

## Terms of Reference | Canberra Health Services

Terms of reference Policy Document Review Panel (PDRP)																					
<b>1. Purpose</b>	<p>To provide governance, oversight and guidance in the development, review and monitoring of all policy and guidance documents developed for the Canberra Health Services (CHS).</p> <p>To facilitate an effective suite of evidence-based, current, legislatively compliant documents that support safe, person centered, exceptional care in CHS.</p> <p>To review and act as the final endorsement body for all policy and guidance documents within CHS.</p> <p>To oversee risk management process of policy and guidance documents. This includes allocating suitable review dates and therefore determine a suitable review date of accordingly.</p> <p>To provide oversight for the review of effectiveness of policy and guidance documents across CHS.</p>																				
<b>2. Membership</b>	<p>Membership is comprised of panel members from divisions across CHS at the DON/ADON or Senior Manager Level to provide governance, oversight, review and endorsement of CHS policy and guidance documents.</p> <p>CHS PDRP Members:</p> <table> <tr> <th>Division</th><th>Title of Current Members</th></tr> <tr> <td>Chair, Medical Representative</td><td>Dr Phil Gaughwin, Staff Specialist RACS</td></tr> <tr> <td>Deputy Chair, Standing Member</td><td>Director Policy</td></tr> <tr> <td>Secretariat - Strategy and Governance</td><td>Policy Coordinator</td></tr> <tr> <td>Strategy and Governance</td><td>Senior Policy Officer Representative</td></tr> <tr> <td>Chief Finance Officer (CFO)</td><td>Clinical Documentation Specialist &amp; Director Procurement and Supply</td></tr> <tr> <td>Allied Health</td><td>Allied Health Manager, Speech Pathology &amp; Audiology</td></tr> <tr> <td>Medical Services Group (MSG)</td><td>Vacant</td></tr> <tr> <td>People and Culture</td><td>Employee Relations representative</td></tr> <tr> <td>Nursing and Midwifery and Patient Support Services (NMPSS)</td><td>NMPSS Professional Practice Coordinator</td></tr> </table>	Division	Title of Current Members	Chair, Medical Representative	Dr Phil Gaughwin, Staff Specialist RACS	Deputy Chair, Standing Member	Director Policy	Secretariat - Strategy and Governance	Policy Coordinator	Strategy and Governance	Senior Policy Officer Representative	Chief Finance Officer (CFO)	Clinical Documentation Specialist & Director Procurement and Supply	Allied Health	Allied Health Manager, Speech Pathology & Audiology	Medical Services Group (MSG)	Vacant	People and Culture	Employee Relations representative	Nursing and Midwifery and Patient Support Services (NMPSS)	NMPSS Professional Practice Coordinator
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	ACT Pathology	Laboratory Hematology
	Infrastructure and Health Support Services (IHSS)	Assistant Director Client Services
	Quality, Safety, Innovation and Improvement (QSII)	Registered Nurse, Incident Management Team
	<b>Canberra Hospital - Division</b>	<b>Title of Current Members</b>
	Cancer and Ambulatory Support (CAS)	Assistant Director of Nursing (ADON)
	Mental Health, Justice Health, Alcohol and Drug Services (MHJHADS)	Project and Policy Support Officer, MHJHADS
	Medicine	Staff Specialist Clinical Services
	Rehabilitation, Aged & Community Services (RACS)	Allied Health, Manager Occupational Therapy Rehab and Aged Care
	Surgery	Early Recognition of Deteriorating Patient Program Officer
	Women, Youth and Children (WYC)	A/g NICU CDN
	<b>North Canberra Hospital - Division</b>	<b>Title of Current Members</b>
	Policy	Director of Policy and Risk
	Quality and Safety	Quality and Safety Improvement Coordinator
	Allied Health	Lead Pharmacist Medication Safety
	Critical Care	CNC ICU & CCU
	Medical and Mental Health	Acting CNC MAPU
	Clare Holland House	Quality & Safety Nurse CHH
	<b>Consumer Representative</b>	<b>Title of Current Members</b>
	Health Care Consumer's Association (HCCA)	Consumer Representative
<b>3. Frequency of Meetings</b>	<p>PDRP meets once a month.</p> <p>Panel members also review documents out-of-session (OOS) and have approximately eight working days to review and endorse the documents.</p>	
<b>4. Quorum</b>	At least five members present, including the Chair	
<b>5. Reporting Responsibilities</b>	PDRP reports to the CHS Network Operations Committee	

