

# Top End Medical Retrieval Services Steering Committee 2017-18

## Terms of Reference

### Top End Health Service

*Building Better Care, Better Health, Better Communities Together*

13 October 2017 (version 0.2)

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**Version Control**

Version	Description	Release Date
0.1	Initial draft for discussion	11/19/2017
0.2	CareFlight changed to CareFlight NT	

## Introduction

### 1.1. Purpose

This document describes the Terms of Reference for the Top End Medical Retrieval Service Steering Committee. The Terms of Reference articulate the context, role and function of the Top End Medical Retrieval Service Steering Committee.

### 1.2. Context

The Top End Health Service (TEHS) provides intrastate aeromedical retrieval services under a commercial contractual arrangement with CareFlight Northern Operations.

The formal contract commenced on 1 January 2013 for ten years ending 31 December 2022.

An independent third party mid-term review of retrieval services is required to analyse the contract on an objective basis to inform refinement of the service in the context of broader health service directions.

To inform the future competitive tender process, the review will consider:

- the clinical model;
- aviation and service logistics;
- effectiveness and cost efficiency;
- integration with TEHS services;
- achievement of TEHS strategic objectives; and
- contractual terms.

## 2. Role of the Top End Medical Retrieval Service Steering Committee

The Top End Medical Retrieval Service Steering Committee has been established to oversee the delivery of the TEMRS Review for TEHS. It is a peak body to provide oversight, advice and critical input into the planning, development and implementation of project activities from a whole of TEHS perspective.

## 3. Membership

### 3.1. Chair

The Chair of the Top End Medical Retrieval Service Steering Committee will be the Director of Emergency Medicine TEHS, Dr Didier Palmer.

### 3.2. Other Members

The membership of the Top End Medical Retrieval Service Steering Committee will be reflective of the following key areas.

Assistant Chief Operating Officer, TEHS
Executive Director Medical Services, TEHS
Chief Finance Officer, TEHS
Director Strategy, Service Development and Planning, TEHS
Medical Co-Director, Division of Surgery, RDH
Medical Co-Director, Women Children and Youth, RDH
Medical Director Low Acuity Medical Retrievals, TEHS
District Manager West Arnhem/ Maningrida
Director of Medical Services, KDH
Chief Procurement Officer, DoH
Director Budget Development, Department of Treasury and Finance

*(Appendix A- Steering Committee membership list).*

### 3.3. In-Attendance Members

In-Attendance Members will be required to attend meetings by the Chair, with no-voting rights.

Other In-Attendance Members may be invited to attend meetings by the Chair as necessary. In addition, the Chair may request other persons to be available to provide advice on particular aspects of the agenda, on an as required basis.

### 3.4. Proxies

Where a member is unable to attend a meeting and wishes to send a proxy, the member must gain prior approval from the Chair. The proxy representative must have knowledge and understanding of the Top End Medical Retrieval Service Steering Committee and subsequent process.

## 4. Meetings

### 4.1 Frequency of meetings

The Top End Medical Retrieval Service Steering Committee will meet monthly. Additional meetings may be scheduled at the direction of the Top End Medical Retrieval Service Steering Committee Chair, TEHS Executive and/or by agreement of a quorum of the group. Members may at times be requested to undertake business out of session.

### 4.2 Notice of meetings

A meeting agenda will be circulated 2 business days before each meeting.

### 4.3 Quorum

A quorum will be deemed to be half full membership plus one. In the event that a quorum is not achieved, a decision to continue the meeting will be made by those present. If the meeting continues, all decisions must be ratified at the next meeting or out of session.

### 4.4 Meetings in the absence of the Chair

In the event of the Chair's and/or Deputy Chair's absence the members present shall select one of the members to be the acting Chairperson for that and/or subsequent meetings.

## 5. Reporting, relationships and authority

1. The Top End Medical Retrieval Service Steering Committee reports to the TEHS Executive. The chair of the Top End Medical Retrieval Service Steering Committee will provide a report to the TEHS Executive on a monthly basis, or at the request of the TEHS Executive.
2. The Top End Medical Retrieval Service Steering Committee will receive, and may request reports from the Planning Unit. The Top End Medical Retrieval Service Steering Committee may give a reasonable direction to the Planning Unit in relation to the project (*Appendix B- Governance structure*).

## 6. Consensus

The Top End Medical Retrieval Service Steering Committee will make decisions using a consensus approach.

## 7. Confidentiality

Top End Medical Retrieval Service Steering Committee members are responsible for ensuring that confidential information provided to them as members is kept

confidential. Members may consult with appropriate staff where reasonable and necessary to ensure adequate and comprehensive consideration and engagement of Top End Medical Retrieval Service Steering Committee matters. Members are however responsible for ensuring the confidentiality of Top End Medical Retrieval Service Steering Committee information throughout any such consultation process.

## **8. Conflict of interest**

Top End Medical Retrieval Service Steering Committee members must act with honesty and integrity, be open and transparent in dealings, and avoid a position possessing a conflict of interest. Any actual or potential conflicts of interest must be reported to the Chair and to other Members if it is likely to have an impact on a discussion or decision being made by the Top End Medical Retrieval Service Steering Committee.

## **9. Secretariat**

The Chair of the Top End Medical Retrieval Service Steering Committee will be responsible for setting the agenda.

The Project Manager will provide the secretariat for the Top End Medical Retrieval Service Steering Committee. The secretariat will maintain a full and up to date record of all meeting minutes and action items.

## Appendix A – Top End Medical Retrieval Service Steering Committee Members

### Standing Members

Member	Position
Didier Palmer	Director of Emergency Medicine, TEHS (Chair of TEMRS)
Allison Grierson	Assistant Chief Operating Officer, TEHS
Charles Pain	Executive Director Medical Services, TEHS
Brigid Bourke	Chief Finance Officer, TEHS
Sarah Galton	Director Strategy, Service Development and Planning, TEHS
Brian Spain	Medical Co-Director, Division of Surgery, RDH
Charles Kilburn	Medical Co-Director, Women Children and Youth, RDH
Rodney Omond	Medical Director Low Acuity Medical Retrievals, TEHS
Stephen Hayes	District Manager West Arnhem/ Maningrida
Louise Harwood	Director of Medical Services, KDH
Julie Jenkins	Chief Procurement Officer, DoH
Tarrant Moore	Director Budget Development, Department of Treasury and Finance

### In-attendance Members

Member	Position
Lisa Marcus	Operational Services Planning Officer Acute Care, TEHS (Project Manager)
John Dettmann	Senior Category Manager, Funding & Contracts, DoH
Vanessa Sutcliffe	Director Commercial and Contracts, Department of Treasury and Finance

## Appendix B – Project Governance

