

TERMS OF REFERENCE

SAFETY AND QUALITY COMMITTEE

Purpose

The purpose of the Safety and Quality Committee is to provide strategic advice and recommendations to the Mackay Hospital and Health Board (**Mackay HHB**) regarding patient safety and quality assurance.

Authority

The Safety and Quality Committee is a prescribed committee under section 32 of the *Hospital and Health Boards Regulation 2012* (Qld) (**HHBR**).

Membership

The Mackay HHB shall appoint the members of the Safety and Quality Committee and review the composition of the Safety and Quality Committee from time to time. The Safety and Quality Committee will consist of at least three (3) Board Members.

The Mackay HHB shall appoint one of the Board Members as the chair of the Safety and Quality Committee. In the temporary absence of the Committee Chair, an alternate Board Member may be nominated by the Committee Chair until their return. In the permanent absence of the Committee Chair, an alternative Board Member may be nominated by the Committee Chair and Board Chair until the Mackay HHB appoints another Committee Chair.

The Safety and Quality Committee Members are:

- Dr Judith (Helen) Archibald – Committee Chair
- Prof Richard Murray
- Ms Leeanne Heaton
- Ms Karla Steen

The Board Chair is an ex officio member of the Safety and Quality Committee (if not already appointed as a Committee Member by the Mackay HHB).

Committee Members are not permitted to appoint a proxy to attend a meeting on their behalf.

The following positions will be invited to attend each meeting:

- Chief Executive
- Executive Director Medical Services (Executive Sponsor)
- Executive Director Nursing and Midwifery, Education and Support Services
- Executive Director Rural Services
- Executive Director Operations Mackay



The Executive Sponsor, with the approval of the Committee Chair, may invite additional Mackay HHS staff to attend meetings.

Duties and Responsibilities

The duties and responsibilities of the Committee shall be as follows:

- a) Advising the Mackay HHB on matters relating to the safety and quality of health services provided by the Mackay Hospital and Health Service (**Mackay HHS**), including the Mackay HHS' strategies for the following:
 - ii. minimising preventable patient harm;
 - iii. reducing unjustified variation in clinical care;
 - iv. improving the experience of patients and carers of the Mackay HHS in receiving health services; and
 - v. complying with national and State strategies, policies, agreements and standards relevant to promoting consultation with health consumers and members of the community about the provision of health services by the Mackay HHS.
- b) Monitoring the Mackay HHS' governance arrangements relating to the safety and quality of health services, including by monitoring compliance with the Mackay HHS' policies and plans about safety and quality.
- c) Promoting improvements in the safety and quality of health services provided by the Mackay HHS.
- d) Monitoring the safety and quality of health services being provided by the Mackay HHS using appropriate indicators developed by the Mackay HHS.
- e) Collaborating with other safety and quality committees, the department and State-wide quality assurance committees in relation to the safety and quality of health services.
- f) Any other function given to the Safety and Quality Committee by the Mackay HHB, if the function is not inconsistent with a function mentioned above.

Reporting Relationships

The Safety and Quality Committee reports directly to the Mackay HHB.

The Committee Chair may give a verbal or written report at any meeting of the Mackay HHB at the invitation of the Board Chair.

The Safety and Quality Committee can only endorse matters to the Mackay HHB for approval.

The Safety and Quality Committee is advisory in nature, and does not hold financial, procurement or any other form of delegation to approve matters on behalf of the Mackay HHB.

Meetings

The Safety and Quality Committee will meet at least quarterly, and such additional meetings as the Safety and Quality Committee Chair shall decide in order to fulfil its duties.

Exceptional circumstances aside, Committee Members will be provided with at least 48 hours' notice of meetings.



Quorum

A quorum for a meeting of the Safety and Quality Committee is one-half the number of its members, or if one-half is not a whole number, the next highest whole number.

Agenda

The agenda assists in focusing discussion. It helps to ensure that the Safety and Quality Committee's discussion progresses through the full list of items to be addressed and that time spent during meetings reflects the Safety and Quality Committee's priorities.

