

# TERMS OF REFERENCE

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## SWSPHN Clinical Council

### 1. TITLE

SWSPHN Clinical Council

### 2. ACCOUNTABILITY

The Clinical Council is an advisory council who reports to the South Western Sydney PHN Board.

### 3. PURPOSE

The SWSPHN Clinical Council is established to support the SWSPHN Board to achieve its vision through clinicians. It will report on clinical issues to influence SWSPHN Board decisions with regards to the unique health needs of the communities within the SWSPHN region. The Clinical Council will work in partnership with the SWSLHD and in tandem with the Community Advisory Committee.

### 4. SCOPE

The Clinical Council will:

- Act as an advisory body to the Board;
- Support the development of clinical governance & policy, including commissioning and procurement;
- Contribute to population health planning and research initiatives;
- Plan and guide clinical quality and safety improvement initiatives;
- Contribute to the development of community-based preventative health and chronic disease management strategies;
- Guide and support clinical integration strategies consistent with the South Western Sydney Integrated Care Collaborative (SWSICC) strategic framework and action plan;
- Work in close partnership with South Western Sydney Local Health District;
- Support and guide strategies to reduce potentially preventable hospitalisations and emergency department (ED) presentation rates; and
- Guide the development of an interoperable ICT platform that connects acute and primary care clinicians which supports point of care and planning functions for clinicians.

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### SWSPHN Clinical Council

#### 5. MEMBERSHIP

##### 5.1 Terms of Office

Membership terms to be reviewed every 2 years Each term will expire 2 years from their anniversary date. Membership turnover will be staggered according to terms detailed in Attachment 1.

##### 5.2 Details of Membership

- Independent Clinical Chair<sup>1</sup>
- SWSPHN Board Director x 2<sup>2</sup>
- Regional GP nominees x5<sup>3</sup>
- Divisions of General Practice (SHDGP & SSWGPL) GP representative x2
- PaICU GP representative x 1
- SWSLHD clinician x 1<sup>4</sup>
- Practice Nurse Clinician x 1
- Allied Health Clinician x 1
- Community Advisory Committee representative x 2
- Aboriginal Health Worker x 1

Ex Officio

- Director of Planning & Performance
- Director of Innovation & Partnerships
- CEO SWSPHN

#### 6. CHAIRPERSON AND SECRETARIAT

##### 6.1 Chairperson

- Nominations and appointment for the Independent Chairperson will be sought by the SWSPHN Board and reviewed every 2 years.
- The Independent Chairperson will act in accordance with the SWSPHN Code of Meeting Practice.

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<sup>1</sup> The Independent Chair, nominated by the Board, will be reviewed every 2 years.

<sup>2</sup> The Board Directors, nominated by the Board, will be reviewed by the Board annually. No maximum term will apply to the Board nominee.

<sup>3</sup> The regional GP nominees will be reviewed every 2 years, with an option of 1 renewal (i.e. a 4 year maximum term).

<sup>4</sup> The SWSLHD clinician, will be reviewed every 2 years.

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- The Independent Chair is not employed by SWSPHN and will not serve on other SWSPHN governance structures, including the Board or other committees. The Independent Chair will have a sound understanding of clinical governance.

#### 6.2 Secretariat

The SWSPHN will act as the Secretariat for the Council. Duties include:

- Recording meeting minutes and distributing within one (1) week of the meeting.
- Distributing the agenda one (1) week prior to the next meeting.
- Preparing correspondence as required.

### 7. MEETINGS

#### 7.1 Notice of Meetings and Special Meetings

At least five (5) business days prior to the meeting.

#### 7.2 Quorum

50% + one (1) of membership present and a minimum of 3 GPs representatives.

#### 7.3 Frequency

Bi-monthly.

#### 7.4 Disclosure of Interests by Members

At the commencement of each meeting the Chair will invite members to declare whether there are any matters in the agenda that they have a “direct or pecuniary interest”. This will provide members with an opportunity to discharge their obligations as members.

#### 7.5 Code of Conduct

Members of the Clinical Council will be bound by their respective organisational/professional code of conduct. In addition members should familiarise themselves with [SWSPHN Code of Meeting Practice](#).

### 8. EVALUATION

- 8.1 Council members will review the Terms of Reference at the inaugural meeting and then annually.

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8.2 Clinical Council members will complete:

- An annual survey regarding the Council's performance.
- A one (1) page annual report of achievements (to be completed by Committee as a whole).

Each document will be presented to the SWSPHN Board for review.

### 9. DOCUMENT CONTROL

All documentation to be stored in the [Clinical Council](#) folder.

ToR to be reviewed every (choose most applicable)  1 year  2 years  3 years

Version	Date Commenced	Owner	Change Description	Review Date	Authorised By
V1.0	February 2018	Clinical Council Chair	New ToR	February 2019	Executive
V2.0	April 2018	Clinical Council Chair	Changes made as per minutes dated 11/04/18	April 2019	Executive
V3.0	June 2018	Clinical Council Chair	Changes made as per minutes dated 13/06/18	June 2019	Executive
V4.0	September 2018	Clinical Council Chair	Changes made as per minutes dated 13/06/18	September 2019	Executive
V5.0	December 2018	Clinical Council Chair	Changes made as per minutes dated 05/12/18	December 2019	Executive
V6.0	August 2022	Clinical Council Chair	Changes made as per minutes dated 03/08/2022	August 2023	Executive