<p><b>6. Roles &amp; responsibilities</b></p>	<p><b>PDRP Panel Roles &amp; Responsibilities</b></p> <p>The PDRP recognises that, from time to time, the members of the Panel may disagree on issues under discussion. All members commit to considering each other's views and treating each other with respect, courtesy and in a manner consistent with the CHS vision, role and values and ACT Public Sector Code of Conduct.</p> <p>Where a member of the PDRP is unable to attend the monthly meeting, or complete the submission review form within the allocated time frame, it is requested that they e-mail the CHS Policy Team as soon as possible by email (<a href="mailto:PolicyAtHealth@act.gov.au">PolicyAtHealth@act.gov.au</a>). In such cases, the Policy Officer will either nominate one of the CHS PDRP Proxies (to attend/review in their place) or decide (on a case-by-case basis) to continue the review process with only one submission review form.</p> <p><b>Panel Members</b></p> <ul style="list-style-type: none"> <li>• Act as a liaison between the PDRP and their divisions.</li> <li>• Be a point of contact for staff within their divisions that are developing or reviewing policy and guidance documents. For example, assisting by getting buy-in or consultation across the division.</li> <li>• Be allocated at least one document per month to review, depending on the number of agenda items, for review.</li> <li>• Return the 'Submission Review Form' to the Policy Team inbox at least two days prior to the meeting.</li> <li>• Review documents submitted for approval to ensure they are succinct easy to read/follow and have been adequately consulted upon by all relevant stakeholders/areas. Use the Policy Submission Review Form to guide the review of documents.</li> <li>• Ensure that all CHS policy and guidance document development is based on person-centered care, evidence-based practice and focused on the needs and experiences of consumers and their families/carers.</li> <li>• Ensure that all CHS policy and guidance documents are compliant with relevant legislation, standard and regulation.</li> <li>• Using the Policy Risk Assessment Matrix, determine and allocate a 'risk rating' for documents being reviewed based on the likelihood, and expected consequence of an incident that may occur if the document was not in place or not current.</li> <li>• Endorse required CHS policy documents (policies, procedures, and guidelines) as appropriate for use in the organisation.</li> <li>• Contribute to discussion about documents for approval at the meetings.</li> <li>• Bringing their content knowledge and expertise to the discussions.</li> <li>• Actively participating in discussions, under a principle of 'equal voice' – ensuring others are also heard.</li> <li>• Review minutes and actions from previous meetings.</li> </ul>
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## **Chair**

The Review Panel Chair is responsible for:

- Creating a welcoming, inclusive environment for all members and attendees.
- Ensuring the effectiveness of the Panel, including pre meeting review of documents, robust discussion, and effective decision making.
- Confirming the agenda for each meeting and meeting minutes (within 5 days of receiving form secretariat).
- Completing review of allocated document(s) before the meeting and out of session as required.
- Endorsing placeholder/procedure/policy/guideline documents out of session if appropriate.
- Endorsement of major amendments to existing documents as appropriate.
- Summing up discussions in the meeting and confirming endorsement and risk rating for each document.

## **Deputy Chair (Director of Policy)**

The Deputy Chair is responsible for:

- Undertaking the duties of the Chair when they are absent.
- Supporting the Chair in fulfilling their duties.
- Provide quarterly reports on the documents reviewed and decisions made by the PDRP to the CHS Network Operations Committee.

## **Secretariat (Policy Co-ordinator)**

- Arranges meetings (outlook invite with MS Teams link, writes the agenda and collates all papers etc.) and officially files all meeting documentation.
- Takes meeting minutes & action log and then sends these to the Chair within 3 working days of the meeting.
- Distributes approved minutes and action log to members within one day of Chair sign off.
- Dissemination of papers, learning/instructions tools and allocation of reviewers for Panel submissions at least 10 working days prior to the committee meeting.
- Supports the Panel Chair in preparing for meetings.
- Liaises with Consumer members/representatives including provision of meeting papers and reimbursement.
- Uploads endorsed documents to the Policy and Guidance Documents Register and actions any required archiving.
- Completes Outcome Reports for each document reviewed by the PDRP and then sends these to Authors for actioning.
- Checks documents against returned Outcome Reports to ensure actions have been completed. Liaises with the author/Chair/ or Panel depending on outcome (e.g., endorsed, endorsed pending minor amendments, not endorsed - requires full resubmission to the PDRP, not endorsed – requires Chair review on resubmission).

	<ul style="list-style-type: none"> <li>Prepares Quarterly Reports for the CHS Policy Committee and provides to Chair prior to the Committee meeting.</li> </ul> <p><b>Policy Team</b></p> <ul style="list-style-type: none"> <li>One of the Senior Policy Officers from the Policy Team will attend each meeting to provide any relevant information about documents submitted for approval.</li> <li>The Senior Policy Officers, in a case management capacity, support authors to develop/ review the documents and provide feedback on documents before submission to the PDRP.</li> </ul>
<b>7. Authorisation / Decision-making Process</b>	<p>The PDRP is authorised to endorse documents including those reviewed 'out of session' (OOS).</p> <p>Decision making around endorsement of policy and guidance documents should be closely aligned with the CHS values. These decisions should be evidence based, driven by clear data and verified through Panel discussion. Panel members should proactively and clearly communicate their decisions that have patients, other consumers, and CHS staff front of mind.</p>
<b>8. Changes to the Terms of Reference</b>	<p>Any changes made to the PDRP Terms of Reference (TOR) will be shared with the Panel for review and comment.</p> <p>Review of TOR should occur annually, or as required to ensure alignment with organisational governance arrangements.</p>



### Acknowledgement of Country

Canberra Health Services acknowledges the Ngunnawal people as traditional custodians of the ACT and recognises any other people or families with connection to the lands of the ACT and region. We acknowledge and respect their continuing culture and contribution to the life of this region.

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