

Whole of Health Information and Communications Technology Strategy 2009-13 Steering Committee

Terms of Reference

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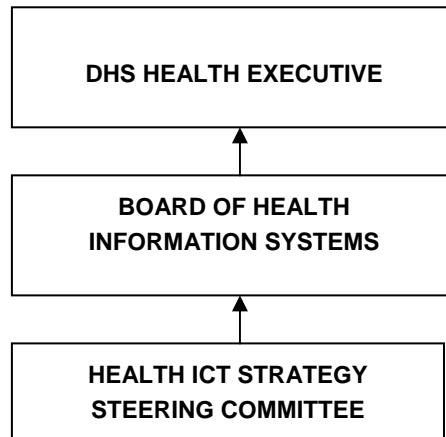
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Whole of Health Information and Communications Technology Strategy 2009-13 – Proposed Project Organisation and Governance

The project will follow the governance structure specified by DHS. The structure is described in this section.

The relationship below reflects what was included in original brief signed off by DHS Executive



Whole of Health Information and Communications Technology Strategy 2009-13 Goals and Objectives

The Whole of Health ICT Strategy 2009-13 (Health ICT Strategy) is intended to provide a clear vision and direction for the use of ICT across the public health sector in Victoria.

A Strategic Plan will also be developed to detail the recommended approach, the work programme and the associated resource requirements required to support the implementation of the Strategy.

Objectives

The primary objectives of developing the next ICT Strategy are to:

- Ensure that investment in health ICT actively and effectively supports the Victorian public health sector in addressing its major priorities, challenges and opportunities;
- Provide an overall framework, principles and direction to guide investment in Health ICT over the next four years;
- Ensure that investment in ICT across the Victorian public health sector is applied to deliver outcomes that impact the priority business issues across the sector (including minimising risk); and
- Ensure that Victoria is positioned to leverage from, influence and participate, in the emergent national agenda for e-health while leveraging investments made to date.

Health ICT Strategy Steering Committee

Introduction

The Board of Health Information Systems (BHIS) will provide oversight to the process responsible for developing the strategic plan and having endorsed the completed strategic plan, recommend this to the Health Executive and ultimately to the DHS Executive for consideration within the total scope of DHS priorities.

The Health ICT Strategy Steering Committee will meet fortnightly and be responsible for ensuring the quality and timeliness of project deliverables.

Role statement

The role of the Health ICT Strategy Steering Committee is to provide strategic direction and governance to the development of the Whole of Health ICT Strategy 2009-13 and the associated implementation plan and business case.

Composition

The composition of the Health ICT Steering Committee is designed to represent the various interests of all key stakeholders. Proposed membership of this committee will comprise:

- Metropolitan health service CEOs (2, one as chair)
- Senior Medical Staff representative (1)
- Allied Health representative (1)
- Senior Nursing representative (1)
- DHS, Director, OHIS
- DHS, MH&ACS representative (1)
- DHS, R&RH&ACS representative (1)
- DHS, MH&D representative (1)
- Rural Alliance Chair (1)
- Community health service CEOs (1)
- General Practice Representative (through GPDV) (1)
- Victorian CIO Group representative (1)

Responsibilities

The Steering Committee's responsibilities are to:

- Provide overall project guidance
- Ensure the Health ICT Strategy's goals and objectives are achieved\
- Review and endorse key milestones, being Current and Future State, ICT Strategy, Implementation Plan, Business case
- Ratify and monitor a project plan which includes milestones relating to the development of the Health ICT Strategy
- Ensure the opportunities for input from the sector are maximised while recognising the practical limitations associated with dealing with such a large and diverse group of organisations.
- Canvas issues with colleagues in the constituency they represent and ensure stakeholders are kept informed of the project's progress and that the stakeholders participate as required
- Provide a forum for the escalation of issues and their resolution
- Make decisions with respect to authorising changes to the project plan or scope
- Receive draft milestone deliverables
- Review and advise on relevant business cases

- Advise and support the Project Director and Project Team
- Provide advocacy for the project through their normal VPHS business contacts.

