

CLINICAL EFFECTIVENESS GROUP TERMS OF REFERENCE

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| 1. Establishment | The Clinical Effectiveness Group is established by the Board of Auckland PHO under its Constitution. It is a standing committee of the Board with ongoing responsibilities. |
| 2. Introduction | The Clinical Effectiveness Group will make recommendations to the Auckland PHO Board on clinical issues that involve primary care. The key focus for the group will be oversight of existing clinical programmes and direction of new service development including primary/secondary interface issues. |
| 3. Purpose | <ul style="list-style-type: none"> i Ensure a strong primary care clinical view is provided to the Auckland PHO Board and Management to direct policy and funding decisions. ii Ensure Auckland PHO is accountable for continuously improving the quality of its services and safeguarding high standards of care by creating an environment of excellence. |
| 4. Governing Principles | <ul style="list-style-type: none"> i In all interactions, the values of trust, honesty, respect, reliability and integrity will be upheld. ii The Treaty of Waitangi is recognised as a founding document for New Zealand and the Treaty principles of partnership, protection and participation will be promoted. iii True patient-centred care and partnering with patients/consumers leads to better service planning, outcomes, quality and mutual satisfaction. iv An equity and continual quality improvement lens will be applied to all that we do. |
| 5. Responsibilities and Activities | <p>The Auckland PHO Clinical Effectiveness Group will be accountable to the Auckland PHO Board in undertaking the following activities:</p> <p>Clinical Oversight</p> <ul style="list-style-type: none"> i <u>Clinical Effectiveness</u>
Monitor PHO performance against the Auckland Metro System Level Measure Improvement Plan and Health Targets and other priorities as identified by Metro Auckland Clinical Governance Forum and Clinical Effectiveness Group.

Monitor PHO performance against Auckland PHO's Quality Improvement Framework and Plan. ii <u>Quality Assurance</u>
Develop robust monitoring processes to ensure appropriate, safe and equitable utilisation of PHO programmes and services.

Develop strategies to identify, manage and support outlier clinicians or practices. |

- iii Provider Education and Development
Provide clinical input into the development of PHO programmes, services, policies and education programmes.
- iv Clinical audit that leads to continuing quality improvement
Analyse audits of clinical activity and PHO programmes and make recommendations for improvement.
- v Risk management
Identify areas of clinical risk and advise the Board on strategies to mitigate these.
- vi Research and development
Provide clinical input into the development of new or enhanced programmes or services.
- vii Receive Reports
Receive the Clinical Director's and Clinical Quality Manager's bi-monthly reports and recommend and advice on any actions required.

Advisory

The Clinical Effectiveness Group has a crucial role in providing non-binding recommendations and influencing programme and service development in Auckland PHO and in the Auckland District Health Board. As such it will:


- i Provide clinical support, advice and expertise to Auckland PHO Clinical Director and PHO Management.
- ii Identify opportunities to develop and improve PHO/primary care services.
- iii Advise on clinical matters pertaining to existing and new primary care services, including how best to support relevant clinical pathways.
- iv Bring to the Board's attention actual and potential issues affecting general practice from a clinical perspective.

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- 5. **Communication with Stakeholders** It is expected that members will provide leadership and act as key communicators within the professional groups which they represent.

They will routinely provide feedback on issues discussed at meetings to their own professional groups.
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- 6. **Accountability** The Clinical Effectiveness Group may give advice or release information to parties external to Auckland PHO only under authority from the Auckland PHO Board.

The Clinical Effectiveness Group must comply with all provisions of the Auckland PHO constitution, relevant legislation and the Clinical Effectiveness Group Code of Conduct.
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- 7. Membership** The Clinical Effectiveness Group will have up to ten members.
- Membership will include:
- Board Chair
 - One Director nominated by the Board
 - Two GPs from the Auckland PHO network, one of whom is a General Practice Owner who have demonstrated clinical leadership/expertise
 - One Practice Nurse who has demonstrated clinical leadership/expertise
 - Clinical Director
 - GP Liaison
 - CEO
 - Quality Improvement Manager
- The Clinical Effectiveness Group may invite subject matter experts as and when required.
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- 8. Chair** The Clinical Effectiveness Group Chair will be the Auckland PHO Clinical Director.
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- 9. Term** Membership will be two years for Board members and non-Board members. The Terms of Reference will be reviewed in one year.
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- 10. Meetings** There will be six meetings per year and will be coordinated by the PHO.
- Meetings will be held either in the morning or early evening on an agreed week day
- Meeting agendas and papers will be published no less than three working days prior to a meeting.
- The Group will endeavour to operate on the basis of consensus, however where this is not possible, the majority view will prevail.
- Meeting minutes will be published within 2 weeks of a meeting and will be received by the Clinical Effectiveness Group and the Auckland PHO Board.
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- 11. Committee Support** Auckland PHO will provide management, administrative support and resources for the Clinical Effectiveness Group.
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- 12. Remuneration** This will be made in accordance with the approved Directors' and Clinical Effectiveness Group Policy.
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- 13. Quorum** Quorum shall be half the membership plus one.

Document	Clinical Effectiveness Group	Version	2
Policy Area	Board Manual	Last Updated	March 2016
Date Board Approved		Next Review date	One year from sign off
Signed Chair	Dr Carmel Built 		
Auckland PHO Board			