|  |
| --- |
| Clinical Governance  |
| First Aid Sector  |
| OFFICIAL |



# Reference

Non-Emergency Patient Transport and First Aid Services (First Aid Services) Regulations 2021. Part 5

# Introduction

First aid licence holders are required to establish and maintain clinical governance arrangements through the establishment of a clinical oversight committee. This guidance sheet outlines the clinical governance responsibilities of the clinical oversight committee.

# Clinical Oversight Committee

A licence holder must establish and maintain a clinical oversight committee (committee). The committee’s purpose is to ensure robust clinical governance mechanisms exist to oversee, review, document and where necessary, change clinical, patient and staff, practices to address safety.

## Committee Members

The clinical oversight committee should be representative of clinical staff within the organisation. At a minimum, the committee must consist of:

* At least one member of management of the licence holder, and
* If registered paramedics are employed, then a registered paramedic must be on the committee
* If registered nurses are employed, then a registered nurse must be on the committee
* One member who is a registered medical practitioner must be on the committee, if the licence holder does not employ a registered paramedic or a registered nurse

Each registered health practitioner who is a member of the committee must be able to demonstrate experience in the pre-hospital environment, recency of practice and independent (unsupervised) practice.

### Clinical Nominee

The licence holder must nominate a person who is responsible for assessing clinical matters for the service. Clinical matters include any process, treatment or procedure of a clinical nature. It is advised the nominee is a member of the committee, however this is not a requirement. Once the nominee has been appointed, the licence holder must within 28 days, notify the Department of Health (the department) of the name and contact details of the nominee.

## Committee Meetings

The committee must meet at least once in each three-month period. Records of meetings, including any decisions made and the rationale behind these decisions must be maintained.

## Responsibilities of Committee

The responsibilities of the committee differ in relation to the first aid service level provided. Table 1 describes the responsibilities of the committee for each first aid service level.

Table 1: Clinical Oversight Committee Responsibilities

| Responsibility | First Aid Service Level |
| --- | --- |
|  | Basic | Intermediate | Advanced |
| Oversee processes to set the scope of clinical practice of the service to ensure that service provision is not beyond the service’s competencies and ability | ● | ● | ● |
| Oversee processes to set the scope of clinical practice of all clinical staff | ● | ● | ● |
| Review the clinical practice guidelines, processes, and operating procedures of the service | ● | ● | ● |
| Oversee and document the clinical supervision provided to each newly qualified staff member | ● | ● | ● |
| Review matters of clinical concern, including all adverse patient safety events and sentinel events | ● | ● | ● |
| Maintain records of all clinical reviews, including decisions taken and the rationale for those decisions | ● | ● | ● |
| Review each occasion where a patient required transport to hospital or another medical facility to receive care that was beyond the scope of the first aid service. Document any review of changes to practice made as a result of the review.  | ● | ● | ● |
| Review whether the services provided by the first aid service were appropriate for the risk profile of events attended and the anticipated patients. | ● | ● | ● |
| Oversee processes to continually assess the capacity of the service to provide safe patient-centred care | ● | ● | ● |
| Oversee the verification of the credentials of all registered health practitioners engaged by the service in any capacity* when they are engaged; and
* subsequently every 3 years
 |  | ● | ● |
| Oversee the auditing of patient care records and review all measures taken as a result of reviews of those records |  | ● | ● |
| Keep and review all staff survey data and review any measures taken as a result of reviews of those surveys |  | ● | ● |
| Set rules for how clinical practice at the service will be implemented and overseen by the licence holder |  | ● | ● |

For further information email NEPT, First Aid and Investigations

|  |
| --- |
| To receive this document in another format, email NEPT, First Aid and Investigations < NEPTFirstAidRegulation@health.vic.gov.au>. Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne. © State of Victoria, Australia, Department of Health, February 2022. Available at [First Aid](https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care) < https://www2.health.vic.gov.au/hospitals-and-health-services/patient-care>  |