

Terms of Reference

Queensland Clinical Guidelines Steering Committee 2017–2019

1 Purpose of steering committee

To provide oversight and direction to Queensland Clinical Guidelines (QCG).

2 Objectives

- Provide information and guidance on issues related to planning, development, implementation and evaluation of QCG activities
- Work collaboratively to problem solve issues/matters that may arise
- Provide support/input/feedback to the QCG Team
- Monitor the planning and financial integrity of QCG
- Endorse clinical content of QCG guidelines and associated materials

3 Role of the chair

- Directing and facilitating the business of QCG
- Presiding as the Chairperson (or delegating the role) at all committee meetings, which includes maintaining order and guiding the meeting through the agenda items
- Certifying that the meeting occurred, who attended and the duration of the meeting
- Present reports and/or recommendations as required

4 Member roles and responsibilities

Members are expected to:

- Establish links with other key stakeholders and consult appropriately within their Hospital and Health Service and Networks
- Disseminate information obtained at this committee to those they represent
- Facilitate the provision of feedback on QCG documentation as required, recognising QCG time constraints
- Support the chairperson in relation to conflicts of interest of steering committee members and working party members
- Members should expect to commit a minimum of 2–4 hours per month including second monthly meeting attendance
- Nominate and appropriately brief a proxy if unable to participate in a meeting
- Consumers will be capable of reflecting the viewpoints and concerns of consumers and have well developed health consumer networks
- Comply with privacy and conflict of interest processes of QCG and Queensland Health

5 Reporting

QCG reports to the Executive Director, Healthcare Improvement Unit (Funder) and Deputy Director-General Clinical Excellence Division (Sponsor).

6 Membership

Membership is multidisciplinary and includes representation from medical, nursing/midwifery, allied health, academics and consumers. Spread of geographical representation is also an important consideration. Members are appointed for a period of 2 years.

7 Meetings

Meetings are held second monthly on the second Tuesday between 2 pm and 4 pm. Teleconferencing is available.

7.1 Quorum

50% of members + 1

In the absence of a quorum the meeting may continue at the discretion of the Chair.

7.2 Minutes and agenda

Minutes and agenda are the responsibility of the QCG Team