Protections

The Strategy Steering Committee is a formally established body to provide strategic direction and governance to the Strategy Project. The Committee acts in the role of an advisory committee to the department with specific terms of reference, and the department in turn carries responsibility for any actions that might arise from the decision of an advisory Committee.

Formal Reporting Arrangements

The Steering Committee will:

- Receive status reports from the Health ICT Strategy Project Director (at each meeting)
- Receive scope change control requests from the Health ICT Strategy Project Director (as required)
- Report, through its Chair, to the Board of Health Information Systems.

Steering Committee Meetings

The Steering Committee will meet fortnightly. The frequency of meetings may be reviewed at any time and additional meetings will be called to meet the demands of the project.

The Steering Committee will establish a plan of meetings to synchronise with the meeting schedule of the Board of Health Information Systems.

The Office of Health Information Systems will support the work of the Steering Committee.

Selection, Appointment and Retirement of Members

Appointments are for the period of the project which is due to conclude at the end of October or early November 2008.

Conflict of Interest

Members of the Steering Committee must declare any conflict, potential conflict or apparent conflict of interest in matters that might potentially be considered or are proposed to be considered by the Steering Committee. Every member of the Steering Committee (including all officers in attendance) must furnish a conflict of interest declaration in a form prescribed by the department before attending their first meeting of the Steering Committee, and provide a further declaration should any conflict, potential conflict or apparent conflict arise after making a declaration.

Confidentiality

Members of the Steering Committee shall hold confidential all information provided to them in their role as a Steering Committee member. Each member of the Steering Committee, other than an officer of a Victorian Government Department who is bound to confidentiality as a requirement of their employment, must execute a deed of confidentiality in a form prescribed by the Department of Human Services before any access to confidential information may be provided.

Appointment of Proxies

Members of the Steering Committee may not appoint proxies to attend meetings when they are unable to attend in person.

Quorum

The quorum of the Steering Committee is the next whole number above one half of the number of members of the Steering Committee holding office at the time of a meeting. If a quorum is not present the Steering Committee may meet inquorate and ratify recommendations at the next quorate meeting.

Meeting Procedure

Subject to any resolution by the Board of Health Information Systems, the Steering Committee may regulate its own procedure.

Exercise of Powers Out of Session

When an issue arises that, in the opinion of the Chair of the Steering Committee, requires resolution before the next scheduled meeting of the Committee, the Chair may either call an extraordinary meeting of the Steering Committee, or proceed to seek an out-of-session resolution.

An out-of-session resolution shall be achieved and may be acted upon if all of the following conditions have been fulfilled:

- Written information about the issue, together with a proposed resolution, was distributed to all members of the Steering Committee.
- Sufficient members of the Steering Committee to constitute a quorum have signified that they are in agreement with the proposed resolution or an amended form of the proposed resolution within five working days of delivery of the information.
- If two or more members of the Steering Committee object to the proposed resolution or amended form of the proposed resolution within five working days of delivery of the information, the statement of objection must have been distributed to all members of the Steering Committee and sufficient members of the Steering Committee to constitute a quorum must have signified that they are in agreement with the proposed resolution or an amended form of the proposed resolution within five working days of delivery of the statement of objection.

Notice of Meetings

Notice of any meeting of the Steering Committee shall be given in writing not fewer than three working days before the day of meeting.

Notice of any extraordinary meeting of the Steering Committee shall be given in writing not fewer than three working days before the day of meeting or within a timeframe acceptable to members of the Committee.

Distribution of Information

Agendas will be prepared and distributed one week prior to the meeting.

Draft minutes will be prepared by the Project Team and distributed within 24 hours of the meeting. Minutes will be ratified at the next Steering Committee meeting.

Written information distributed to members of the Steering Committee may be distributed by hardcopy or electronic means. Preference is to be given to electronic distribution acceptable to Steering Committee members. Information shall be deemed to have been delivered to the intended recipient 24 hours after dispatch of the information.