1. Role/Purpose

The purpose of the Safety Learning System (SLS) Change Request Advisory Group (Advisory Group) is to assist the Department for Health and Wellbeing (DHW) SLS Support team to design changes and amendments to the SLS that meet business requirements and enhance the functionality of the SLS, primarily for management of patient incidents.

2. Membership

The Advisory Group will comprise:

- at least one nominated representative from each LHN or service
- the Department for Health and Wellbeing (DHW) SLS Support team
- the Manager of the DHW SLS Support team (or other member of the Safety and Quality Operational Governance Committee).

3. Roles and Responsibilities

The DHW SLS Support team will:

- Ensure that the appropriate process of consultation and drafting / development with the relevant clinical experts, if required, has been completed prior to sending change requests to the Advisory Group
- Allow adequate time for the change requests to be reviewed (usually 2-4 weeks depending on the urgency and/or complexity of the change request)
- Provide the Advisory Group with a summary of the responses received, detailing any changes that were made in response
- Revise the change request (with the requestor if applicable) if there are any major concerns raised or changes that are not agreed to by the majority, then resend to the Advisory Group for a second review
- Once a change request has been endorsed by the majority of the Advisory Group, submit the Change Request to the SA Health Safety and Quality Operational Committee for its approval, noting that it has been endorsed by the SLS Change Request Advisory Group.

The SLS Change Request Advisory Group will:

- Review change requests based on their expert knowledge of the SLS system, giving consideration to:
  - the urgency, importance, functionality and appropriateness of the change requests
  - how the proposed change will affect their LHN / service, conducting internal consultation if applicable
  - identification of any potential impact/conflict with other aspects of the SLS
  - local implications for communication and / or training required to successfully implement the changes
- Provide a response to the DHW SLS Support team within the requested timeframe either
  - endorsing the change request, and/or
  - outlining concerns or changes not agreed to
- Provide communication and training as applicable to relevant staff in their LHN.
4. Meetings

Business will be conducted by email.

If there is a requirement for further discussion or demonstration of the proposed changes, an "online meeting"/teleconference will be arranged by the DHW SLS Support team.