

VEMD Reference Group Appendix 1

Terms of reference

Background

Victorian Emergency Minimum Dataset (VEMD) data provides patient level emergency department information which is important for monitoring community access to health services and emergency department planning for individual health and state-wide services. The Funding and Information Policy Branch of the Department of Health has responsibility for managing the VEMD dataset.

The VEMD Reference Group (formerly the VEMD Technical Reference Group (TRG)) was established in November 2007 to provide a forum to ensure a coordinated approach to addressing issues, reviewing changes and improving data relating to the VEMD.

Terms of reference

The role of the VEMD Reference Group is to coordinate the investigation and ensure appropriate consultation of all matters relating to the VEMD data collection. The VEMD Reference Group is a resource for the department and key stakeholders, convened by the Health Information Policy and Standards Section of Funding and Health Information Policy Branch.

In undertaking this role, the Reference Group will:

- review proposals for annual and ad hoc changes to the Victorian Emergency Minimum Dataset (VEMD)
- develop VEMD data requirements to meet business needs, including various reporting requirements and policy directions
- seek and provide feedback from other forums/discussions
- provide a forum for discussing VEMD audit findings
- review VEMD business rules and data definitions to ensure they are consistent with emergency department management practice and support Departmental policy
- develop and maintain a register of issues affecting VEMD data submission and acquisition, and provide recommendations to improve data quality
- review VEMD documentation and education materials for all stakeholders.

Chairperson

The Chairperson will be the Manager, Health Information Policy and Standards, Department of Health or their nominee.

Membership

The VEMD Reference Group is composed of nominated representatives from the Department of Health and health services. Members from health services include hospital management, emergency department

managers, data analysts and Health Information Managers. The Department of Health will have broad representation from the Hospital and Health Service Performance Division. Members may delegate attendance to another representative from their organisation as appropriate and required.

Nominated representatives

Name	Position	Organisation
Kirsty Anderson	Manager, Admitted , Emergency & Elective Data	Department of Health
Andrew Brown	Manager, Health Information Reform and Specification	Department of Health
James Downie	Manager, Funding System Development	Department of Health
Mark Gill (Chair)	Manager, Health Information Policy & Standards	Department of Health
Clinton Kitt	Health Service Lead, Performance Support and Strategy	Department of Health
Viviana Lazzarini	Acting Manager of Performance Support and Strategy	Department of Health
Sam Ludolf	Manager, Ambulance and Emergency Programs	Department of Health
Rosangela Merlo (Deputy Chair)	Acting Manager, Health Services Data and Analytics	Department of Health
Vaughn Moore	Manager Data Integrity	Department of Health
Sue O'Sullivan	Manager Emergency and Trauma Program	Department of Health
Dr Phuong Nguyen	Project Manager, Funding Systems Development	Department of Health
Jan Pannifex	Manager, Emergency Care, Improvement Innovation Clinical Network	Department of Health
Jennie Shephard	Principal Adviser, Health Information Policy & Classification	Department of Health
Terrie Spall	Project Officer, Admitted, Emergency and Elective Data	Department of Health
Dr Andrew Maclean	Director Emergency Services	Box Hill Hospital
Sally Bray (shared)	Health Information Manager	St Vincent's
Vicki Burton	Health Data Set Manager, Health Information Services, Southern Health	Southern Health
Elizabeth May	Manager Performance Reporting Unit - Bendigo Health	Bendigo Health
Kerran Pierce	Data Manager, Health Information Services	Ballarat Health Service
Karen Sant (shared)	Health Information Manager	St Vincent's

Consultation with other stakeholders

The Reference Group will invite relevant stakeholders to participate in one or more meetings as required to ensure appropriate input is obtained to assist with the committee's responsibilities.

Secretariat

The Secretariat function will be performed by the Funding and Information Policy Branch. Agenda and papers will be distributed not later than one working day before the day of the meeting.

Frequency and location of meetings

Meetings are to be held at least quarterly at the Department of Health Head Office, 50 Lonsdale St, Melbourne.

The Chair may call additional meetings as required. Members will be advised of additional meetings no later than two working days before the day of the meeting.

Conflict of interest

Members of the reference group must declare any conflict, potential conflict or apparent conflict of interest in matters that might potentially be considered by the reference group.

Condition of membership

Members of the reference group have an obligation to treat the content of the meetings with discretion.