

ASPIC

SURGICAL/ANAESTHETIC/PREADMISSION/INTENSIVE CARE CLINICAL SERVICE FORUM

Terms of Reference

Statement of Purpose

The purpose of this committee is to monitor and promote the quality and efficiency of health care services provided by the Surgical / Anaesthetic Division. The committee also exists to promote communication within the forum, comprising Surgical Ward, Day Surgery Unit, Intensive Care Unit, Operating Theatre, Preadmission Clinic and Elective Surgery. The pursuit of continuous quality improvement is assisted by direction from the Executive Council.

Committee Objectives

1. To provide a forum for all clinical areas within the Surgical / Anaesthetic Division to review and improve the quality of patient care.
2. To monitor the standard of health care provided and ensure compliance with ACHS and other regulatory requirements concerning the maintenance of standards and provision of health care services.
3. To develop and review policies and procedures relating to the provision of health care within the Surgical / Anaesthetic Division.
4. To advise the District Health Service Executive on service provision issues within the Surgical / Anaesthetic Division.
5. To ensure that the Surgical / Anaesthetic Division functions within the established budget and that resources are utilised efficiently.
6. To establish sub-committees and/or working parties as required to respond to problems identified by the Surgical / Anaesthetic Clinical Service Forum.
7. To liaise with other internal and external service providers to further improve and develop health care services offered by the Surgical / Anaesthetic Division.
8. To monitor and evaluate performance in participating clinical areas

Reporting

- ❖ This committee reports to the Executive Council

Membership

- ❖ Director of Anaesthetics
- ❖ Director of Surgery
- ❖ NUM - Intensive Care Unit
- ❖ NUM - Operating Theatres
- ❖ NUM - Day Surgery Unit

- ❖ NUM - Preadmission Services
- ❖ NUM - Surgical Unit
- ❖ Elective Surgery Coordinator
- ❖ Infection Control Coordinator
- ❖ DQDSU Manager (ex officio)
- ❖ District Quality Coordinator (ex officio)

The committee has the power to co-opt other expert members from appropriate departments or professional groups. Co-opted members will be in attendance for special business relating to their expertise only. They will not have the right to vote.

Authorisation of the Committee

The committee is authorised by the District Manager of the Bundaberg Health Service District.

Meetings

- ❖ Meetings will be monthly and be of one-hour duration.
- ❖ There will be a minimum of 10 meetings per year.
- ❖ Meetings will not be cancelled or postponed unless there are exceptional circumstances.
- ❖ A quorum for the committee to begin and continue to transact business is half of the total members, plus one.
- ❖ If all committee members are not present, and there are major grounds for disputing a recommendation or a decision, then the agenda item can be held over until the next meeting.
- ❖ The business of the committee shall be formally conducted and all decisions recorded in minute format.
- ❖ Minutes will be recorded using the authorised proforma and routinely distributed to specified people/areas, as deemed by the committee, within 3 working days to the meeting.
- ❖ Minutes of the previous meeting will be confirmed as a true and accurate record at each meeting following, and recorded as such in the documented minutes.
- ❖ Records of the meeting minutes are to be filed electronically on 'G' drive.
- ❖ A preset agenda will be distributed [1] one week prior to the next meeting. The agenda will consist of
 - ❖ Performance Monitoring (including financial, activity, performance indicators)
 - ❖ Clinical Indicators
 - ❖ Adverse Events
 - ❖ Complaints
 - ❖ Business Arising
 - ❖ New Business

- ❖ Committee membership is composed of designated positions and elections will not be required.

Process consideration for the committee

The committee will, in the process of its deliberations, make use of reporting committees, sub-committees, working parties and expert advisers.

The committee has the authority to refer matters to any other Bundaberg Health Service District committee as is deemed appropriate. Such referral may be for a decision and/or action, or merely for information. All requests and referrals should be via the chair of the committee.

Committee recommendations and reporting

The committee reports to the Executive Council. Reports will be the minutes of the meeting, or such other form, as the District Manager requires.

The Committee may make recommendations to modify its Terms of Reference from time to time as it sees fit. The District Manager of the Bundaberg Health Service District and the Chairperson of the Medical Clinical Service Forum must approve such recommendations.

