

Draft Neonatal Services Advisory Committee
Terms and Conditions
2009 - 2011

Terms of Reference

The Neonatal Services Advisory Committee (NSAC) will provide advice to the Minister for Health and the Department of Human Services (the department) on neonatal services in Victoria. In particular, the committee will provide advice on:

- ❑ Policy development, purchasing and funding issues to ensure optimal utilisation of neonatal intensive and special care beds.
- ❑ System performance, the development of key performance indicators and benchmarks for the sector and the best ways to report this information.
- ❑ Methods of ensuring that clinical care delivered to newborn infants is of a high quality and a uniform standard across the State, including evaluation of performance information and the development and evaluation of clinical management policies.
- ❑ Approaches for encouraging closer collaboration between Level 3 and Level 2 nurseries so that Victorian babies receive high quality care in appropriate facilities.
- ❑ The best ways of linking educational programs to service provision.
- ❑ Strategies to address the needs of groups requiring special assistance.

The department will review the Terms of Reference annually, in consultation with the committee.

Membership

Membership will be in accordance with Government policies and departmental targets.

The Chair is to be appointed by the Minister.

Organisations will be requested to nominate candidates who are considered experts in their field and who have the support of their employer to attend meetings (where applicable).

The department, in consultation with the Chair, will appoint a Deputy Chair from the committee membership.

Committee Composition

In addition to the Chair, the committee will comprise members from the following areas:

- Four representatives from neonatal intensive care unit (two nursing and two medical)
- Four representatives from metropolitan and rural special care nurseries (two nursing and two medical)
- Two members with hospital management/administration experience (one rural and one metropolitan)
- The Director of the Newborn Emergency Transport Service (or nominee)
- The Director of the Perinatal Emergency Referral Service (or nominee)
- A member with relevant nursing experience representing the professional body
- A member with relevant paediatric medical experience representing the professional body
- A member with relevant obstetric experience representing the professional body
- The Chair of the Consultative Council on Obstetric and Paediatric Mortality and Morbidity (or nominee)
- A consumer representative

- Three representatives from the Department of Human Services (one from Metropolitan Health and Aged Care Services, one from Rural and Regional Health and Aged Care Services and one from the Maternal and Newborn Clinical Network).

Additional members may be co-opted as required.

Length of membership

The Chair and other committee members are appointed for a period of three years (2009 – 2011). The Chair and members may be re-appointed for a subsequent term.

Mid Term Vacancies

Nominations will be invited and an appointment made by the department in consultation with the Chair.

Where a committee member is unable to attend a meeting, a proxy may be sent with prior approval from the department in consultation with the Chair.

Quorum

Ten or more members meeting together or via teleconferencing facilities shall constitute a Quorum.

Reporting Arrangements

The Chair of the committee will be responsible to the department and will communicate through the Director, Access and Metropolitan Performance, Metropolitan Health and Aged Care Services.

At the end of each term, the committee will provide a report to the Minister and the department on its business and achievements.

Frequency of Meetings

Meetings will be held a minimum of three times a year.

Working Groups

Working groups will be formed in response to identified needs and special projects such as:

- ❑ Providing specialist nursing and medical advice to the committee;
- ❑ Monitoring and planning of neonatal services;
- ❑ Enhancing professional links between the levels of nurseries; and
- ❑ Workforce issues.

Committee Support

The department will provide secretariat support to the committee.