

Terms of Reference

Canterbury DHB Quality and Patient Safety Council

December 2008

- Scope** Advisory to the Chief Executive.
- Purpose** The purpose of the Canterbury DHB Quality & Patient Safety Council is to provide governance and strategic direction for the organisation with respect to quality and patient safety and advise the Chief Executive on quality and patient safety issues.
- The Council will also provide a forum for the wider DHB to discuss, monitor and evaluate quality and patient safety issues and thereby facilitate ongoing improvement of the quality of health care delivered to the population served by the Canterbury DHB.
- Objectives**
- Provide leadership for improving the quality of care provided to consumers in Canterbury DHB;
 - Support and promote the use of a quality framework across the organisation.
 - Identify key issues for quality improvement;
 - Promote, encourage and support quality improvement in the DHB and thereby ensure the provision of patient centred, evidence based, systems minded, safe, sustainable health care to the population served by the Canterbury DHB;
 - Ensure good initiatives are communicated across the DHB;
 - Facilitate effective partnerships across the Canterbury DHB;
 - Facilitate the continuous improvement of the services provided by supporting, guiding and cooperating with people within the services who can positively influence quality care;
 - Assist in the input into submissions on quality related legislation and discussion papers;
 - Support and promote training and education programmes for quality;
 - Promote quality and budget as 'equal partners' in health;
 - Promote the development of appropriate information systems for monitoring and reporting on quality;

- Provide a forum to consider significant papers and reports for quality improvement opportunities.

Accountability
Membership

Reports to the Chief Executive.

Membership is by invitation through the Chief Executive.

Ex Officio members:

Chief Executive;

Canterbury DHB Corporate Quality and Risk Manager;

Canterbury DHB Executive Director of Maori & Pacific Health;

Clinical members:

Canterbury DHB Chief Medical Officer

Canterbury DHB Executive Director of Nursing;

Canterbury DHB Medical Director Patient Safety

Canterbury DHB GM, Planning & Funding or nominee;

GM, Community & Public Health or nominee;

Consumer Representative;

Clinical Board Representative;

School of Medicine Representatives (2);

PHO Representative (2) (*to be nominated by the PHO Chairs*);

Community and Nursing Home Support Providers Representatives (2);

Rural General Practitioner Representative or nominee;

General Practitioner Representative.

Project Facilitator, Corporate Quality and Risk (Secretary)

Other individuals may be invited to join the Council because of their particular expertise in quality and patient safety. These individuals will not necessarily be representative of a group.

Deputies

Members are required to appoint a deputy to attend the meetings in their absence. Members will take the responsibility for briefing their deputy and ensuring that they have the appropriate meeting papers.

A list of the designated deputies will be held by the Secretariat.

Chairperson	As appointed by the Chief Executive
Term of Office	Three years
Quorum	The quorum for this meeting is to be half the members plus one.
Meetings	Bi-monthly.
Agenda	A written agenda will be circulated 1 week prior to the meeting.
Conflicts of Interest	It is acknowledged that there may on occasion be situations where a conflict of interest exists for a member regarding some of the issues being discussed by the Council. Members will be asked to identify any conflicts of interest that exist at the beginning of each meeting.
Minutes	<p>Minutes of all meetings will be circulated to:</p> <ul style="list-style-type: none">• Council members;• General Manager, Hospital & Specialist Services• General Manager, Rural Health Service,• General Manager, Specialist Mental Health Service• General Manager, Older Persons Health Specialist & Rehabilitation Services,• General Manager, Medical & Surgical Services,• General Manager, Women's & Children's Health Service and• General Manager, Hospital Support & Laboratories.• PHO Chairs and Managers <p>A summary of the Minutes will be available on our website.</p>
Functional Relationships	<ul style="list-style-type: none">• Clinical Board• Hospital & Specialist Services Quality & Patient Safety Committees or equivalent• Community Providers