

Council of Obstetric and Paediatric Mortality and Morbidity

Terms of Reference (as per the Perinatal Registry Act 1994)

Function:

1. To investigate the circumstances surrounding, and the conditions that may have caused:
 - Maternal and perinatal deaths in Tasmania;
 - Deaths of children in Tasmania in the age group from 29 days to 14 years;
 - Congenital abnormalities in children born in Tasmania; and
 - Injuries, illness or defects suffered by pregnant women or viable fetuses in Tasmania at any time before or during childbirth.
2. To maintain a perinatal data collection for the purposes of:
 - Collecting, studying, researching and interpreting information relating to maternal and perinatal deaths;
 - Collecting, studying, researching and interpreting information relating to births in Tasmania;
 - Identifying and monitoring trends in respect of perinatal health (including congenital abnormalities);
 - Providing information to the Secretary for Health & Human Services on the requirements for and the planning of obstetric and neonatal care;
 - Providing information to persons employed in health care and to researchers; and
 - Maintaining a register of congenital abnormalities.
3. To provide information for the education and instruction in medical theory and practice in obstetrics and paediatrics for legally qualified medical practitioners and nurses.
4. To investigate and report on any other matters relating to obstetric and paediatric mortality and morbidity referred to the Council by the Minister or the Secretary for Health & Human Services.
5. To perform any other functions imposed by the Perinatal Registry Act or any other Act or the regulations.

Powers of the Council:

The Council has the power to:

- Require any person to provide any information or any document in that person's control that is relevant to the performance by the Council of its functions;

- Do all things necessary or convenient in connection with the performance of its functions and the exercise of its powers under this or any other Act and
- Delegate, in writing, any of its functions or powers to a member of the Council or a Committee established to assist in performing its functions.

Sub-Committees:

The Council may establish sub-committees to assist it in performing its functions.

Sub-Committee membership consists of:

- Members of the Council as the Council determines; and
- Other members determined by the Council and approved by the Minister.

The Sub-Committee must:

- Provide the Council with information and advice on any matter referred to it by the Council; and
- Perform any functions delegated to it by the Council.

A Sub-Committee has the same powers as the Council.

Meeting of a Sub-Committee are to be held in accordance with any directions given by the Council.

Membership of the Council:

There shall be a minimum of eight and a maximum of 10 members, made up as follows:

- Two members nominated by the Vice-Chancellor of the University of Tasmania;
- One member who is employed in the delivery of neonatal services at the Royal Hobart Hospital, and has been nominated by the Secretary of Health & Human Services;
- One person who is employed by the Department of Health & Human Services, and has been nominated by the Secretary of Health & Human Services;
- One member who is a Member of the Royal Australian College of Obstetricians and Gynaecologists nominated by the Tasmanian Branch of that college;
- One member who is a Member of the Australian College of Paediatricians nominated by the Tasmanian Branch of that college;
- One member who is a Member of the Royal Australian College of General Practitioners nominated by the Tasmanian Branch of that college; and

- One member who is a Registered Nurse holding a practicing certificate endorsed with the category of Midwifery Nursing and nominated by the Tasmanian Branch of the Australian College of Midwives Incorporated.

Rules of Membership:

All members of the Council are to be appointed by the Minister;

Two additional members can be appointed by the Minister if nominated by a majority of the above members;

The Minister may appoint a member as Chairperson of the Council;

A member can hold office for a term not exceeding 3 years;

Rules of Meeting Conduct:

The Chairperson is to preside at all meeting of the Council. If the Chairperson is not present a member elected by those members present must preside.

A quorum is half the total number of Council members.

A question is decided by a majority of votes by members present at the meeting. The Chairperson has a deliberative vote, and a casting vote if required.

Meetings can be either face to face, or via other means of tele-communication.

Out of session resolution of questions is permitted if at least half the total number of Council Members sign a document containing a statement that they are in favour of.

Minutes of all proceedings are to be maintained.

Paediatric Mortality and Morbidity Sub-Committee

Terms of Reference

Purpose:

The Paediatric Mortality & Morbidity Sub-Committee is established by the Council of Obstetric and Paediatric Mortality & Morbidity to assist the Council in performing the functions as listed below.

Functions:

1. To investigate and report on the circumstances surrounding, and the conditions that may have caused deaths of children in Tasmania in the age group from 29 days to 14 years;
2. To provide information for the education and instruction in medical theory and practice in paediatrics for legally qualified medical practitioners and nurses;
3. To investigate and report on any other matters relating to Paediatric mortality and morbidity referred to the Sub-Committee by the Council of Paediatric Mortality & Morbidity.

Membership:

Dr Elizabeth Hallam (Chair)
Dr Chris Lawrence
Dr Geoff Shannon
Dr Simon Parsons
Mr David Fanning
Jane Wood (Executive Support)

Perinatal Mortality and Morbidity Sub-Committee

Terms of Reference

Purpose:

The Neonatal Mortality & Morbidity Sub-Committee is established by the Council of Obstetric and Paediatric Mortality & Morbidity to assist the Council in performing the functions as listed below.

Functions:

1. To investigate and report on the circumstances surrounding, and the conditions that may have caused:
 - deaths of live born infants in Tasmania who die before the age of 28 days; and/or
 - deaths of infants born in Tasmania with a gestation period greater than 20 weeks and/or a birthweight greater than 400g.
2. To investigate and report on the circumstances surrounding, and the conditions that may have caused congenital abnormalities in children born in Tasmania.
3. To provide information for the education and instruction in medical theory and practice in neonatal care for legally qualified medical practitioners and nurses;
4. To investigate and report on any other matters relating to neonatal mortality and morbidity referred to the Sub-Committee by the Council of Paediatric Mortality & Morbidity.

Membership:

Dr Simon Parsons (Chair)
Dr Melwyn D'Mello
Dr Geoff Shannon (reviews findings)
Jane Wood (Executive Support)

Maternal Mortality and Morbidity Sub-Committee

Terms of Reference

Purpose:

The Maternal Mortality & Morbidity Sub-Committee is established by the Council of Obstetric and Paediatric Mortality & Morbidity to assist the Council in performing the functions as listed below.

Functions:

1. To investigate and report on the circumstances surrounding, and the conditions that may have caused:
 - maternal and perinatal deaths in Tasmania; and/or
 - injuries, illness or defects suffered by pregnant women or viable foetuses in Tasmania at any time before or during childbirth;
2. To provide information for the education and instruction in medical theory and practice in obstetrics for legally qualified medical practitioners and nurses;
3. To investigate and report on any other matters relating to maternal mortality and morbidity referred to the Sub-Committee by the Council of Paediatric Mortality & Morbidity.

Membership:

Dr Shelby Jarrell (Chair)
Dr Melwyn D'Mello
Ms Ruth Forrest
Ms Jane Wood

Data Sub-Committee

Terms of reference

Purpose:

To oversight all aspects of the data collection processes of the Council of Obstetric and Paediatric Mortality & Morbidity

Functions:

1. To advise the Council on the presentation and content of reports based on current data;
2. To advise the Council on issues of collection and reporting, in particular
 - Improvement in and monitoring of compliance
 - The development of capacity for electronic collection and transfer by 2003
 - The need to review of data based on assessment every two years
 - Other issues affecting reporting compliance; and
3. To advise the Council on the process for data access for research and audit purposes.

Members:

Private Practice Obstetrician - Dr Rupert Sherwood (Chair)
Hospital Obstetrician – Dr Melwyn D’Mello
Paediatrician – Dr Michelle Williams
Midwife – Fiona French
Perinatal Data Collection – Jane Wood (Executive Support)