

Walcha Council

Riverview Clinical Governance Committee



Delegation: Nil

Scope

These Terms of Reference set out the role, composition and responsibilities of Riverview Clinical Governance Committee. These terms and conditions will be reviewed on an as needed basis. The Committee has three broad purposes – Compliance, Clinical Governance and Performance:

Compliance

- Ensure Riverview operates in conformity with Council's legal authority, Aged Care Act and Standards, and associated regulations and formal agreements
- Comply with Committee members' responsibilities in line with Council's Code of Conduct
- Comply with relevant laws
- Ensure compliance with the Aged Care Act and Principles and the Australian Aged Care Quality Standards

Clinical Governance

When reviewing the clinical governance arrangements, systematic action is to be taken in the following six areas:

- Leadership and culture
- Consumer partnerships
- Organisational systems
- Monitoring and reporting
- Effective workforce
- Communication and relationships.

PERFORMANCE

Governance & Accountability

- Advise and recommend to Council the strategic direction for Riverview
- Monitor compliance with governance requirements
- Provide advice for overall performance of Riverview and report outcomes to Council

Risk Management

- Be assured that risk mitigation procedures are operating in accordance with policies and the risk appetite
- Make recommendations to Council on when to avoid and accept risks associated with the operations of Riverview
- Monitor critical risks

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- Be mindful that Riverview Clinical Governance Committee in meeting its responsibilities, occurs in the context of the outcomes of the Walcha Council Community Strategic Plan 2032 and associated Delivery Program and Operational Plan.

Membership Requirements

The Riverview Clinical Governance Committee shall comprise a total of no more than eight, each appointed by Council, of which two members must be Councillors. Council appoints four non-Councillor members with appropriate experience in areas of aged care. Committee members, who are not Councillors, must be appointed by the Council and possess skills within the skills matrix set out below.

In determining the composition of the Riverview Clinical Governance Committee regard must be given to the skills, experience or expertise required.

Committee make up is:

- Director Corporate & Community (Staff)
- Riverview Facility Manager (Staff)
- 2 Councillors
- Non-councillor members from the community – no more than 4

The four non-Councillor members are to have relevant skills and experience in one or more of the following areas:

- Governance and industry reform experience
- Clinical governance
- Residential aged care facility operations experience
- Knowledge of the health care/ home care industry

At least one member must have clinical care and quality standard compliance experience. Clinical care experience means current:

- a) experience working in the delivery of aged care;
- b) registration as a health practitioner under the Health Practitioner Regulation National Law (NSW) No 86a;
- c) and knowledge of the Aged Care Quality and Safety Standards.

Members of the Riverview Clinical Governance Committee are likely to be considered to be 'key personnel' for the purposes of the Aged Care Act 1997. The requires supplying information regarding your skills and qualification, and passing a suitability matters check.

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Members of the Riverview Clinical Governance Committee must not be disqualified individuals for the purpose of the Quality and Safety Commission Act.

Term of Appointment

A term is defined as the election period of the current Council, noting the normal term of office of a Council elected member is four years. The initial term concludes at the end of the current Council term. Nothing within these terms of reference prevents the chair serving consecutive terms.

Council must appoint its chosen external skilled based members by providing confirmation in writing of their appointment.

Reappointment

Skill based members are eligible for reappointment for a further term by resubmitting a nomination to Council.

Council has ultimate discretion in the endorsement, or otherwise, of Riverview Clinical Governance Committee members.

Vacation of Office

Vacancy of a member will arise in the following circumstances:

- where a member who is a Councillor ceases to be a Councillor or upon the death of a Member
- if the member becomes bankrupt
- if the member becomes mentally incapacitated
- if the member becomes a disqualified individual within the meaning of the Quality and Safety Commission Act
- if the member resigns membership by notice in writing to the Council
- if the member is absent for more than three consecutive meetings without approved leave of absence by the Committee
- Council passes a resolution to remove the member from the Committee, including in circumstances where:
 - the member fails to comply with Council's Code of Conduct; or
 - the member fails to comply with a provision of this terms of reference

Chairperson

The process for the selection of the Chairperson is as follows:

- The Chairperson is to be elected from the two Council elected members

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Reporting

Minutes of the Committee, including any recommendations made by the Committee will be received and considered at a future Council Meeting.

Conditions of Membership to any Council Advisory Committee

It is a requirement for any community member of a Council Advisory Committee to sign and commit as below. I agree to adhere to the Terms of Reference, including the Walcha Council Code of Conduct adopted by Council in December 2022.

Council reserves the right to remove community members of the Advisory Committee for breach of either the Terms of Reference, the Walcha Council Code of Conduct or for any reason as resolved by Council.

Committee Member Name	Signature	Date