

## **TERMS OF REFERENCE AND COMPOSITION**

### ***Functions of the Sub-Committee***

The Emergency Access Reference Committee (EARC) ED Audit Sub-Committee shall provide advice and make recommendations to the EARC on priority issues relating to the implementation of the recommendations in the report "Audit of Victorian public hospital emergency department waiting rooms" (January 2005)

### ***Members of the Sub-Committee***

The sub-committee shall have nine (9) members or such greater or smaller number as the Chairperson may determine.

The following persons shall be nominated as members of the sub-committee:

- Chairperson (Dr Craig Winter).
- Emergency Team Leader, Metropolitan Health Service Relations (Ms Frances Diver).
- ACEM representative (Dr Stephen Priestley).
- EARC Committee member (Dr Lucy Cuddihy).
- EARC Committee member (Professor Peter Cameron)
- Representative, College of Emergency Nurses Australasia (Ms Sue Cowling)
- Communications specialist (Ms Penny Burke, DHS)
- Clerical representative (Fotina Musumeci)
- Consumer representative (Mr Bruce White)

The EARC shall approve the sub-committee membership.

### ***Chairperson***

Dr Craig Winter has been nominated as the Chair of the ED Audit sub-committee (EARC).

### ***Term of Office***

Initially a 12-month term of office.

This may be modified based on the sub-committees developed work plan.

### ***Secretariat***

A member of the Statewide Emergency Program will provide secretariat services (Bernice Redley).

### ***Frequency of Meetings***

Monthly meetings to be reviewed by Chairperson in accordance with the ED Audit work plan.

### ***Consultation with clinical colleges/organisations***

ACEM and CENA representatives to provide relevant feedback to these Colleges.

***Meeting Procedures***

The quorum at meetings of the sub-committee is half the members then in office. In the event quorum is not achieved a decision on whether to continue the meeting will occur at the time.

***Reporting Arrangements***

The Chair of the sub-committee will communicate directly with the EARC on the ordinary business of the sub-committee.

***Term of Committee***

The Terms of Reference and composition of the sub-committee will be reviewed by the Chair, EARC as required.

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