

Approved Procedures and Quality Assurance Committee (APQAC) Terms of Reference

Membership

The Approved Procedures and Quality Assurance Committee is a statutory Committee established under Part 17 of the *Mental Health and Related Services Act (the Act)*. Members are appointed according to their title through the endorsement of these Terms of Reference by the Chief Executive Officer, Department of Health (refer to Appendix A).

As a statutory Committee, a current list of members will be maintained by the NT Register of Boards and Committees according to their title. Any member representing an organisation who is vacating their position either on a temporary or permanent basis should advise their replacement of their role on the Committee to the Chair as soon as practical. Consumer and Carer representatives who are not representing an organisation and who are vacating their position on a temporary or permanent basis should advise the Chair as soon as possible. The Committee Secretariat should also be informed so that the Committee contact list and NT Register of Boards and Committees can be updated.

The Committee includes the following representatives:

- Chief Psychiatrist NT, or delegate
- Senior Compliance and Clinical Policy Coordinator Mental Health, Alcohol and Other Drugs Branch, DoH
- Director, Legal Services, DoH
- General Manager, Top End Mental Health and Alcohol and Other Drugs, Top End Health Services
- Director of Psychiatry, Top End Mental Health Service (TEMHS)
- General Manager, Central Australian Mental Health and Alcohol and Other Drugs, Central Australian Health Services
- Clinical Director, Mental Health Central Australian Health Service (MH CAHS)
- Safety Quality and Accreditation Manager TEMHS
- Quality and Safety Manager MH CAHS
- Manager, Community Visitor Program or delegate
- Nominated representative of the NT Aboriginal Health Forum
- Nominated consumer representative
- Nominated carer representative

Secretariat Support:

- Quality and Safety Coordinator, Mental Health and Alcohol and Other Drugs Branch Department of Health
- Executive Administration Assistant, Mental Health and Alcohol and Other Drugs Branch Department of Health

Members may nominate an appropriate proxy to represent their organisation where the committee member is unable to attend a meeting; this must be arranged at least one week prior to the meeting and approved by the Chair.

The Chair may request that a representative from the Department of Health Legal Services attend to provide advice on a particular issue, or invite other appropriate stakeholders to attend meetings to provide specialist advice.

All members and proxies will complete the 'APQAC Conflict of Interest and Confidentiality Declaration' and return the signed form via MHAOD.DoH@nt.gov.au.

Members who are not otherwise entitled to remuneration by an employer for attendance will be paid for their attendance at Class A3 rate in accordance with conditions specified in the *Assembly Members and Statutory Officers (Remuneration and other entitlements) Act*.

Meetings will be chaired by the Chief Psychiatrist NT, DoH or their delegate.

Frequency of Meetings

Meetings will be convened quarterly and are required at minimum twice per year.

Proposed meeting dates will be documented on a meeting schedule and two hours will be allocated to each meeting.

Should it be considered necessary, the Chairperson may ask the Committee to consider matters out of session, or to convene at short notice where urgent matters require immediate consideration, review and approval.

Administration and Reporting

The Mental Health, Alcohol and Other Drugs Branch will provide Secretariat support to the Committee, and once Procedures are reviewed and approved, upload and publish the new version to the Policy Guidelines Centre (PGC).

The MHAOD Branch will draft Committee reports to be endorsed after each meeting and then provided to the CEO DoH or his/her delegate to fulfil his or her responsibilities under sections 17 and 18 of the Act.

Purpose of the Committee

Pursuant to s145(2) of the Act, the functions of the Committee are to:

- (a) to monitor and review the approved procedures and forms and, where appropriate, recommend amendments to them; and
- (b) to assess and evaluate the quality of mental health services, including clinical practices and privileges, and, where appropriate, recommend changes to them.

Monitoring and Reviewing Approved Procedures and Forms

Approved Procedures and Forms will be reviewed on an ongoing basis. Approved Procedures and Forms may also be reviewed and amended or new Approved Procedures and Forms developed in response to issues raised with their practical application or to facilitate the implementation of amendments to the Act.

Process to Review Approved Procedures

Committee members will submit requests for Approved Procedures or Forms for review with proposed changes with track changes, to the APQAC Secretariat via the following email MHAOD.DoH@nt.gov.au.

MHAOD will manage a separate Approved Procedures Tracking Register which will monitor and track the approval process.

The Committee will not review more than four Procedures during any meeting, the request to change an Approved Procedure must be submitted no later than two weeks prior to the scheduled meeting to allow Committee members adequate time to review. At the discretion of the Chair late submissions may be accepted.

Quorum

A quorum of members will be at least five members of the committee including the Chief Psychiatrist or delegate, a Top End Mental Health Service member or delegate, and a Central Australian Mental Health Services member or delegate. All delegates are to be approved by the Chair prior to the meeting.

Distribution of Meeting Papers and Minutes

Draft minutes and Procedures and/or Forms to be reviewed will be circulated to members two weeks prior to the next meeting. The Committee will decide if there are any issues that are not for circulation, otherwise members may share the minutes within their organisation in compliance with section 147(a) of the Act.

Out of Session Amendments

From time to time, urgent amendments to Approved Procedures and Forms may require the endorsement of the Committee outside of the scheduled meetings. In these circumstances, documents will be circulated via email as an out of session amendment with a one week timeframe for feedback and/or endorsement.

Document Details*

Version Control details are contained within the version history of this document and on HP Content Manager Record Number EDOC2018/145860.

The owner of this document is the Chief Psychiatrist NT or their delegate as Chair of this Committee. These Terms of Reference are to be reviewed annually or sooner if deemed necessary.

These Terms of Reference were approved by the Chief Executive on 23/01/2019 and will be reviewed annually. Next review date for these Terms of Reference is 23/01/2020.

Appendix A: Legal Notes from Part 17 of the Act

Restrictions on Committee

A report or information made available by the Committee must not disclose the identity of a person who is a provider or recipient of services under the Act unless the person consents in writing to the disclosure.

Disclosure of Information

A person who is or was a member of the Committee must not make a record of, or divulge or communicate to any person, any information obtained by the person as a member except -

- (a) For the purpose of performing the functions or exercising the powers of a member; or
- (b) in accordance with standards that may be established by the Minister for -
 - (i) the providing reports to the Agency or a prescribed body; or
 - (ii) the making available of information to the public.

Maximum Penalty: 40 penalty units.

Finding Not Evidence of Certain Matters

A finding or recommendation by the Committee as to the need for changes or improvements in relation to a procedure or practice is not admissible as evidence in any proceedings that the procedure or practice is, or was, careless or inadequate.

Information Not To Be Given In Evidence

- (1) A person who is, or has been, a member of the Committee is neither competent nor compellable —
 - (a) to produce to a court, tribunal, board or person any document in the person's possession or under the person's control that was created by, at the request of or solely for the purpose of the Committee; or
 - (b) disclose or communicate to a court, tribunal, board or person any matter or thing that comes to the person's notice as a member of the Committee.
- (2) Subsection (1) does not apply to a requirement made in proceedings in respect of an act or omission by —
 - (a) the Committee; or
 - (b) a member of the Committee as a member.