

## Quality and Safety Leadership Network (QSLN)

### Terms of Reference

<p><b>Role and function</b></p>	<p>The Quality and Safety Leadership Network (QSLN) is a multidisciplinary committee comprising of leaders in quality and safety, and consumers from the ACT and surrounding region.</p> <p>QSLN functions align with the National Safety and Quality Health Service (NSQHS) Standards, as well as Frameworks, Advisory's and Clinical Care Standards as set out by the Australian Commission on Safety and Quality in Health Care (ACSQHC). The functions are also aligned to the ACT Health Strategic Plan and the ACT Quality Strategy 2018-2028.</p> <p>The QSLN will work collaboratively towards the common goal of improving quality and safety systems across the ACT health system, through identification and escalation of issues or risks to patient safety and recommend areas for improvement. In addition, the Network will share expertise of the health system that affects safe and effective consumer-centred health care.</p> <p>Through the mechanisms of information sharing, advice and recommendations, the QSLN serves as a driver to:</p> <ol style="list-style-type: none"> <li>1. Inform improved clinical practice.</li> <li>2. Influence health system change through providing advice.</li> <li>3. Demonstrate a culture of innovation and improvement.</li> </ol>
<p><b>Purpose and vision</b></p>	<p>The purpose of the QSLN is to continuously evaluate how the ACT jurisdiction can ensure that safe, effective, person-centred health care is delivered across the whole of the ACT healthcare system and create a learning culture.</p> <p>The QSLN will demonstrate a positive culture through collaboration on agreed objectives as determined by the network. The key consideration of the QSLN is to focus on how changes and improvements in quality and safety impacts on:</p> <ol style="list-style-type: none"> <li>1. Consumers and the wider community,</li> <li>2. the ACT health workforce capability; and</li> <li>3. the ACT health system and its stakeholders.</li> </ol> <p>The QSLN will be a role model to the whole health system to influence a culture of shared learnings and innovation, working together to achieve overall improvement in quality and safety for the benefit of the ACT and region.</p>

<p><b>Values and behaviours</b></p>	<p>Participation and engagement in the QSLN will reflect the values of: Innovation, Collaboration, Respect, and Integrity. Members will act in the best interests of consumers and the wider community, and display signature behaviours such as:</p> <ul style="list-style-type: none"> <li>• Evidenced-based and transparent information sharing.</li> <li>• All opinions will be encouraged and valued, and the opinion of others must be accepted as their opinion and reach decisions through consensus where possible.</li> <li>• All members must respect the input, views, opinions and perspectives of participants.</li> <li>• Members will ensure that stakeholder views, experiences and needs are heard and considered in equal decision-making processes.</li> <li>• Promotion of open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting, and the development of evidence-based policies, programs and models of care.</li> <li>• Members will be committed to innovative improvement of quality and safety to achieve safe and effective person and family-centred care.</li> </ul>
<p><b>Reporting</b></p>	<p>The QSLN reports to the ACT Clinical System Governance Committee.</p>
<p><b>Agenda requests</b></p>	<p>The Secretariat will request agenda items three weeks before the scheduled meeting. The Chair will determine which upcoming meeting the item may be considered.</p>
<p><b>Meeting frequency</b></p>	<p>Two-monthly meetings</p>
<p><b>Chair</b></p>	<p>Senior Director, Office of the Chief Medical Officer, ACT Health Directorate.</p> <p>In the absence of the nominated Chair, a replacement Chair will be appointed by the Chief Medical Officer.</p>
<p><b>Secretariat</b></p>	<p>A representative from the Office of Chief Medical Officer ACTHD will act as the QSLN secretariat. The Secretariat will:</p> <ul style="list-style-type: none"> <li>• Support the network by developing the agenda, preparing and distributing meeting packs, and preparing minutes of QSLN meetings.</li> <li>• Update, manage or log any potential conflicts of interest in consultation with the Chair.</li> <li>• Ensure decisions or recommendations are accurately documented.</li> </ul>

	<ul style="list-style-type: none"> <li>Papers are to be distributed one week before the meeting.</li> </ul>
<b>Participants</b>	<p>Clinical experts employed in a quality and safety capacity in healthcare across the ACT and surrounding region are welcome to join the QSLN.</p> <p>The QSLN will include a minimum of two consumers with lived experience of the ACT health system.</p> <p>The QSLN participant list will be reviewed on an annual basis or as needed.</p>
<b>Conflict of interest</b>	<p>A conflict of interest will arise if a person’s personal interest (actual or perceived) conflict with their duties as a QSLN member such that the person may not be independent, objective, and impartial in relation to their duties. All conflicts of interest will be declared as part of the membership documentation, and where appropriate for additional circumstances in any given meeting.</p> <p>Where a potential conflict of interest has been declared the member will be guided by the Chair/Secretariat on how best to proceed (including member removing themselves for discussion on specific items) and advise the meeting accordingly. A formal declaration will be completed and signed by all participants along with documented action taken by the Chair/Secretariat.</p>
<b>Remuneration</b>	<p>Consumer, community members and clinicians not employed in any capacity by health services and agencies may be eligible for remuneration for attending QSLN and working group meetings.</p> <p>The Chair will review and approve all remuneration requests in line with the appropriate ACT government policy.</p>
<b>ToR review frequency</b>	The first review will occur 6 months post approval of the ToR.
<b>Approved</b>	16 April 2024