

Cancer Services

**Terms of Reference**

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| NAME:               | <b>SWSLHD Cancer Services Consumer / Community Advisory Committee</b>  |
| GOVERNANCE FUNCTION | Governance   |
| OBJECTIVE:          | <p><i>The Final Report Special Commission of Inquiry: Acute Care Services in NSW Public Hospitals</i> (November 2008) by Commissioner Peter Garling SC highlighted the need for clinician and consumer engagement in the development of improved models of care and cultural changes within the health system. In particular, Recommendation 131 of the Garling Report suggested that NSW Health explore the implementation of a charter which enables greater community participation in the affairs of hospitals.</p> <p>The Prime Minister and Minister for Health and Ageing in the <i>National Health and Hospitals Network for Australia's Future, Delivering the Reforms</i> (April 2010) also recognised the importance of involving and engaging with consumers when delivering health reform and substantiated that commitment by providing funding to Community Health Forums to undertake broad consumer engagement and consumer representative training and support. More recently a recent discussion document entitled <i>Patient-Centred Care: Improving Quality and Safety by Focusing Care on Patients and Consumers — Discussion Paper</i> (September 2010) suggests that patients and carers can be engaged at the governance level by being appointed to advisory councils and committees where they can serve as the 'patient voice' and the institutional infrastructure for including the patient and family member perspective in hospital organisational decision making. Consumer /community committees or councils would typically include patients, family members, executive leaders and staff, working in partnership as a way of assuring delivery of the highest standard of comprehensive and compassionate care.</p> <p>Patients and carers may be members of existing advisory and governance committees, or new committees being established and the range of activities which may be included are:</p> <ul style="list-style-type: none"> <li>• providing information to hospital leaders and staff about patients' needs and concerns surrounding cancer</li> <li>• helping plan patient care areas and new programs in cancer services</li> <li>• making changes that affect patients and family members being treated for cancer</li> <li>• encouraging patients and families to be involved and to speak up about issues in cancer services</li> </ul> |

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|                     | <ul style="list-style-type: none"> <li>strengthening communication among patients, family members, care givers and staff within cancer services</li> </ul> <p>In line with these recommendations the previous SSWAHS Area Cancer Services endorsed the proposal to create a consumer / community advisory committee(s) to commence in January 2011 (subject to the developments arising from the proposed Local Health Networks.)</p>   |
| MEMBERS:            | <p>Two (2) members of the SWSLHD Cancer Services Council</p> <p>Such members as the Consumer / Community Advisory Committee determines up to a maximum of eleven (11) such members</p> <p>Non-voting members of the Consumer / Community Advisory Committee in attendance at meetings may include:</p> <ul style="list-style-type: none"> <li>Quality Improvement Co-ordinator</li> <li>Community Participation Forum Co-ordinator</li> <li>Representative from Cancer Council NSW</li> <li>Cancer Services Development Manager (executive sponsor)</li> </ul>  |
| CHAIRPERSON:        | Sandy Avery   |
| SECRETARIAT:        | Rotating  |
| QUORUM:             | 5 members – (held in committee at chairperson’s discretion)   |
| MEETING FREQUENCY:  | Quarterly (February, May, August, November)   |
| TERMS OF REFERENCE: | <p>The SWSLHD (previously part of SSWAHS) Cancer Services Consumer / Community Advisory Committee is being established as a response to the then SWSLHD Cancer Services Strategic Plan and a number of reports (Australian Commission on Safety and Quality in Health Care 2010; Commonwealth of Australia 2010; Garling 2008) which have advocated greater consumer / community involvement in the design, management and delivery of services. It is hoped the Cancer Services Consumer / Community Advisory Committee will provide direct input into the different Cancer Services governance structures and act as a conduit to other key community groups where more detailed consideration of particular cancer services and programs is required.</p> <p>The appointments of community members to the Cancer Services Consumer / Community Advisory Committee should be on the basis of their capacity to represent a broad range of community views and interests.</p> <p><b>Purpose:</b></p> <ul style="list-style-type: none"> <li>To provide advice on needs, demands, and service development from a consumer / community perspective whilst harnessing community support for cancer services.</li> <li>To develop and monitor the implementation and effectiveness of the consumer /community representation in the governance of cancer services.</li> <li>To assist the current Cancer Services Council and Executive in their communication with the SWSLHD services, community and consumers.</li> <li>To advise the Cancer Services Council and Executive on</li> </ul> |

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|                 | <p>major strategic issues and initiatives.</p> <ul style="list-style-type: none"> <li>- To participate in the Cancer Services Council and Executive broad strategic planning and service development processes.</li> <li>- To assist the Cancer Services Council and Executive in the development and ongoing monitoring of key performance indicators for service quality and accessibility.</li> <li>- To encourage consumer engagement in research - especially in the matter of communication to patients and other consumers</li> </ul> |
| <p>REPORTS:</p> | <p>Recommendations and decisions are reported to SWSLHD Cancer Services Council</p>  |

Draft reviewed: 21 Dec 2016

Date Tabled: 28 Feb 2017

Date accepted: 23 May 2017

Next Review Date: 21 December 2018