Wide Bay Hospital and Health Service

Wide Bay Hospital and Health Board

Safety and Quality Committee Charter

December 2020

Queensland Government

Our vision

Care Comes First…Through Patients' Eyes

Our purpose

We support people to improve their lives by delivering patient-centred, high-quality healthcare for Wide Bay.

Our Strategic Directions

Wide Bay Hospital and Health Service's vision and the Strategic Plan 2018-2022 consider and support the Queensland Government's objectives for the community *Our Future State: Advancing Queensland's Priorities*, with a particular contribution towards the objectives to keep Queenslanders healthy and give all our children a great start. In this context, five strategic directions have been developed and committed:

- **Enhance holistic health care:** we will put patients, carers and consumers at the centre of all we do;
- **Deliver more care locally:** we will provide high-quality, innovative services and develop our health technology;
- **Plan today for future infrastructure:** we will develop our health infrastructure to meet our region's needs;
- **Develop and support our staff:** we will invest in and nurture our staff;
- **Excellence through innovation:** we will improve our services through strategic partnerships and active innovation.

Board Safety and Quality Committee Charter

1.0 Purpose

The purpose of this Charter is to outline the functions, responsibilities, composition and processes of the Committee.

Section 8(1)(b) of Schedule 1 of the HHB Act provides the Board must establish committees prescribed under the HHB Regulation which includes the Committee (s 31 (1)(a) of the HHB Regulation).

2.0 Functions of the Committee

The functions of the Committee are stated in s 32 of the HHB Regulation and s 8(4) of Schedule 1 of the HHB Act.

The Committee has the following functions (s 32 of the HHB Regulation):

(a) advising the Board on matters relating to the safety and quality of health services provided by WBHHS including WBHHS's strategies for the following:

- (i) minimising preventable patient harm;
- (ii) reducing unjustified variation in clinical care;
- (iii) improving the experience of patients and carers of WBHHS in receiving health services;
- (iv) 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 WBHHS;

(b) monitoring WBHHS's governance arrangements relating to the safety and quality of health services, including by monitoring compliance with WBHHS's policies and plans about safety and quality;

(c) promoting improvements in the safety and quality of health services provided by WBHHS;

(d) monitoring the safety and quality of health services being provided by WBHHS using appropriate indicators developed by WBHHS;

(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) overseeing workplace health and safety practices of WBHHS;[1]

(g) overseeing environmental safety practices of WBHHS;

(h) any other function given to the Committee by the Board.

The Committee also has the following functions to (s 8(4) of Schedule 1 of the HHB Act):

- advise and make recommendations to the Board about matters, within the scope of the Board's functions, referred by the Board to the Committee; and

[1] Including WBHHS obligations and compliance with the *Workplace Health and Safety Act 2011 (Qld)* and associated strategies, policies and procedures.

- exercise powers delegated by the Board.[2]

3.0 Risk Management

In relation to its functions, the Committee will:

- Identify risks and mitigating strategies;
- Implement processes to enable the Committee to identify, monitor and manage risks; and
- Work collaboratively with the Audit and Risk Committee to manage risks.

4.0 Liaison with Stakeholders/Board Committees

In addition to the Committee's prescribed functions to collaborate with other safety and quality committees, the Department and State-wide quality assurance committees in relation to the safety and quality of health services, the Committee shall refer any issues which relate more appropriately to another Board Committee to that Board Committee.

The Committee will consult, collaborate and where necessary liaise with other Board Committees.

5.0 Reporting

The Committee receives reports from:

Report	Description	Frequency	Responsibility
Clinical Governance Report	Clinical Governance Report includes KPI dashboard and variance,[3] clinical governance scorecard, patient experience and outcomes, clinical audits, mandatory training, accreditation, credentialing, policies and procedures, service improvements and research, quality improvements and recommendations.	Monthly	Executive Director Governance
Department of Health Patient Safety and Quality key performance indicators report	Benchmarking report (Statewide)	Quarterly	Executive Director Governance
Occupational Health and Safety (OHS) Report	OHS Report includes OH&S KPI dashboard and	Monthly	Director Occupational

[2] Subject to s 30 of the HHB Act which only allows the Board to delegate powers to a committee if all members of the committee are Board members.
[3] KPI reporting on indicators as determined and directed by the Board from time to time.

Report	Description	Frequency	Responsibility
	variance;[4] workplace health and safety incidents, reports and regulator outcomes; WorkCover KPIs including costs and return to work rates; OHS training, controls and risks.		Health and Safety
Other	As directed by the Committee including but not limited to significant incidents and legal issues eg inquests and reportable death reports; health and safety governance and policy/plan compliance reports; reports on strategy associated with the Committee's functions.[5]	As directed by the Committee	HSCE

The Committee provides the following reports:

Recipient	Report	Frequency	Responsibility
Committee Members Standing Invitees	Committee minutes	Monthly	Board Secretary
Board	Committee minutes and meeting summary report	Monthly	Committee Chair
Board	Annual report summarising past year's performance and achievements	Annually	Committee Chair
Board	Charter (reviewed)	Annually	Committee Chair
Board	Other matters and reports including for the Board or as directed by the Board	As required	Committee Chair

[4] KPI reporting on indicators as determined and directed by the Board from time to time.
[5] Also see Annual Work Plan

6.0 Committee Composition

6.1 Committee Membership

Committee members[6] are Board members appointed by the Board to the Committee.

