

Terms of Reference

Bowen Hospital Community Reference Group

1. Purpose

The purpose of the Bowen Hospital Community Reference Group (CRG) is to support partnering with consumers and community representatives. This partnership will support us to deliver patient-centred and integrated healthcare to achieve improved patient experiences and health outcomes for the local Bowen community.

2. Role and responsibilities

The role and responsibilities of the Bowen Hospital CRG members is to:

- Provide input and feedback which supports the Bowen Hospital to drive improvements in safe care, family outcomes and experiences.
- Provide an opportunity for the Bowen Hospital and Mackay Hospital and Health Service (HHS) to extend its reach to the broader community for information sharing and improving health literacy about services provided across community.
- Support co-design through the inclusion of the consumer voice in the decision-making process when planning, developing, monitoring and reviewing services at facilities within the Bowen area.

3. Accountability

The Bowen Hospital CRG will have an advisory role to the Mackay HHS Rural Management Team, with any concerns escalated directly to the Executive Director Mental Health, Public Health and Rural Services. The advice of the Bowen Hospital CRG will be provided for information to the Mackay HHS Consumer Advisory Partners.

4. Structure

Membership

The Bowen Hospital CRG membership will consist of up to ten (10) members which represent a diverse community perspective and reside within the Bowen Hospital geographical catchment area. Members should be active in the community with strong community networks and an understanding of local issues, in particular issues relating to healthcare.

Membership of the group will be determined by the Chair in consultation with Executive Director Mental Health, Public Health and Rural Services with regard to the need for adequate representation from all sectors of the community. Membership may be by either select invitation or open recruitment.



Appointment

Members will be sought by expression of interest (EOI) selection process and will be appointed for a term of two (2) years.

Members

Community representatives

- Brian Ryle, community representative
- Bruce Hedditch, community representative
- Gary Martin, community representative
- Kerry Meier community representative
- Melita Jurgens, community representative
- Michelle Hooke Girudala proxy Rianna Nisbet
- Michelle O'Regan QPS PCYC OIC
- Stephanie Cora Coordinator Neighbourhood Centre Juru elder

Mackay HHS employees

- Director of Nursing and Facility Manager, Bowen (Chair)
- Executive Director Mental Health, Public Health and Rural Services
- Medical Superintendent Bowen Hospital

Guests

- Richard Murray, MHH Board member

Chair

All meetings will be Chaired by the Bowen Hospital, Director of Nursing and Facility Manager, or a representative as nominated by the Bowen Hospital, Director of Nursing and Facility Manager.

Secretariat

The secretary for meetings will be provided by the Bowen Hospital.

5. Operation of the Committee

Meetings

The Bowen Hospital CRG will meet at least six (6) times per year. Meetings will be scheduled bi-monthly (every two-months), or more frequently as required. Members are required to attend at least two meetings per year. Members who are unable to attend two meetings in a row will be contacted by the Chair to discuss their participation.

Proxies

Community organisations may nominate a proxy as required and agreed to by the Chair, prior to the meeting. Proxies should be suitably briefed prior to the meeting.

Quorum

Meetings may proceed at the discretion of the Chair and will include at least one Mackay HHS representative. It is desirable to have at least two (2) CRG members present.

Meeting agenda and minutes

The Secretariat, and Chair are responsible for preparing the meeting agenda and meeting minutes.

- Meetings will be chaired by the chair elect.
- Members wishing to place items on the agenda must notify the secretariat at least three (3) working days prior to the scheduled meeting.
- Agenda and relevant papers will be sent out to all members seven (7) days prior to the meeting.
- Late agenda items will be tabled at the discretion of the Chair.
- Apologies must be received at least two (2) days prior to the scheduled meeting date except in unforeseen circumstances.
- Minutes will be distributed to members within seven (7) days of the meeting.

Standing agenda items

- Acknowledgement of Traditional Custodians / Welcome to Country
- Welcome of invited guests and acknowledgment of received apologies
- Confirmation of previous meeting minutes
- Overview of actions
- Business arising, or carried over, from previous minutes
- Bowen Hospital update, including activity data, service updates, staffing updates and infrastructure updates.
- New business and agenda items to be tabled at the following meeting

6. Disclosure of Interests and Confidentiality

To meet ethical obligations, members must declare any conflicts of interest whether actual, potential, apparent, or appear likely to arise, and manage those in consultation with the Chair. This may relate to a position a member holds, or to the content of a specific item for deliberation.

A member must disclose, as soon as practicable, if:

- they have a direct or indirect interest in an issue being considered, or about to be considered, by the Bowen Hospital CRG; and
- the interest could conflict with the proper performance of the member's duties about the consideration of the issue.

The other members of the Bowen Hospital CRG are to decide if the member (with the conflict of interest) will be present when the group considers the issue. While the Bowen Hospital CRG discuss the involvement of the member (with the conflict of interest), the member (with the conflict of interest) must not be present. The Bowen Hospital CRG will then invite the member (with the conflict of interest) back into the conversation to advise whether they may participate in the discussion on the issue (which they have the conflict of interest with).

A disclosure of interest must be recorded in the minutes of the Bowen Hospital CRG meeting.

Confidentiality

Members may receive information that is regarded as 'in confidence', clinically confidential or have privacy implications. Members acknowledge their responsibility to maintain confidentiality of all information that is not in the public domain.

