

SA HEALTH CLINICAL HANDOVER ADVISORY GROUP

TERMS OF REFERENCE

VISION

To enhance the safety of patients through improvement of clinical handover¹ within SA Health and impact upon the quality of clinical handover in the whole of health across South Australia.

ROLES

- Be recognised as the peak group guiding clinical handover improvement in SA.
- Support consistency and linkage between the national and state agendas and action at the regional level
- Identify policy directions, priorities and strategic directions for service and workforce development and delivery, relevant to clinical handover improvement.
- Promote a culture that supports the professional behaviours, learning environment and organisational arrangements to improve patient safety through clinical handover improvement in South Australia.

FUNCTIONS

- Develop a strategic plan for clinical handover improvement in SA that links with national objectives.
- Provide advice on strategies for clinical handover research in SA and review current research findings for their relevance to strategic directions in SA Health.
- To provide strategic advice on the TeamSTEPPS programme and other clinical handover education strategies in SA Health.
- Provide advice on SA Clinical handover policy and guidelines.
- Provide advice on planning, implementation, evaluation, sustainability and monitoring progress, of state-wide clinical handover initiatives at state and regional levels.
- Advocate and seek executive support for initiatives to improve clinical handover. Disseminate relevant information at executive level.

¹ communication transfer of professional responsibility and accountability for some or all aspects of care for a patient or group of patients to another person or professional group on a temporary or permanent basis. AMA Safe Handover: Safe Patients, Guidance on Clinical Handover for Clinicians and Managers 2006, Australian Medical Association.

REPORTING

Reports to:

- SA Health Safety and Quality Committee

Provides advice as required to:

- Safety and Quality Council
- SA Health Safety and Quality Committee
- ED Public Health and Clinical Coordination
- Regional Clinical Governance Committees

Receives advice as required from

- Regional Clinical Governance Committees

PROPOSED MEETINGS

Meet / teleconference monthly for 6 months, then revise

ALLOWANCE AND EXPENSES

Sitting fee available for consumer representative, non SA Health representative within employee arrangements

NOTICE OF MEETINGS

Established annually in advance

CONFIDENTIALITY

No specific provisions

TERM OF OFFICE/REVIEW

The group Terms of Reference will be reviewed annually. Membership is for two years, or through negotiation with the Chair.

SELECTION OF COMMITTEE MEMBERS

Membership will be selected to ensure representation across the regions.

All member organisations will nominate a representative and proxy for the advisory group.

Additional members may be co-opted if required to provide specific input

QUORUM

Half of members plus one for issues requiring vote.

COORDINATION AND SECRETARIAT

Coordination and secretariat role for the SA Health Clinical Handover Advisory Group and Working Groups will be provided by an Assistant Project Officer, Safety and Quality Unit

MEMBERSHIP

This group will be sponsored by ED Public Health and Clinical Coordination and chaired by Director Safety and Quality Unit, Department of Health or delegate.

Member	Name
1. SA Health Safety and Quality Medical Representative (Chair)	Hugh Grantham
2. Principal Consultant, Safety and Quality	Christy Pirone
3. Senior Project Officer, Safety and Quality	Karen Stead
4. Executive Director Operations or nominee	Justin English
5. DH Workforce	
6. Consumer and Community Advisory Committee, Nominee	Diana O'Neil
7. CHSA, Nominee	Peter Joyner Lesley Olsen
8. CNAHS, Nominee –	Theresa Hubbard Chris Beare
9. CYWHS, Nominee	Chris Pearson
10. SAHS, Nominee	Lesley Jeffers
11. SAAS, Nominee –	Alan McLean
12. CNAHS, Nominee, State-wide Retrieval Services	Matthew Hooper
13. Post Graduate Medical Educational Council	Geoff Thompson
14. Research	A/ Prof Bob Adams
15. Nursing -	
16. Allied Health	Catherine Turnbull
17. General Practice SA, Nominee	Amanda Allport-Haller
18. Aged Care	Allan Graham (temp)
Executive Officer	Lambia Angelakos

***Nursing, Medical and Allied health positions may also be the regional representative**