

Terms of Reference | Canberra Health Services

| Terms of reference TTCP Executive Management Meeting | |
|---|---|
| 1. Purpose | To provide a forum for Senior Managers of the various services involved with the Transitional Therapy and Care Program (TTCP) service delivery, to collaboratively manage the effective, efficient and safe functioning of the program and relevant processes. |
| 2. Membership | <p>Canberra Health Services:</p> <ul style="list-style-type: none"> • Director of Allied Health, RACS • Operations Manager, RACS • TTCP Manager, RACS • Manager, Aged Care Assessment Team, RACS <p>BaptistCare</p> <ul style="list-style-type: none"> • Senior Manager • Area Manager <p>Other:</p> <ul style="list-style-type: none"> • Executive Director, RACS (minutes only) • Consumer Representative, HCCA • Adhoc members will be invited as appropriate |
| 3. Scope of Working Group | <ul style="list-style-type: none"> • Review and monitor regular reports from CHS TTCP Allied Health, Aged Care Assessment team, CHS Policy, and BaptistCare regarding access and service performance and evaluate and improve where necessary. • Review and monitor performance (including demands for service, incidents and feedback) and identify risks. • Identify performance issues arising from these reports and implement mitigation or management strategies in response, using a risk management and/or continuous /quality improvement frameworks. • Review quality initiatives and opportunities for service enhancement. • Monitor, discuss and respond to strategic and operational pressures of the program. • Endorse TTCP wide publications. • Provide the consistent dissemination of information to the program area. • Enhance the support, communication and collaboration between TTCP service providers. • Review and implement relevant ACT Health, CHS, BaptistCare and Commonwealth Policy. |
| 4. Frequency of Meetings | Quarterly, on the first Thursday of every third month |

| | |
|---|---|
| 5. Quorum | 50% + 1 (both CHS and Baptist Care must have at least 1 representative) |
| 6. Sub-Committee | TTCP Operational Meeting |
| 7. Changes to the Terms of Reference | Annual |

Last reviewed April 2025



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 2024



Accessibility 📞 call (02) 5124 0000



Interpreter 📞 call 131 450

canberrahealthservices.act.gov.au/accessibility