Reviewed Date: October 2003

Next Review Date: October 2004

ASPIC
SURGICAL/ANAESTHETIC/PREADMISSION/INTENSIVE CARE
CLINICAL SERVICE FORUM

Terms of Reference

Statement of Purpose

The purpose of this committee is to monitor and promote the quality and efficiency of health care services provided by the Surgical / Anaesthetic Division. The committee also exists to promote communication within the forum, comprising Surgical Ward, Day Surgery Unit, Intensive Care Unit, Operating Theatre, Preadmission Clinic and Elective Surgery. The pursuit of continuous quality improvement is assisted by direction from the Executive Council.

Committee Objectives

1. To provide a forum for all clinical areas within the Surgical / Anaesthetic Division to review and improve the quality of patient care.
2. To monitor the standard of health care provided and ensure compliance with ACHS and other regulatory requirements concerning the maintenance of standards and provision of health care services.
3. To develop and review policies and procedures relating to the provision of health care within the Surgical / Anaesthetic Division.
4. To advise the District Health Service Executive on service provision issues within the Surgical / Anaesthetic Division.
5. To ensure that the Surgical / Anaesthetic Division functions within the established budget and that resources are utilised efficiently.
6. To establish sub-committees and/or working parties as required to respond to problems identified by the Surgical / Anaesthetic Clinical Service Forum.
7. To liaise with other internal and external service providers to further improve and develop health care services offered by the Surgical / Anaesthetic Division.
8. To monitor and evaluate performance in participating clinical areas

Reporting

- ❖ This committee reports to the Executive Council

Membership

- ❖ Director of Anaesthetics
- ❖ Director of Surgery
- ❖ NPC - Intensive Care Unit
- ❖ NPC - Operating Theatres
- ❖ NPC - Day Surgery Unit



- ❖ NPC - Preadmission Services
- ❖ Elective Surgery Coordinator
- ❖ Infection Control Coordinator
- ❖ Manager - Decision Support Unit
- ❖ Quality Coordinator
- ❖ Finance Officer
- ❖ NPC DEM & DAS (ex officio)

The committee has the power to co-opt other expert members from appropriate departments or professional groups. Co-opted members will be in attendance for special business relating to their expertise only. They will not have the right to vote.

Authorisation of the Committee

The committee is authorised by the District Manager of the Bundaberg Health Service District.

Meetings

- ❖ Meetings will be monthly and be of one-hour duration.
- ❖ There will be a minimum of 10 meetings per year.
- ❖ Meetings will not be cancelled or postponed unless there are exceptional circumstances.
- ❖ A quorum for the committee to begin and continue to transact business is half of the total members, plus one.
- ❖ If all committee members are not present, and there are major grounds for disputing a recommendation or a decision, then the agenda item can be held over until the next meeting.
- ❖ The business of the committee shall be formally conducted and all decisions recorded in minute format.
- ❖ Minutes will be recorded using the authorised proforma and routinely distributed to specified people/areas, as deemed by the committee, within 3 working days to the meeting.
- ❖ The chairperson of the committee will certify minutes as a true and accurate record [signed and dated].
- ❖ A preset agenda will be distributed [1] one week prior to the next meeting. The agenda will consist of
 - ❖ Performance Monitoring (including financial
 - ❖ Clinical Indicators
 - ❖ Adverse Events
 - ❖ Complaints
 - ❖ Business Arising
 - ❖ New Business
- ❖ Committee membership is composed of designated positions and elections will not be required.



Process consideration for the committee

The committee will, in the process of its deliberations, make use of reporting committees, sub-committees, working parties and expert advisers.

The committee has the authority to refer matters to any other Bundaberg Health Service District committee as is deemed appropriate. Such referral may be for a decision and/or action, or merely for information. All requests and referrals should be via the chair of the committee.

Committee recommendations and reporting

The committee reports to the Executive Council. Reports will be the minutes of the meeting, or such other form, as the District Manager requires.

The Committee may make recommendations to modify its Terms of Reference from time to time as it sees fit. The District Manager of the Bundaberg Health Service District and the Chairperson of the Medical Clinical Service Forum must approve such recommendations.

Developed: 28 April 2005

Review Date: July 2003