

**Department of Health
Government of Western Australia**

Terms of Reference Neurosciences and the Senses Clinical Network Executive Group

1. NAME

The group shall be known as the **Neurosciences and the Senses Clinical Network Executive Group (NSEG)**

2. ORIGIN

The NSEG was formed in November 2005 to examine service provision relating to the Neurosciences and the Senses Clinical Network. Clinical networking has been recommended by the Health Reform Implementation Taskforce as a means of providing a new focus across all clinical disciplines toward prevention of illness and injury and maintenance of health. The NSEG will advise on service planning, policy development, performance monitoring, priority setting, workforce planning and protocol development.

3. GOAL

The principal goal of the NSEG is to advise on delivering patient-centred, sustainable, and effective clinical services across all continuums of care. These models of care should be readily accessible and efficiently provided. This outcome will be achieved through improved co-ordination between health services and through partnerships with other health care providers, key stakeholders, consumers and the community.

4. ACCOUNTABILITY

The group is accountable to the Executive Director, Health Policy and Clinical Reform Division, Department of Health.

5. RESPONSIBILITIES

5.1. Service

- a) Develop and implement a state-wide framework for Neurosciences and the Senses Clinical Network.
- b) Develop appropriate models of care to ensure equitable access to services.
- c) Provide advice on health priorities, goals and targets that relate to the Neurosciences and the Senses Clinical Network.
- d) Provide advice and support in the development of policies that support integration of services through partnerships and collaborations across organisations and service providers state-wide
- e) Advise on appropriate standards of care including benchmarks, accreditation and credentialing.
- f) Advise on workforce, education and training required by clinicians and other health professionals.

- g) Ensure the production of an annual report that is made available to the public.

5.2. Reporting

Monthly report, or after each meeting, to the Executive Director, Health Policy and Clinical Reform Division on the activities and progress of the group.

6. CHAIR

The inaugural chair is Professor Bryant Stokes who is the Executive Director of the Neurosciences and the Senses Clinical Network.

7. MEMBERSHIP

The NSEG members include:

- a) Professor Bryant Stokes, Executive Director, Neurosciences and Senses Clinical Network (Chair)
- b) Dr Simon Towler, Executive Director, Health Policy and Clinical Reform Division
- c) Professor Ian Constable, Director Eye Health Services Western Australia
- d) Dr William Carroll, Neurologist, SCGH
- e) Dr Peter Silbert, Neurologist, RPH
- f) Dr Neville Knuckey, Neurosurgeon, SCGH
- g) Dr Stephen Honeybul, Neurosurgeon, SCGH
- h) Dr Richard Lewis, ENT Surgeon, RPH
- i) Dr Peter Goldswain, Geriatrician, RPH
- j) Ms Del Weston, CEO, Neurological Council of WA
- k) Dr Vicki Fabian, Neuropathologist, Pathwest - RPH
- l) Dr Peter Robbins, Pathologist, Pathwest - SCGH
- m) Dr Ross Goodheart, Neurologist, Fremantle Hospital

The group or its Chair may nominate persons to temporary membership of the group as required.

8. OPERATING PROCEDURES

8.1. MEETINGS

At the discretion of the group, but initially monthly.

8.2. QUORUM

50% of the members constitutes a quorum.

8.3. AGENDA

8.3.1. AGENDA ITEMS

- a) Minutes of last meeting.
- b) Apologies
- c) Review of Action Items
- d) General Business

- e) Date and location of next meeting.

8.4. GUIDING PRINCIPLES

- 9.4.1. Members of the group are present as organisation representatives and are not representing personal views.
- 9.4.2. Feedback and/or review of documentation responses are to be provided within requested time frames.
- 9.4.3. Discussion and issues remain confidential to the group.
- 9.4.4. It is each member's responsibility to canvas views and provide feedback to its constituency as appropriate and as directed by the group
- 9.4.5. Resolution of dissenting issues shall be achieved by a vote of members present and the Chair shall have the casting vote.
- 9.4.6. The group, through or at the direction of the Chair, is able to co-opt/seek expert advice on a need basis.

8.5. RECORDS

The Chair shall appoint a Secretary who may or may not be one of the members of the group. The Secretary shall issue agendas and supporting material at least seven days in advance and prepare a Minute Sheet from each meeting. The Secretary shall keep separate files of at least the following and forward them to each succeeding Secretary:

- 1 Agendas and papers circulated with them; Minute Sheets.
- 2 Correspondence, papers tabled at meetings and papers circulated other than with agendas.

The Secretary's files are the property of the Department of Health – Western Australia and must be preserved in accordance with the *Library Board Act* and the *Freedom of Information Act*. The *Health Services (Quality Improvement) Act* may also apply to the documents.

9. ADOPTION AND AMENDMENT OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed bi-annually by the group and any changes shall be approved as described above.

Subsequent revision dates:

No	Date	Nature of change(s)
01	17 January 2006	Working Draft