

### **Purpose**

The BSWRICS Governance group is charged with decision making in relation to planning, implementation and ongoing monitoring of strategies to achieve the ICS strategic goals and departmental priorities for the Barwon South West region population.

It aims to establish and maintain a sustainable model for collaboration of cancer services providers in the region by working effectively with health services, clinicians, consumers, stakeholders and the Department of Health and Human Services.

### **Roles and Responsibilities of the Group**

- Provide leadership and vision for the development of cancer services in the BSW region to improve local access, care coordination and outcomes for cancer patients and carers.
- Take responsibility for the delivery of the BSWRICS Strategic Plan and Annual Business Plan.
- Ensure strategies are in pace for engaging with consumers and community groups in all aspects of the work program.
- Develop strategies to facilitate multi-disciplinary care by public and private service providers for the patient's cancer journey.
- Develop strategies to ensure clinicians participate in best practice integrated cancer care through education, research and tumour streams.

### **Roles and Responsibilities of Members**

Health service members are drawn from senior executive, operational and clinical personnel of participating organisations and stakeholders.

Membership of the Committee is non-representational: rather members are committed to working together to improve the quality of care and quality of life outcomes for people who are affected by cancer, through service system collaboration and reform.

Members are expected to:

- Be well informed about BSWRICS and the Department of Health & Human Services current policy direction and supportive frameworks in cancer care.
- Raise awareness of BSWRICS within organisational/professional groups by providing regular reports at appropriate meetings and distributing electronic and hard copy materials as required.
- Advise on service improvement at local and regional levels.

### **Role of the Consumer Representative**

The role of the consumer representative/s involves:

- Protecting the interests of consumers, service users and potential service users.
- Providing information about any relevant issues affecting consumers and how consumers may think and feel about certain issues.

# BSWRICS GOVERNANCE GROUP

## Terms of Reference 2017



- Contributing consumer experiences.
- Ensuring the Governance Group recognises consumer concerns.
- Reporting the activities back to the Consumer Advisory group.
- Being sensitive to confidential information as required.

BSWRICS is committed to consumer participation and will compensate consumers for sharing knowledge, experience and time. We will consult with the consumer member/s of the group about the form of compensation that best suits them.

The Governance group is made up of:

- Representatives from senior management of the key health services.
- Representative(s) from the BSWRICS Consumer Advisory Group.
- Representative from the Regional Department of Health & Human Services Office.
- Representatives from the ICS Secretariat including the Program Manager.
- Integrated Cancer Service Clinical Director.
- Representative(s) from key clinical areas of medical oncology, radiation oncology, haematology, surgery and general practice.
- Representative(s) with specific skills will be co-opted as required and time limited working groups to address key issues will be encouraged.

## 2017 Membership

Lucy Cuddihy (Chair)	Chief Nursing, Midwifery & Regions Officer, Barwon Health
David Ashley	Clinical Director, BSWRICS
Sue Riches	Program Manager, BSWRICS
Rohan Fitzgerald	CEO, Western District Health Service
Julianne Clift	DON, South West Healthcare
Ros Alexander	DON, Portland District Health
Kelly Sullivan	DON, Colac Area Health
Trevor Matheson	CEO, St John of God, Warrnambool
Donna Walter	DON, St John of God, Geelong
Paul Fenton	Director of Operations, Epworth Radiation Oncology, Warrnambool
Vacant	Rural Agencies Representative
Jo Hall	Department Health & Human Services (DHHS) Regional Office
Greg Mitchell	Surgical Representative
Graham Pitson	Radiation Oncology Representative
Terri Hayes	Medical Oncologist Representative
Michael Homewood	General Practitioner
Fred Chatfield	Consumer Representative (South West)
Sandra Anderson	Consumer Representative (Barwon)

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### **Executive**

The Chair and two agency members will form an Executive when the Secretariat requires a decision on new and urgent business prior to the next scheduled meeting.

### **Quorum**

Meeting quorum is half the membership plus one.

### **Frequency of Meetings**

The BSWRICS Governance Group will meet quarterly. Hosting of meetings will rotate amongst regional health services and use videoconferencing facilities to ensure maximum participation of membership across the region.

### **Communication**

- Members will receive meeting papers at least one week in advance of the scheduled meeting.
- Agenda items that members wish to raise should be forwarded to the BSWRICS Program Manager two weeks prior to the scheduled meeting.
- Minutes of the meeting and other relevant documentation will be distributed to members within one week of the meeting.

Governance Group meeting papers and relevant project material will be made available via the BSWRICS Governance Group Portal accessible via the BSWRICS website.

### **Reporting**

Copies of meeting minutes are provided to the Department of Health & Human Services, Cancer Strategy & development as part of the reporting requirements of the Integrated Cancer Service.

### **Review**

Terms of Reference for the Governance Group and other relevant BSWRICS Committees will be reviewed annually.

### **Meeting Dates 2017**

Monday, 20 February 2017	1.30 – 3.00 pm – Barwon Health
Monday, 15 May 2017	1.30 – 3.00 pm – South West Healthcare
Monday, 21 August 2017	1.30 – 3.00 pm – Portland District Health
Monday, 20 November 2017	1.30 – 3.00 pm – Western District Health Service