

**AUSTRALIAN COMMISSION  
ON SAFETY AND QUALITY IN HEALTH CARE**

TRIM: D20-11153

# **Sepsis Program Oversight Group**

## **Terms of Reference**

September 2021

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# Introduction

The Australian Commission on Safety and Quality in Health Care (the Commission) was initially established in 2006 by the Australian, state and territory governments to lead and coordinate national improvements in safety and quality in health care. The Commission's permanent status was confirmed with the assent of the *National Health Reform Act 2011* (NHR Act). The Commission is a corporate Commonwealth entity under the *Public Governance, Performance and Accountability Act 2013*; funded jointly by the Australian, state and territory governments.

## Sepsis Program Oversight Group

### Purpose

The Sepsis Program Oversight Group (SPOG) is responsible for providing advice and guidance to the Commission on the National Sepsis Program (the Program).

### Role and Function

The role and functions of the SPOG are to:

- Provide strategic advice to inform implementation of the Program
- Monitor and advise on potential risks and relevant mitigation strategies for the Program
- Provide ongoing guidance on the impact of the Program and its deliverables on all major stakeholders
- Track and advise on development of Program deliverables
- Actively support the Program and act as an advocate for its deliverables
- Consider advice, as required, from the National Sepsis Clinical Reference Group.

### Out of Scope

Any discussions about commercial procurement for the development of deliverables for the National Sepsis Program will not be discussed by the SPOG.

### Composition

Members will be drawn from the Commission, The George Institute for Global Health, The Australian Government Department of Health and two state and territory government nominees and a representative from the private sector. The Commission has been appointed by the Department to lead and coordinate the Program, and these key organisations and agencies will be working collaboratively to deliver the outputs described in the Program. Subject matter experts will be consulted to provide advice through the National Sepsis Clinical Reference Group, of which members of the SPOG may hold dual membership.

The size of the SPOG **will not exceed 10 members**, excluding the Chair.

Members are listed in the table below.

Name	Position	Organisation
Dr Brett Abbenbroek	Program Manager, Australian Sepsis Network	The George Institute for Global Health
Dr Bernadette Eather	National Manager Clinical Quality & Patient Safety	Ramsay Health Care
Prof Simon Finfer	Professorial Fellow in the Critical Care and Trauma Division	The George Institute for Global Health
Dr Audrey Koay	Executive Director Patient Safety and Clinical Quality	Government of Western Australian Department of Health Clinical Excellence
A/Prof Andrew Singer	Principal Medical Advisor, Senior Specialist in Emergency and Retrieval Medicine	Australian Government Department of Health
Dr Harvey Lander	Director, Systems Improvement	NSW Clinical Excellence Commission
Ms Robyn Hudson	Deputy CEO, Director Strategy and Operations	Safer Care Victoria
Adj/Prof Paresh Dawda	Vice Chair Expert Committee for Quality Care	Royal Australian college of General Practitioners
Ms Anna Flynn	Director, Partnering with Consumers	Australian Commission on Safety and Quality in Health Care
A/Prof Amanda Walker (Chair)	Clinical Director	Australian Commission on Safety and Quality in Health Care
Ms Marghie Murgo (Deputy Chair)	Senior Nursing Advisor	Australian Commission on Safety and Quality in Health Care

## Terms of Appointment

Each member is appointed on the basis of their nomination / individual skills, knowledge and expertise and holds their appointment at the discretion of the Commission.

Members may resign from the SPOG at any time by providing a letter stating the intention to resign is presented to the Commission (copied to the Chair and Secretariat) at least four weeks prior to the date of resignation.

The Commission will consider appointments to vacancies, as appropriate.

The Commission retains the discretion to terminate a member's appointment to the SPOG at any time and for whatever reason.

## Confidentiality

SPOG members may, on occasion, be provided with confidential material. Members are not to disclose this material to anyone outside the SPOG and are to treat this material with the utmost care and discretion and in accordance with terms of their confidentiality agreement.

## Conflict of Interest

Conflict of interest is defined as any instance where a member, partner or close family friend has a direct financial or other interest in matters under consideration or proposed matters for consideration by the SPOG.

A member must disclose to the Chair any situation that may give rise to a conflict of interest or a potential conflict of interest, and seek the Commission's agreement to retain the position giving rise to the conflict of interest. Where a member gains agreement to retain their position on the SPOG, the member must not be involved in any related discussion or decision making process.

The Chair will review material ahead of it being provided to the SPOG and assess whether there is a potential for a conflict of interest. Members with potential conflicts can be directed to be excluded from those discussions.

A member is not to participate in SPOG business until the Deed of Confidentiality and Conflict of Interest form has been completed.

