



WA Country Health Service (WACHS) Health Care Safety and Quality Executive Sub-Committee - Terms of Reference

1. Name

WA Country Health Service (WACHS) Health Care Safety and Quality Executive Sub-Committee

2. Purpose

The Health Care Safety and Quality Executive Sub-Committee is responsible to the WACHS Executive Committee. Its primary role is to ensure that:

- care is consumer and carer centred: consumer partnership is evident at all levels of the organisation
- care is driven by information: relevant, accurate information is available and used at all levels of the organisation to guide quality improvement activities
- care is consistent with the WACHS values: Community, Compassion, Quality, Integrity and Justice
- our systems are organised for safety: minimisation of clinical risks and preventable harm and a systems approach to harm minimisation
- we lead for high performance: executive and clinical staff have the right qualifications and skills to provide safe, high quality health care; and to foster a culture of openness, collaboration and continuous improvement.

3. Background

Effective clinical governance is essential to ensuring the WA Country Health Service achieves its strategic direction for improving health and the experience of care. WACHS defines clinical governance as:

The framework by which our governing body, managers, clinicians and staff provide leadership, share responsibility and have accountability for: maintaining standards of quality, continuous improvement, minimising risk and fostering an environment of excellence in, the care we provide for and in partnership with, our consumers. WACHS (2016), ACHS Standards (2004)

The Health Care Safety and Quality Executive Sub-Committee reports and makes recommendations to the WACHS Executive in line with the WA Department of Health Clinical Governance, Safety and Quality Policy Framework and the WACHS Clinical Governance Framework.

4. Scope

The Health Care Safety and Quality Executive Sub-Committee's responsibilities include:

- maintaining awareness of the relevant policy environment including undertaking regular monitoring and review
- identification and monitoring of risk
- maintaining awareness of performance within area of responsibility and drive systemic improvement
- ensuring planning and oversight of key initiatives
- development and overseeing of the WACHS Safety and Quality Framework and Strategic Plan and WACHS Clinical Governance Framework.
- development and overseeing of the annual WACHS Safety and Quality Action Plan
- ensuring consumer safety and quality processes reflect best practice and are congruent with national directions and whole of health policy frameworks
- ensuring consumer and carer experience and other safety and quality information is available and used to inform decisions to minimise risk to the WACHS community and drive quality improvement activities
- undertaking strategic level review and evaluation of clinical indicators, clinical audit and other relevant information to assess the effectiveness, safety and quality of health care and outcomes
- determining and prioritise safety and quality initiatives to address immediate and emerging clinical risks including commissioning clinical audits or reviews where required
- identifying policy requirements relevant to clinical governance and safety and quality related to health care provision.

5. Membership

Chair

The Chair of the Health Care Safety and Quality Executive Sub-Committee is a member of the WACHS Executive.

- Executive Director Medical Services.

Members

- Community member
- Regional Director representative (rotate 12 monthly)
- Executive Director Nursing and Midwifery
- Director Population Health
- Manager Patient Experience and Community Engagement
- Director Clinical Services – Mental Health
- Director Safety and Quality
- Director Aged Care
- Regional Aboriginal Health Consultant or Clinician
- Chair Emergency Medicine Leadership Group
- Clinical Lead (rotate 12 monthly)
- Coordinator of Midwifery
- Chief Pharmacist
- Regional Medical Director representative (rotate 12 monthly)
- Regional Nurse Director representative (rotate 12 monthly)

Ex-Officio Attendees – Advisory

- Nil – additional attendees permitted at the approval of the Chair.

A quorum is deemed to be at least 50% of the members and proxies including the Chair. A quorum excludes the Executive Officer and any invitees or ex-officio

attendees. Should a quorum not be present, the committee may still meet, however all decisions must be approved at the subsequent meeting with a quorum present.

Additional invitees are permitted as required and approved by the Chair.

6. Secretariat

Medical Services - Safety and Quality will provide secretariat support to the Health Care Safety and Quality Executive Sub-Committee and will appoint an Executive Officer.

Papers and meeting schedules will be circulated as per the *WACHS Guidelines for Committee Operations*.

7. Meeting Frequency

The Health Care Safety and Quality Executive Sub-Committee will meet *Bi-Monthly*, but may meet more frequently at the discretion of the Chair.

Out of session meetings may be scheduled to deal with urgent issues as required.

8. Reporting

The Chair will make available to the WACHS Executive for noting (via WACHS Executive Secretariat), the draft minutes and actions of meetings of the Health Care Safety and Quality Executive Sub-Committee within ten working days of the meeting.

The Chair is to escalate any issues requiring attention of the WACHS Executive.

9. Evaluation

The Chair of the Health Care Safety and Quality Executive Sub-Committee is to conduct an annual assessment which includes reviewing the Terms of Reference and the role of any panels, networks or working parties established by the Health Care Safety and Quality Executive Sub-Committee. Any material changes are to be submitted to the WACHS Executive for approval.

DOCUMENT CONTROL

Revision number	Date	Approved by
Version 1.00	15 December 2016	WACHS Executive
Version 2.00	25 May 2017	Executive Director Medical Services
Version 3.00	21 December 2017	WACHS Chief Executive
Version 4.00	23 March 2018	Executive Director Medical Services
Version 5.00	17 September 2020	Healthcare Safety and Quality Executive Subcommittee

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