



Clinical Council Terms of Reference

Purpose

The Darling Downs and West Moreton PHN (the **PHN**) takes a strengths-based approach to improving health outcomes in the region. The Darling Downs and West Moreton Clinical Council (the **Clinical Council**) provides advice to the PHN on locally relevant clinical matters.

Strategic alignment

The Clinical Council aligns with the PHN [vision, strategies, objectives and local health priorities](#); the Australian Government [key national health priorities](#), and the governance arrangements and requirements of the Department of Health as part of the [PHN programme guidelines](#).

Role and function

- Advise on key and emerging clinical matters relevant to people in the Darling Downs and West Moreton region, and existing local primary healthcare responses.
- Advise on strategic, cost-effective and innovative opportunities to improve medical and health care services, pathways, and health outcomes for people in the Darling Downs and West Moreton region.

Member responsibilities

- Act as regional champions of locally relevant clinical care pathways designed to streamline patient care, improve the quality of care, and utilise existing health resources efficiently to improve health outcomes.
- Establish professional networks and stakeholder business relationships that will ensure Clinical Council members represent a good understanding of local health care needs and systems.
- Participate in health system planning and collaboration, focused on improving the experience and flow of people between hospital, general practice, and other healthcare services.
- Advocate, promote, and encourage engagement across the health care system in the services and initiatives of the PHN, including dissemination of materials and messages to the community and health professionals.

Authority

The Clinical Council is accountable to the PHN Board.

The Clinical Council is linked to the PHN Board through:

- the appointment of a nominated GP Board Director as Clinical Council Chairperson.
- regular reports of meeting outcomes to the PHN Board via the Chief Executive Officer or Clinical Council Chairperson.
- the provision of endorsed meeting minutes to the PHN Board as a standing Board agenda item.



Membership

Membership of the Clinical Council will include:

- the Chairperson, appointed by the Board who is a GP Board Director and works within the PHN region;
- 7 – 12 clinicians (3 of whom must be GPs inclusive of the Chairperson, one from Darling Downs and one from West Moreton), with broad representation reflecting the clinical needs of the overall region. This may include professionals from allied health, medical specialists, Aboriginal medical services and community health; and
- a consumer representative.

Ex-officio positions will exist on the Clinical Council, including but not limited to:

- the PHN General Practice Liaison Officer(s); and
- one representative from each of the Darling Downs and West Moreton Hospital and Health Services.

Ex-officio positions and subject matter experts may attend meetings by invitation and on an as needs basis.

Selection and appointment

Appointment to the Clinical Council requires Board approval. Members will be selected by the PHN Board by way of an expressions of interest process.

Applicants must demonstrate alignment to the roles, functions, and responsibilities of the Clinical Council. Balanced representation of clinicians located from the Darling Downs region and the West Moreton region will also be sought.

Appropriate induction, training and professional development will be provided to each member to ensure that all members of the Clinical Council have the skills and knowledge to carry out their role effectively.

Term of appointment

Membership will be actively reviewed by the Clinical Council and the PHN Board on an annual basis. Members are appointed for a three-year term; however, one third of the Council members are to stand for re-instatement annually to ensure staggered appointments.

Members may be reappointed at the conclusion of each term.

Clinical Council members may resign by written notice to the Clinical Council Chairperson and Secretariat at any time.

The PHN Board may revoke membership of the Clinical Council for any member at any time.

Remuneration

The Clinical Council will be remunerated, at the rate agreed by the PHN Board, for meetings attended.

The Clinical Council members will also be remunerated for kilometres travelled to attend meetings, at the agreed rate set by the Australian Taxation Office.

Disclosure

Membership of the Clinical Council will be disclosed in the PHN Annual Report.



Governance

Meeting frequency

The Council will meet four times per calendar year, with the option of convening additional meetings on an as-needed basis.

With the agreement of the PHN Board and the Chief Executive Officer, the Chairperson of the Clinical Council may at any time convene additional meetings of the Clinical Council to consider urgent matters requiring clinical advice; or alternatively, reduce the number of meetings.

Agenda and papers

The Clinical Council Chairperson, in conjunction with the CEO (or delegate), will set the agenda for Clinical Council Meetings.

The agenda and supporting papers will be provided to Clinical Council members at least five (5) working days in advance of the meeting.

Quorum and attendance

In the absence of the Chairperson, the Chairperson of the Board may nominate another Board Director to act as Chairperson for the meeting.

Fifty percent plus one member of the Clinical Council will constitute a quorum.

Members attending by either video or teleconference link will be determined to be in attendance.

Members will be required to attend at least 75% of the Clinical Council meetings in any one year.

Conflict of interest

Clinical Council members must declare any actual, potential or perceived conflicts of interest, through completion of the PHN *Declaration of Interest Form*. Conflicts of interest will be managed through processes outlined in the PHN *Conflict of Interest Policy*.

Completed Declaration of Interest forms must be provided to the Council secretariat within ten (10) business days following the first Darling Downs and West Moreton Clinical Council meeting and annually thereafter.

Conflict of Interest disclosure will be addressed at the commencement of each Meeting.

Privacy and confidentiality

Clinical Council members are expected to maintain confidentiality of information discussed during meetings and sent out of session.

Code of Conduct

Clinical Council members and attendees will act in accordance with and abide by the PHN *Code of Conduct*.

Record of meetings

The PHN will provide the Secretariat for the Clinical Council.

Minutes and/or an Action Status Register will record resolutions and recommendations to the PHN Board.