The Secretariat, in conjunction with the Committee Chair and the Executive Sponsor, is responsible for preparing the agenda for each Safety and Quality Committee meeting.

The Committee Chair is responsible for ensuring that items included on the agenda reflect matters that, according to this Terms of Reference, sit within the Safety and Quality Committee's duties and responsibilities.

Committee Members and Executive Leadership Team members may contribute to the agenda by submitting items for the Committee Chair's consideration, either directly to the Committee Chair or via the Secretariat. Any such request should be made at least 10 business days prior to the Safety and Quality Committee meeting.

Meeting Papers

The Secretariat is responsible for the collation and distribution of meeting papers.

All meeting papers must be approved by the relevant Executive Leadership Team member prior to submitting to the Secretariat for finalising. The finalised meeting papers will be submitted to the Chief Executive for sign-off and, once given, distributed to Committee Members.

The Secretariat retains electronic copies of all meeting papers including copies of all papers and documents tabled during the relevant meeting.

The treatment of any additional copies of meeting papers distributed to individual Committee Members and their respective annotations and notes is the responsibility of each individual Committee Member taking into account (*inter alia*) their confidentiality obligations as well as the law with regards to the destruction of documents that may become relevant in present or potential or anticipated litigation or formal inquiries or investigations.

Minutes

The Safety and Quality Committee must keep minutes of its meetings and a record of any written resolutions made by it.



The Secretariat is responsible for taking the minutes. The minutes should be prepared by the Secretariat within five business days of the meeting and submitted to the Committee Chair for review and acceptance within three business days of receipt.

The minutes will be tabled at the subsequent Mackay HHB meeting for noting, and the next Safety and Quality Committee meeting for approval. Committee Members are responsible for ensuring minutes are accurate and reflect a true and correct record of the procedures and decisions of meetings.

Written Resolutions

The following procedure applies to a notice of a written resolution, pursuant to the requirements under HHBA, Schedule 1, section 6(6):

- a) The notice must be proposed in writing (e.g. by email).
- b) The full wording of the proposed resolution and the reasons for the proposal must be attached to the notice.
- c) The notice can be given by any Committee Member or the Secretariat on behalf of a Committee Member.
- d) The proposed written resolution is passed once the Secretariat has received the necessary quorum of votes from eligible Committee Members.

Work Plans

The Secretariat, in consultation with the Committee Chair and the Executive Sponsor, shall maintain an annual work plan for the Safety and Quality Committee. The annual work plan shall identify the key matters for consideration and actions required by the Safety and Quality Committee during the year, and allocate those matters and actions to relevant meeting(s). The annual work plan enables the Safety and Quality Committee, and Executive Leadership Team to be aware of and plan for the year.

Disclosure of interests

Committee Members must act ethically and observe the highest standards of behaviour and accountability to support the continuation of public trust in the government.

Welcome Aboard: A guide for members of Queensland Government Boards, committees and statutory authorities outlines the obligations of members of government boards and those involved in the good corporate governance of government boards (<https://www.premiers.qld.gov.au/publications/categories/policies-and-codes/handbooks/welcome-aboard.aspx>). It states that:

'Members of Government Boards should avoid actual or potential conflicts between their duties to the Government Board and their personal interests or their duties to others. Members of Government Boards should also be aware of possible perceived conflicts of interest.'

Schedule 1, section 9 of the HHBA outlines the way in which the Safety and Quality Committee is to deal with disclosures of interests at meetings, in particular:

- A Committee Member must disclose if they have a direct or indirect interest in an issue being considered, or about to be considered, by the Safety and Quality Committee; and the interest could



conflict with the proper performance of the Committee Member's duties about the consideration of the issue.

- This disclosure must be made as soon as practicable by the Committee Member.
- The Safety and Quality Committee will decide if the Committee Member must not be present when the Safety and Quality Committee considers the issue, or take part in a decision of the Safety and Quality Committee about the issue.
- A disclosure of interest must be recorded in the meeting minutes.