The Board shall determine the number of Committee members appointed, one of whom must be a clinician.[7]

Appointment of a Board member to the Committee will be determined by the Board on the recommendation of the Board Chair for such period as determined by the Board or in the absence of a stated period, ongoing for the term of appointment as a Board member, subject to Board review.

Committee membership may be reviewed at the Board's discretion with Committee membership amended from time to time having regard to the skills, abilities, experience of Board members and other factors as determined by the Board.

6.2 Committee Chair

The Committee Chair is a Committee member appointed by the Board for such period as determined by the Board or in the absence of a stated period, ongoing for the term of appointment as a Committee member, subject to Board review.

The Committee Chair is to preside at all meetings of the Committee. If the Committee Chair is not present at a Committee meeting, the Committee may choose an alternate Committee member in attendance at the meeting to preside.

For any extended periods of approved absence of the Committee Chair, the Board Chair may nominate an alternate Committee member be appointed as acting Committee Chair for the period of absence of the Committee Chair. The appointment of an acting Committee Chair is subject to Board ratification.

6.3 Standing Invitees

The following WBHHS positions[8] are not members of the Committee, however are invited to and expected to attend all Committee meetings:

- HSCE
- Executive Director Governance
- Executive Director Human Resource Services
- Executive Director Medical Services
- Director Clinical Governance
- Director Occupational Health and Safety

The Committee Chair is authorised and does not require Board or Committee approval to amend the standing invitees but should do so in consultation with the Board Chair (and cannot remove the HSCE).

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[6] Including the Committee Chair
[7] Subject to any requirement under the HHB Act and HHB Regulations to appoint persons to the Committee with specific skills, qualifications and experience.
[8] Including any amendment to the title of these positions where substantially the same functions and duties are performed.

With the approval of the Committee Chair, standing invitees may send a proxy if they are unable to attend.

6.4 Board Secretary

The Board Secretary will provide secretariat support to the Committee, including the preparation of meeting papers, administrative support and recording of minutes, actions, decisions and recommendations of the Committee.

7.0 Meetings

7.1 Frequency

The Committee will meet at least 11 times per year. The schedule of Committee meetings will be agreed and notified in advance to Committee members. Additional Committee meetings may be scheduled by the Committee Chair as required.

The Committee Chair must call a Committee meeting if requested by the Board.

7.2 Attendance at Meetings

Attendees are to attend Committee meetings in person or by teleconference or videoconference where directed or approved by the Committee Chair.

A Committee member who takes part in a Committee held in such a manner is taken to be present in the meeting.

Proxies are not permitted if a Committee member is not able to attend a Committee meeting.

7.3 Quorum

The quorum for a meeting of the Committee is one-half the number of its Committee members, or if one-half is not a whole number, the next highest whole number. If a quorum for the meeting is not met, the following must occur:

- at the Committee Chair's discretion, the continuation of the Committee meeting will be decided; and
- if the meeting proceeds, all decisions and recommendations will be preliminary and will then proceed to a quorum consensus out of session or be dealt with by flying minute.

7.4 Out-of-session

The Committee Chair may distribute meeting papers for decision on urgent matters which can be progressed by out of session papers (or flying minute for any matter delegated by the Board for which a decision is required).

In lieu of out of session papers, the Committee Chair may call an urgent out-of-session Committee meeting with limited notice. The meeting can be held through technology ie teleconference or videoconference.

If a flying minute for a decision is proposed, section 20 of the Board Charter shall apply with reference to the Board read as a reference to the Committee.

7.5 Agenda

The Committee will determine its own agenda for meetings consistent with its functions.

The Board Secretary, in conjunction with the Committee Chair and HSCE, is responsible for preparing the agenda for each Committee meeting.

The Committee Chair is responsible for ensuring items on the agenda reflect matters within the Committee's functions.

Committee members and the HSCE may contribute to the agenda by submitting items for the Committee Chair's consideration, either directly to the Chair or via the Board Secretary.

Agenda items must be submitted to the Board Secretary in sufficient time for inclusion in the Committee papers. The agenda must be approved by the Committee Chair prior to distribution to Committee members.

The agenda and Committee papers will be distributed to Committee members seven (7) days prior to the meeting or otherwise in the timeframe approved by the Committee Chair.

Late agenda items will be tabled at the discretion of the Committee Chair.

