian Commission on Safety and Quality in Health Care Data Plan 2013 to 2016. Approach to data specification, analysis and reporting is underpinned by five principles: <ul style="list-style-type: none"> • Enabling provider level quality improvement • Focus on clinical practice variation • Leveraging existing health data • Expert clinical specification of indicators and datasets • Integrated approach to measurement of safety <p><u>State:</u></p> <ul style="list-style-type: none"> • SA Health Strategic Plan <ul style="list-style-type: none"> ○ 2.2 Improve health outcomes, and safety and quality for people in hospital care ○ 2.3 improve efficiency and effectiveness of hospital care • Transforming Health <ul style="list-style-type: none"> ○ 11 Quality of care should be determined by patient reported outcomes, patient clinical outcomes and system outcomes
<p>Role</p>	<ul style="list-style-type: none"> • Acts as the peak committee for all clinical data / reporting by providing expert clinical and technical advice and providing recommendations on patient care, patient safety and new initiative requirements analysis based on clinical priorities. • Provides advice in relation to the priority set for the specification and development of clinical indicators and datasets • Focuses on the specification of indicators and datasets that address the quality of health care. • Makes recommendations to Transforming Health Board and Strategic Safety and Quality Committee on learning and development requirements to support analysis and use of information into clinical practice.
<p>Responsibilities</p>	<ul style="list-style-type: none"> • Development of a strategic action plan which is aligned to the national and state agenda including: <ul style="list-style-type: none"> ○ Establishing indicators and developing data sets ○ Analysing and interpreting information ○ Publishing and reporting ○ Education and training requirements ○ Communication plan • Development of a clinical data /reporting management plan, including detailed project schedule • Development of a standard set of management and clinical measures that clinical unit heads need to enable them to routinely assess the performance of their services. • Development of a specific set of clinical indicators for clinical specialities.
<p>Reporting Relationships</p>	<p>The Clinical Data Steering Committee reports to the Strategic Safety and Quality Committee and to the Transforming Health Board.</p> <p>The minutes of the Clinical Data Steering Committee will be provided to both of</p>

SA Health Clinical Data Steering Committee

	the above Committees for noting.
Selection of Advisory Group Members	Membership will be selected to ensure representation across the Local Health Networks and SA Health Business Units. Additional members may be co-opted if required to provide specific input.
Operating Procedures	<p>Quorum At least half of the members of the Clinical Data Steering Committee plus one for issues requiring vote.</p>
	<p>Frequency of Meetings</p> <ul style="list-style-type: none"> • Meetings will be scheduled every month. • The Clinical Data Steering Committee Chair may convene additional meetings to consider business which may require urgent consideration.
	<p>Meeting Papers</p> <ul style="list-style-type: none"> • The Chairperson will set the agenda. The agenda and supporting papers will be circulated to members prior to each meeting. • An implementation action plan and program schedule will drive the proceedings of each meeting.
	<p>Proxies</p> <ul style="list-style-type: none"> • The Chair must be notified in advance of the meeting if a proxy will be present at a meeting.

END OF TERMS OF REFERENCE

SA Health Clinical Data Steering Committee

Appendix 1 Membership & Meeting Schedule

SA Health Clinical Data Steering Committee

Executive Sponsor:

Safety and Quality Strategic Governance Committee / Transforming Health Board	Jenny Richter, Deputy CE, Systems Performance and Service Delivery
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Chair:

Chief Medical Officer / Chief Public Health Officer	Paddy Philips
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Executive Officer:

Director, Safety and Quality	Michele McKinnon
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Membership:

CALHN, Clinical Director Medical Services	A/Prof Chris Zeitz
CHSA, Public Health Physician	Dr Matthew McConnell
NALHN, Executive Director Nursing, Midwifery & Patient Care Services	Vanessa Owen
SALHN, Regional Director of Cardiology	Prof Derek Chew
WCHN, Regional Director Allied Health	Heather Baron
EPAS, Clinical Analytics	Dr Sepehr Shakib
Epidemiology / Quality Registry	TBA
Director, Data and Reporting Service	Kym Piper
Manager, Business Intelligence and LARS	Eleanor Royle

Committee support:

Safety and Quality	Charmaine Bowers
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Meeting Schedule:

2015

2016

Friday 29 May	Friday 29 January
Friday 26 June	Friday 26 February
Friday 31 July	Friday 31 March
Friday 28 August	Friday 29 April
Friday 25 September	Friday 27 May
Friday 30 October	Friday 24 June
Friday 27 November	
December TBC	

END OF APPENDIX 1