

TERMS OF REFERENCE

Hawke's Bay Clinical Council

March 2021

<p>Purpose</p>	<p>The Hawke's Bay Clinical Council is the principal clinical governance, leadership and advisory group for the Hawke's Bay health system; committed to Te Tiriti o Waitangi and achieving equity for Tangata Whenua and other populations, in the provision of health care in the Hawkes' Bay District.</p>
<p>Functions/Priorities</p>	<p>The Hawke's Bay Clinical Council supports the Hawke's Bay health system to achieve its strategic objectives:</p> <ul style="list-style-type: none"> • Pūnaha ārahi hāpori / Community-led system • He paearu teitei me ōna toitūtanga / High performing and sustainable system • He rauora hōhou tangata, hōhou whānau / Embed person and whanau centred care • Māori mana taurite / Equity for Māori as a priority; also equity for Pasifika and those with unmet need • Ngā kaimahi āhei tōtika / Fit-for-purpose workforce • Pūnaha tōrire / Digitally enabled health system <p>The Hawke's Bay Clinical Council:</p> <ul style="list-style-type: none"> • Works in partnership with a whole of system approach to ensure Hawke's Bay health services are achieving equity in health outcomes through the provision of services that are culturally safe, appropriate in addressing inequities and accessible to Tangata Whenua • Ensures decisions and recommendations are consistent with the healthcare quadruple aim (the simultaneous pursuit of improved quality, safety and experience of care for individuals; improved health and equity for all populations; best value for public health system; and improved experience of providing care) • Will identify, investigate, monitor and provide advice to the CE and the Board on clinical and patient risk, equity, safety and quality issues • Provides clinical advice and assurance to the Hawke's Bay health system management and governance structures • Provides clinical leadership to the Hawke's Bay health system workforce.
<p>Level of Authority</p>	<p>The Council is appointed by, and is accountable to, the CEO of Hawke's Bay DHB.</p> <p>The Council has the authority to provide advice and make recommendations, to the CEOs and Boards of HBDHB and Health Hawke's Bay Limited (as appropriate).</p> <p>To assist it in this function the Council may:</p> <ul style="list-style-type: none"> • Request reports and presentations from particular groups • Establish sub-groups to investigate and report back on particular matters

	<ul style="list-style-type: none"> • Commission audits or investigations on particular issues • Co-opt people from time to time as required for a specific purpose. <p>The Council's role is one of governance, not operational or line management.</p> <p>Delegated Authority</p> <p>The Council has delegated authority from the CEOs and Boards to:</p> <ul style="list-style-type: none"> • Make decisions and issue directives on quality clinical practice and patient safety issues that: <ul style="list-style-type: none"> ▪ Relate directly to the function and aims of the Council as set out in the Terms of Reference; and ▪ Relate directly to the provision of, or access to, HBDHB publicly funded health services; and ▪ Are clinically and financially sustainable. <p>All such decisions and/or directives will be binding on all clinicians who provide and/or refer to public health services funded (in whole or part) by the HBDHB.</p>
Membership	<p>Members appointed by tenure shall normally be appointed for three years, whilst ensuring that approximately one third of such members 'retire by rotation' each year. Such members may be reappointed but for no more than three terms. Members appointed by role/position do not have a finite term.</p> <p>When making appointments, consideration must be given to maintaining a wide range of perspectives and interests within the total membership, ensuring in particular that Māori health, Pacifica health and rural health interests and expertise are reflected.</p> <p><i>By role/position:</i></p> <ul style="list-style-type: none"> • Chief Medical & Dental Officer Hospital • Chief Nursing & Midwifery Officer • Chief Allied Health Professions Officer • Midwifery Director • System Lead for Medicines • Clinical Director Health Improvement & Equity • Senior Advisor, Cultural Competence • Clinical Lead, Planning, Funding and Performance • PHO Clinical Advisory and Governance Committee representative • Medical Director, PHO • Nurse Director, PHO <p><i>By Appointment (tenure):</i></p> <ul style="list-style-type: none"> • General Practitioner x 2 • Senior Medical / Dental Officer x 2 • Senior Nurse x 2 • Senior Midwife x 1 • Senior Allied Health Professional x 1
Chair	The Council will annually elect a chair and deputy, or co-chairs.
Quorum	A quorum will be a majority of the members appointed at the time.

<p>Meetings</p>	<p>Meetings will be held monthly at least ten times per year, or more frequently at the request of the chair/co-chairs.</p> <p>Meetings will generally be open to the public, but may move into “public excluded” where appropriate and shall be conducted in accordance with HBDHB Board Standing Orders as if the Council was a Board Committee.</p> <p>A standing reciprocal invitation has been extended to the Hawke’s Bay Health Consumer Council for a representative to attend all meetings.</p> <p>Matters may be dealt with between meetings through discussion with the chair/co-chairs and other relevant members of the Council.</p>
<p>Reporting</p>	<p>The Council will report through HBDHB and Health Hawke’s Bay Limited Chief Executives (as appropriate) to the respective Boards.</p> <p>A monthly report of Council activities/decisions will be placed on the DHB website when approved.</p>
<p>Minutes</p>	<p>Minutes will be circulated to all members of the council within one week of the meeting taking place.</p>