7.6 Minutes

Minutes:

- will be prepared by the Board Secretary within seven (7) days of the meeting for review and acceptance by the Committee Chair, subject to confirmation by the Committee at the next meeting;
- action items will be distributed to all Committee members and standing invitees in a timely manner;
- will be tabled at the next Board meeting for noting (with a Committee Chair summary of the meeting) and at the next Committee meeting for confirmation.

7.7 Decisions and Recommendations

Committee decisions[9] and Committee recommendations/advice to the Board must be recorded in the minutes of the meeting.

Committee decisions and Committee recommendations/advice are made by a majority of the Committee members present.

For any Committee decisions, each Committee member has one vote on each question to be decided and if the votes are equal the Committee Chair has a casting vote. A Committee member who abstains from voting is taken to have voted in the negative.

8.0 Conflict of Interest

Section 6 of the Board Charter applies for disclosure of interests to the Committee by Committee members and management of conflicts of interest.

All notifications of interests and agreed conflicts of interest will be noted in the minutes of the Committee meeting.

9.0 Confidentiality

Committee members must keep all Committee discussions and deliberations confidential.

[9] If exercising a power delegated by the Board, the Committee may make decisions otherwise the Committee will be advisory only reporting to the Board.

Section 6 of the Board Charter applies for Committee confidentiality where any reference to the Board shall be read as a reference to the Committee.

10.0 Induction of Committee Members

Newly appointed Committee members will be provided with an induction facilitated by the Board Secretary as approved by the Committee Chair. The induction will include details and copies of the following:

- Committee functions and membership
- Committee Charter
- Committee annual work plan and annual schedule of meetings
- The minutes from the previous three (3) Committee meetings
- A briefing on topical Committee issues and priorities; and
- Any other materials, induction training or requirements determined in accordance with this Charter or as agreed by the Committee Chair.

11.0 Committee Work Plan and Calendar

The Board Secretary, in consultation with the Committee Chair and the HSCE, shall develop and maintain an annual work plan for the Committee. The Board Secretary will also prepare an annual schedule of Committee meetings (which may be amended from time to time with the approval of the Committee Chair).

12.0 Evaluation

The Committee will review its performance annually, including compliance or otherwise with the Charter and annual work plan. A report of the outcomes of the annual review will be provided to the Board. The Board may commission an external peer review of the Committee's performance at its discretion.

The Committee Chair will provide each individual member of the Committee with feedback on their contribution to the Committee/performance at least once during the Member's term of appointment to the Committee.

13.0 Training and Development

The Committee Chair may discuss training and professional development needs and opportunities with Committee members. Training and development requirements for Committee members shall be implemented in accordance with section 27 of the Board Charter.

14.0 Review of Charter

This Charter will be reviewed by the Committee each year in conjunction with the Committee annual performance evaluation. This Charter may be altered following Committee consultation and recommendation, endorsement by the Committee Chair and approval of the Board.

15.0 Interpretation

Audit and Risk Committee	means the Board Audit and Risk Committee
Board	means the Wide Bay Hospital and Health Board, comprised of Board members
Board Charter	means the Board Charter as approved by the Board (as amended from time to time)
Board Committee	means a committee of the Board
Board member	means a person appointed in accordance with sections 23-26 of the HHB Act by the Governor in Council, by gazette notice, on the recommendation of the Minister
Charter	means this document
Committee	means the Board Quality and Safety Committee
Committee member	means a Board member appointed as a member of the Committee
Department	means the Queensland Department of Health
HHB Act	means the *Hospital and Health Boards Act 2011* (as amended from time to time)
HHB Regulation	means the *Hospital and Health Boards Regulation 2012* (as amended from time to time)
Health Service Chief Executive (HSCE)	means the health service chief executive appointed for the Service under s 33 of the HHB Act
WBHHS (Service)	means Wide Bay Hospital and Health Service, being the statutory body established under the HHB Act

16.0 Document History

Date	Nature of Amendment
30 July 2012	Terms of Reference Approved by the Wide Bay Hospital and Health Board
7 December 2016	Revised Terms of Reference approved by the Wide Bay Hospital and Health Board
26 April 2017	That 'Charter' be adopted as the consistent terminology
22 November 2017	Annual review of Charter – minor amendments
5 October 2018	Annual review and revision – updated to reflect WBHHS Strategic Plan 2018-2022 and Government Objectives for the Community

Date	Nature of Amendment
13 November 2019	Annual reviewed and revision – updated to reflect alignment with contemporary charters across other HHSs, and reworded confidentiality requirements.
20 November 2019	Noted and endorsed by the Committee
4 December 2019	Noted and endorsed by the Board
13 November 2020	Annual review and revision – rewrite to align with Board Charter and legislation
18 November 2020	Noted and endorsed by the Committee
2 December 2020	Noted and endorsed by the Board

This Charter was formally approved by the Wide Bay Hospital and Health Board on 2 December 2020.

Approved: 02/12/2020

Signature: Peta Jamieson

Name: Peta Jamieson

Chair Wide Bay Hospital and Health Board