7. Review and Acceptance of Terms of Reference

The Bowen Hospital CRG will review the Terms of Reference by no later than March, every two (2) years or as required (subject to committee membership review). These Terms of Reference were endorsed by the Bowen Hospital CRG on 7th September 2021

A copy of the Terms of Reference is available at [add link.](#)

Approved by



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Julie Minogue

Director of Nursing and Facility Manager
Bowen Hospital

Chairperson

Date 6/12/2021



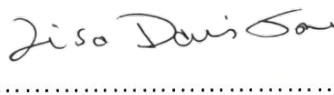
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Terry Johnson

Executive Director Mental Health, Public
Health and Rural Services, Mackay HHS

Date 13 / 12 / 2021

Endorsed by



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Lisa Davies Jones

Chief Executive, Mackay HHS

Date 15 / 12 / 2021

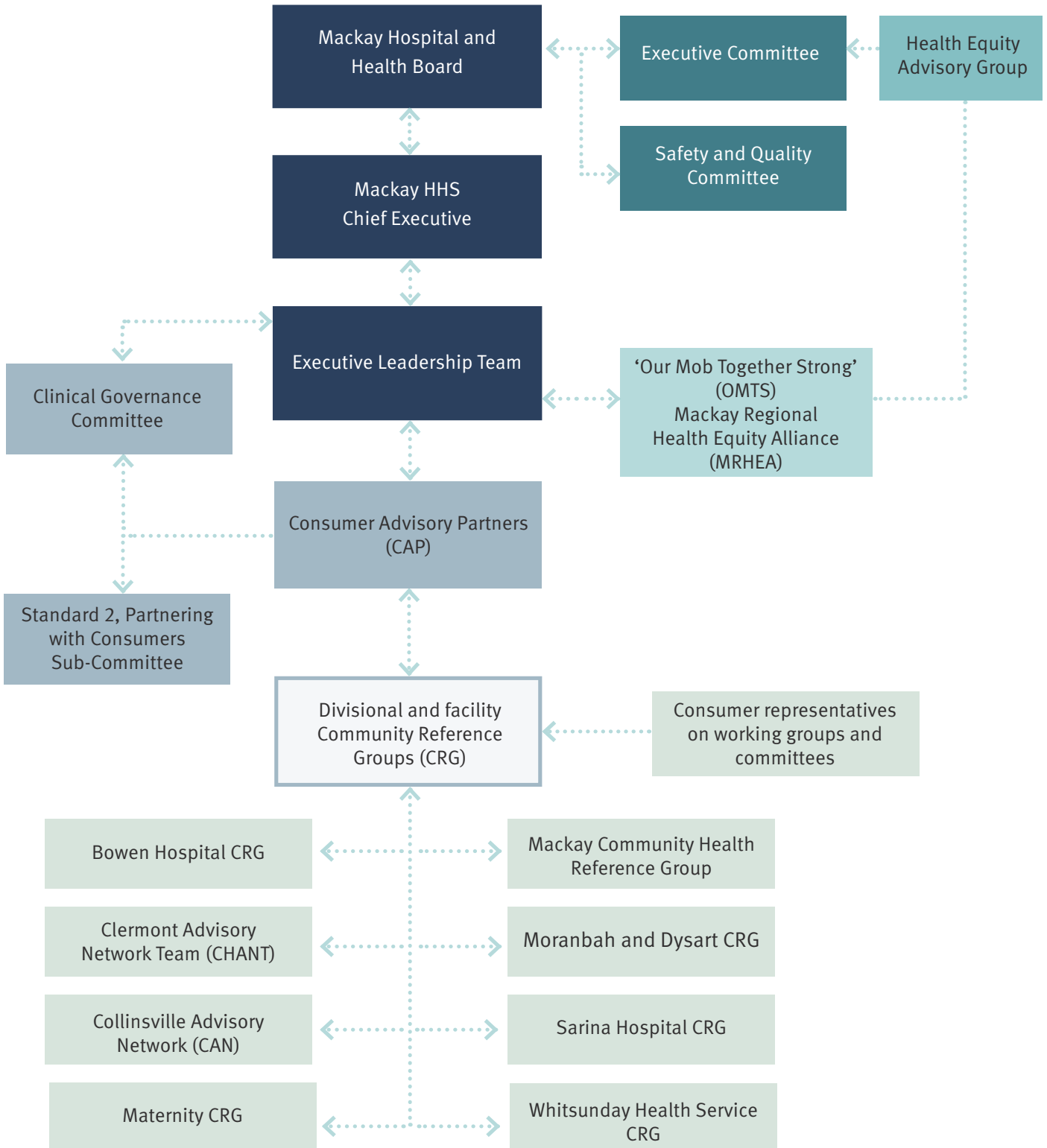
Document control

| | Date | Comments | Authorised by |
|------|---------------|---|---|
| V1.0 | May 2017 | ToR developed in consultation with CRG members | Terry Johnson Executive Director Mental Health, Public Health and Rural Services |
| V2.0 | June 2020 | Members and reporting process updated | Terry Johnson Executive Director Mental Health, Public Health and Rural Services |
| V3.0 | November 2021 | Document updated to align with other Mackay HHS Community Reference Groups ToR's. Additional information add about privacy and confidentiality. Members updated | |

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|------|------------|--|--|
| V4.0 | March 2022 | Membership updated with new representative from Girudala | |
| V5.0 | July 2022 | ToR updated with addition of new Health Equity Advisory Group to Community Engagement Governance Structure | Patricia O' Flaherty Community Engagement Officer |

Governance

The Mackay Hospital and Health Board (Mackay HHB) and the Mackay HHS Executive Leadership Team (ELT) are accountable for the development and implementation of the Consumer and Community Engagement Strategy 2020-2024. The Mackay HHB is committed to embedding consumer and community engagement into the Mackay HHS organisational culture and practices with support from the ELT.



*Only relevant committees have been shown on the above diagram.