

Terms of Reference | Canberra Health Services

Terms of reference - Division of Rehabilitation, Aged and Community Services Quality and Safety Committee	
<p>1. Purpose</p>	<p>The Division of Rehabilitation, Aged and Community Services (RACS) Quality and Safety Committee provides leadership and guidance to the Division on Quality and Safety matters. The Committee has the objectives of:</p> <ul style="list-style-type: none"> • Empowering staff to provide safe and high-quality care to our consumers • Making decisions about allocation of resources to make improvements or resolve issues • Communicating with and on behalf of the Division about quality and safety matters
<p>2. Membership</p>	<ul style="list-style-type: none"> • CHAIR - a/g Executive Director RACS – Patrick Wells • Director of Nursing – Maria Harman • Director of Allied Health – Barb Bolton • Clinical Director, Rehabilitation Medicine - Dr Philip Gaughwin • Clinical Director, Geriatric Medicine – Dr Manoj Saraswat • a/g Director, Client Support Services – Kelly Lancsar • NDIS Lead, NDIS Support Unit – Sarah Chapman • Director, CHS Dental – Emma Awizen • Clinical Director, CHS Dental - Dr Vanessa Holm • Assistant Director of Nursing, UCH – Shahla Cowan • Assistant Director of Nursing, Acute Geriatrics – Mercy Lukose • Assistant Director of Nursing, Community Nursing – Timothy Bethune • Community Care Allied Health Manager - Dominic Furphy • BDARS Manager, Allied Health – Megan Sullivan • Assistant Director, Clinical Benchmarking – Sherilyn John • Lead Pharmacist – Carol Chan • RACS Quality and Safety Business Partner – Ana O’Rourke • Consumer Representative - Louise Bannister • SECRETARIAT - Executive Officer – Sandeep Patel
<p>3. Scope of Working Group</p>	<p>The RACS Quality and Safety Committee is responsible for:</p> <ul style="list-style-type: none"> • Enabling positive patient experience and outcomes for services delivered by RACS, • Monitoring compliance and acting on quality and safety issues raised to the committee, and enabling integrated solutions across professions and streams of work, • Prioritisation, setting direction and allocating resources to resolve issues and implement improvements,

	<ul style="list-style-type: none"> • Building staff capability and fostering a culture of quality improvement • Enabling, advocating for and sharing data, and • Facilitating communication between RACS and other areas of Canberra Health Services (CHS) and sharing insights and learnings with relevant stakeholders.
4. Frequency of Meetings	<p>The Committee will have 10 meeting per calendar year and will meet monthly by virtual means (eg. Webex or Microsoft Teams). Members are expected to have their video turned on wherever possible.</p> <p>Meetings will be recorded for Minute taking purposes only and will be stored securely on the CHS network. Members will be asked to provide consent for recordings to be shared with people outside the Committee if there is a request or desire to do so.</p>
5. Quorum	50 per cent membership + 1 (including Chair)
6. Reporting Responsibilities	<p>The Chair is responsible for approving communications on behalf of the Committee and ensuring relevant information is provided to the Committee in a timely manner.</p> <p>RACS Executive Support office (Executive Officer or Executive Assistant) will perform Secretariat duties and will be coordinated through the RACS inbox CHS.RACS@act.gov.au</p>
7. Sub-Committee	Superordinate to all quality improvement and clinical governance meetings within RACS
8. Authorisation / Decision-making Process	Members are responsible for sharing information from the Committee with relevant colleagues or team members where appropriate.
9. Changes to the Terms of Reference	These Terms of Reference will be reviewed at the first meeting of each calendar year at a minimum. Members may seek for changes to be made at any time and submit those changes to the Committee for endorsement. The Chair is required to provide final approval for the changes.



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.

© Australian Capital Territory, Canberra 2026



Accessibility call (02) 5124 0000



Interpreter call 131 450

canberrahealthservices.act.gov.au/accessibility



