



HCNS121315 Radiology Reporting Services Clinical Sub Committee - Terms of Reference

1. Name

HCNS121315 Radiology Reporting Services (RRS) Clinical Sub Committee

2. Purpose

The RRS Clinical Sub Committee's role is to support clinical governance oversight of radiological reporting and procedural service providers and to enhance clinical performance and service development.

3. Accountability

The RRS Clinical Sub Committee is accountable, through the Chairperson, to the WACHS Medical Imaging Steering Committee for all matters contained in the Terms of Reference.

4. Conduct of the Committee

As both individuals and collectively, the RRS Clinical Sub Committee's members are expected to provide high level leadership, exemplify safe, high quality practices and to support the continuous improvement of clinical services to the WA Country Health Service.

RRS Clinical Sub Committee's members are expected to:

- engage in and contribute to discussions and deliberations of the group
- respect and listen to the views of others
- strive for consensus
- abide by and promote the decisions and recommendations of the group
- represent the views of their respective program areas
- disseminate information arising from the meetings.

5. Functions and Responsibilities

The RRS Clinical Sub Committee is expected to:

- review agreed clinical key performance indicators
- review serious clinical incidents
- review operational matters that may impact quality clinical care of WACHS patients serviced under HCNS121315
- make recommendations for escalation to the WACHS Medical Imaging Steering Committee.

6. Membership

Members

- WACHS Executive Director of Nursing and Midwifery
- WACHS Executive Director of Medical Services
- WACHS Wheatbelt Regional Director of Medical Services
- WACHS Area Chief Medical Imaging Technologist
- WACHS Senior Medical Imaging Technologist – Northam Hospital
- WACHS Senior Medical Imaging Technologist – Broome Hospital
- Global Diagnostics Australia Clinical Director
- Global Diagnostics Australia General Manager
- Global Diagnostics Australia Regional Services Manager
- Geraldton Radiology General Manager

Others may be invited to attend RRS Clinical Sub Committee meetings in relation to a specific agenda item(s) and may be called to give presentations and advice on relevant matters as required.

7. Appointment

Members are not elected but are appointed by virtue of the positions they occupy within the WA Country Health Service (WACHS), Global Diagnostics Australia or Geraldton Radiology.

8. Chairperson

The Chair of the RRS Clinical Sub Committee is the WACHS Executive Director of Nursing and Midwifery.

9. Proxies

When members cannot attend, a proxy is required and must be briefed and able to fully represent the absent member.

10. Conflict of Interest

A member of the RRS Clinical Sub Committee who has duties or interests in conflict with their duties or interests on the RRS Clinical Sub Committee whether direct, indirect, financial, material or otherwise, must withdraw or declare a possible conflict of interest to the Chair.

The member is to withdraw from the RRS Clinical Sub Committee for the duration of the deliberation in question, prior to any discussions or decisions on the matter being taken unless the RRS Clinical Sub Committee determines the conflict is trivial or unlikely.

Where the Chair has excused a person from the RRS Clinical Sub Committee for that matter, it may co-opt an alternative person to sit on the RRS Clinical Sub Committee for the purpose and duration of the period during which such matter is under consideration.

11. Confidentiality

The proceedings of the RRS Clinical Sub Committee are confidential to members and are not to be disclosed except to the extent required of members to enable them to comply with any decisions and directions.

12. Frequency of Meetings

The RRS Clinical Sub Committee is to meet on a 6 monthly basis, approximately two weeks prior to the twice yearly HCNS121315 Contract Management Meetings. Meetings are to be conducted as practicable via face to face, with videoconference or teleconference acceptable if required.

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

13. Notice of Meetings

Agenda items are to be sent to the Secretariat at least ten (10) day prior to the meeting. The agenda, associated items and minutes of previous meetings are to be circulated to all members and to the Chairperson delegate at least five (5) days prior to the meeting.

The minutes of each meeting shall be submitted to the next full meeting of the RRS Clinical Sub Committee for ratification.

The minutes are to be tabled at the next WACHS Medical Imaging Steering Committee meeting.

14. Quorum

A quorum will be the Chairperson (or proxy) and 50% of the membership.

15. Decisions

The WACHS RRS Clinical Sub Committee typically discusses and resolves matters by consensus. Where decisions cannot be reached by consensus such matters are to be referred to the WACHS Medical Imaging Steering Committee.

16. Secretariat

The RRS Clinical Sub Committee Secretariat is located within the WACHS Nursing and Midwifery Department. The role of the Secretariat is to:

- Prepare agenda papers/
- Distribute papers to members in sufficient time to allow members to consider them prior to the meeting.
- Generate and distribute draft and final minutes of meetings according to the agreed timetable.
- Keep and maintain relevant records on behalf of the group.

17. Adoption, Review and Amendment of Terms of Reference

The RRS Clinical Sub Committee is to conduct self-assessment annually, and to review the role and Terms of Reference every three (3) years.

**This document can be made available in alternative formats
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