

Department of Health

Clinical Planning Taskforce Southern Reference Group

Terms of Reference

# Background

The Clinical Planning Taskforce (CPT) has been established to provide well-informed non-partisan, evidence-based advice to the Secretary, Department of Health, for the planning, delivery, evaluation and improvement of health services in Tasmania.

The CPT will help deliver an integrated and cohesive plan for Tasmania’s health system by aligning strategic planning for clinical services with capital and infrastructure investment and workforce requirements.

In undertaking this role, the CPT has been given three key deliverables:

* advising on the next stage of the Royal Hobart Hospital (RHH) health precinct and masterplan
* advising on broader capital and strategic planning for projects of significant to the Tasmanian Health System
* overseeing the development of a detailed health plan for Tasmania

# Purpose

The CPT Southern Reference Group is established to advise the CPT on local and regional perspectives and provide expert clinical input relating to the planning and delivery of services within the RHH health precinct.

The initial focus of the CPT Southern Reference Group will be to inform the RHH site masterplan which is to be delivered by February 2019. The CPT Southern Reference Group will act as the primary reference committee for developing the site masterplan and will provide authoritative advice to the CPT on matters relating to it, enabling the CPT to provide appropriate sign-off of the masterplan.

# Role and Function

* Provide authoritative advice on matters pertaining to the planning and delivery of services within the RHH health precinct to inform the RHH site masterplan.
* Operate as the key local decision-making group for models of care and models of service delivery to inform the RHH site masterplan.
* Ensure advice and recommendations to the CPT are formulated with appropriate engagement and consultation with clinical and support staff.
* Review and endorse any significant client-initiated change proposals relating to Stage 1 of the RHH Redevelopment Project in accordance with the agreed approvals process.

# Governance

The CPT Southern Reference Group is an advisory body to the CPT. It is given authority to provide advice to the CPT that is representative of the collective and agreed views of the RHH Executive as it relates to service planning to inform the RHH site masterplan.

# Membership

Proposed membership of the CPT Southern Reference Group:

* Chief Medical Officer (Co-Chair)
* Executive Director of Operations South (Co-Chair)
* Chief Psychiatrist, DoH
* Director of Allied Health, RHH
* Director Corporate and Support Services, THS
* Clinical Director, Acute Medicine, RHH
* Nursing Director, Women’s and Children’s Services, RHH
* Nursing Director, Critical Care, Clinical Support and Investigations, RHH
* Clinical Director, Critical Care, Clinical Support and Investigations, RHH
* Clinical Director, Surgical and Peri-Operative Services, RHH
* Nursing Director, Cancer, Chronic Disease and Subacute Care, RHH
* Clinical Director, Cancer, Chronic Disease and Subacute Care, RHH
* Clinical Executive Director, Mental Health Services, THS
* Head of Department, Adult Mental Health Services, RHH

*Consumer representatives x 2*

* TBA

*Australian Medical Association*

* Dr John Davis

*Australian Nursing and Midwifery Federation*

* Andrew Brakey

*Health and Community Services Union*

* Mike Coombs

*Observers*

* Director, Asset Management Services
* Manager Infrastructure Investment
* Project Director, RHH Redevelopment
* Deputy Project Director, RHH Redevelopment
* Director, Strategy and Planning
* Principal Policy Officer (Secretariat)

# Meeting Times

The CPT Southern Reference Group will be convened on an as needs basis, to be determined by the Chairs.

# Meeting Protocols

* Apologies are to be received prior to each meeting. If appropriate, members may nominate an alternate to attend in their place.
* Decisions/recommendations by the CPT Southern Reference Group can be made with a quorum of half standing members plus one member of the total membership.
* Where possible, decisions will be made on a consensus basis.
* Agenda and meeting papers shall be distributed by the Secretariat at least three working days prior to the meeting.

# Review of Terms of Reference

On completion of the RHH site masterplan, consideration will be given to the ongoing role of the CPT Southern Reference Group in relation to the broader role of the CPT. The terms of reference will be reviewed accordingly.

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| ***Revision History*** | ***Approved by*** | ***Date*** |
| *Terms of reference established* | *Clinical Planning Taskforce* | *4 October 2018* |
| *Membership amended:*   * *Executive Clinical Director and Executive Director of Nursing removed; and* * *Nursing Director Critical Care, Clinical Support and Investigations and Nursing Director Cancer, Chronic Disease and Subacute Care added.* | *Clinical Planning Taskforce* |  |