A Committee Member must not have access to information of the Safety and Quality Committee in relation to a matter in which they have a conflict of interest, unless otherwise authorised by the Committee Chair (or Board Chair in circumstances where it is the Committee Chair that has the conflict of interest).

From time to time a Committee Member may also be an employee or other service provider of Mackay HHS ("Employee Member"). This may give rise to potential conflicts of interest which need to be managed carefully. If, prior to a meeting, information is to be provided to Committee Members that may have a direct impact on the status or obligations of an Employee Member, the Chief Executive must discuss with the Committee Chair (or Board Chair in circumstances where it is the Committee Chair that is an Employee Member) what information is to be withheld from the Employee Member until the Committee Chair/Board Chair expressly decides that the information is to be provided to the Employee Member. If, during a meeting, a potential conflict of interest of the Employee Member is raised, the Safety and Quality Committee will proceed in accordance with HHBA, Schedule 1, section 9.

Confidentiality

Committee Members must keep all Safety and Quality Committee discussions and deliberations confidential. Similarly, all confidential information received by a Committee Member because they are or have been a Committee Member must be kept confidential and the Committee Member must not improperly use that information to gain an advantage for themselves or someone else or to cause detriment to Mackay HHS.

Secretariat

Secretariat support will be provided by the Board Secretary or another delegate.

The Secretariat will be responsible for the preparation and circulation of the meeting agenda as well as recording the minutes and passing resolutions at all Safety and Quality Committee meetings, in consultation with the Safety and Quality Committee Chair. The Secretariat must record any votes against a passing resolution in the minutes of the meeting.

The Secretariat will also be responsible for the timely tabling of all correspondence, reports and other information relevant to the Safety and Quality Committee's activities.



Inconsistencies

In the event that this Terms of Reference is inconsistent with the Mackay Hospital and Health Board Charter, the Mackay Hospital and Health Board Charter will prevail

In the event that this Terms of Reference is inconsistent with the HHBA and/or the HHBR, the HHBA and/or the HHBR prevail.

Publication

A copy of this Terms of Reference will be made available at <http://www.mackay.health.qld.gov.au/about-us/leadership/committees/>.

Review

The Safety and Quality Committee will review this Terms of Reference by no later than June of each year or as required.

Acceptance of Terms of Reference

This Terms of Reference was endorsed by the Safety and Quality Committee on 15 May 2018, and approved by the Mackay HHB on 7 June 2018. This version of the Terms of Reference comes into effect on 5 July 2018.

Dr Judith (Helen) Archibald
Safety and Quality Committee Chair
Mackay Hospital and Health Service
15 May 2018

The Honourable Timothy Mulherin
Board Chair
Mackay Hospital and Health Service
7 June 2018

Revision History

Version	Date	Prepared by	Nature of Amendment
1	20/01/12	Senior Executive Support Officer	Draft document preparation for Mackay Hospital and Health Board consideration
2	26/06/12	Senior Executive Support Officer	Updated with new name
3	19/09/12	Senior Executive Support Officer	Updated – wording
4	05/02/13	Senior Executive Support Officer	Formatting redone
5	18/06/13	Senior Executive Support Officer	Reformatting
6	24/09/13	Senior Executive Support Officer	Review and minor update
7	07/04/14	Senior Executive Support Officer	Updated the meeting schedule
8	12/06/14	Senior Executive Support Officer	Updated the vision, purpose and values and the EDRS title
9	10/09/14	Senior Executive Support Officer	Update the title
10	28/05/15	A/Board Secretary	Amended as part of Committee Structure review
11	25/08/16	Board Secretary	Amended to insert new provisions



Version	Date	Prepared by	Nature of Amendment
12	06/07/17	Board Secretary	Amendments made to sections – Review and Acceptance of Terms of Reference
13	07/06/18	Board Secretary	Significant changes to align with Mackay Hospital and Health Board Charter