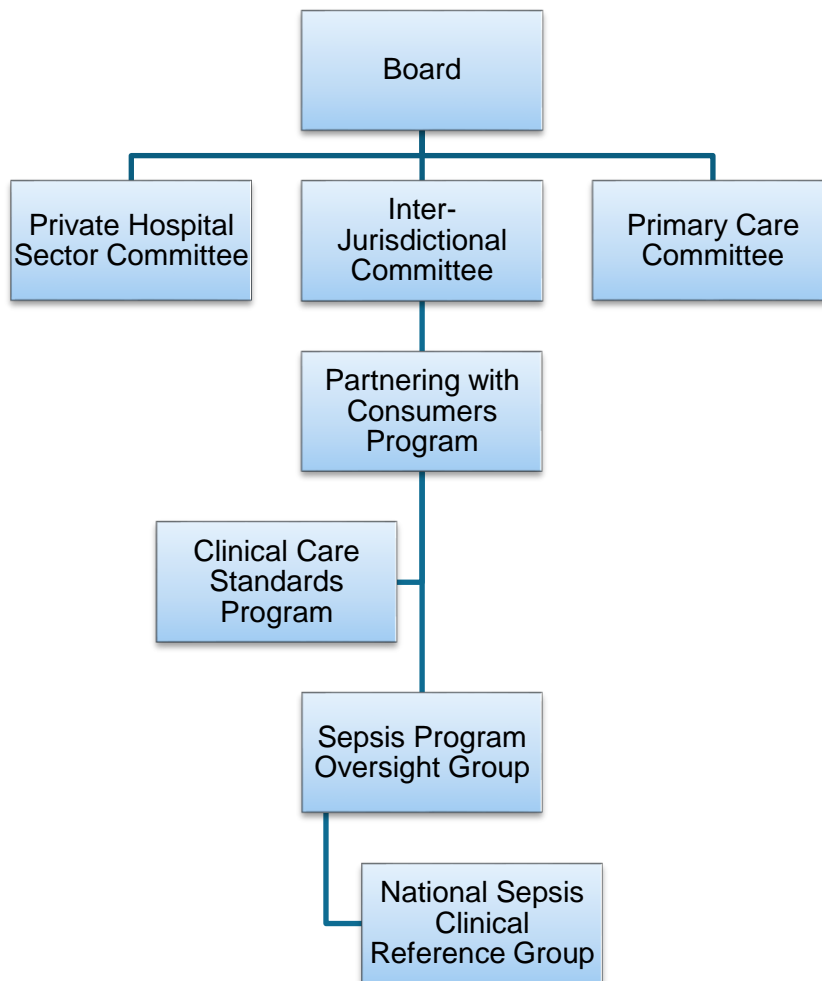
## Timeframes

The SPOG is established until 30 June 2023.

The Terms of Reference including the composition of the members will be reviewed at 30 June 2023 or earlier upon request of the Chair.

## Reporting

The SPOG will report to the Commission staff that manage the Program. Updates on the progress of the Program will be provided to the Commission Board, Inter Jurisdictional Committee, Private Hospital Sector Committee and Primary Care Committee. Feedback from these committees will be reported back to the SPOG where relevant matters are discussed.



## Support for Committee

The work of the SPOG is supported by the Partnering with Consumers program of the Commission.

The Secretariat will:

- Provide support and policy advice to the Committee
- Develop agendas, papers and/or briefs for Committee meetings
- Arrange meetings for Committee to discuss issues
- Distribute relevant information in a timely manner to promote robust discussion and feedback
- Ensure all members are kept informed of issues and information relevant to the work of the Committee
- Incorporate Committee recommendations into the development of materials, where possible
- Provide feedback to the Committee on outcomes of discussions and progression of work
- Arrange venues and catering for meetings
- Arrange appropriate travel and accommodation, and
- Verify reimbursement of eligible expenses.

Secretariat staff are listed in [Appendix 1](#).

## Operations

### The Chair

The Chair is ultimately responsible to the Commission for the operations of the Committee. The Chair will preside at all meetings at which they are present. If the Chair is absent from a meeting, a Deputy Chair will preside.

### Members obligations and expectations

1. Members are appointed for the term specified in the instrument of appointment.
2. Members are nominated for their expertise either as organisational representatives or jurisdictional representatives.
3. Members have joint responsibility to support the role and function of the SPOG
4. Members are to actively participate in all meetings and share information, noting that individual members may advise their organisations where appropriate.
5. Members will initially be appointed until 30 June 2023.
6. Individuals on the SPOG will declare any potential competing interests with the Commission.
7. Where members have missed two consecutive meetings, it will be at the discretion of the Chair to declare the seat vacant and seek a replacement member.
8. Members will sign a deed of confidentiality.
9. Members will not be eligible to be remunerated under any Remuneration Tribunal determination if they hold an office or are a full-time employee of the Commonwealth, a state or a territory or a state or territory authority or instrumentality.

### Meetings

It is intended that the SPOG will meet every second month per financial year, via videoconference or face-to-face in Sydney at the Australian Commission on Safety and Quality in Health Care office. The proposed meetings will be scheduled according to member availability. A draft agenda for the SPOG is at Appendix 2 and provides an example of the standing agenda items for discussion.

### Proxies

Due to the expert nature of the group, proxies for meeting attendance cannot be accepted.

### Travel and accommodation

Travel, accommodation and related expenses for non-Government members will be met by the Commission.

### Quorum

A quorum for a meeting is half the committee membership plus 1. Any vacancy on the Committee will not affect its power to function.

## **Agenda and minutes**

The agenda and related papers are normally circulated to members one week prior to the meeting.

The minutes of the meeting will be prepared by the Secretariat. They will provide a concise and focused report of decisions and actions taken. Minutes will be made available to members in a timely manner.

Out-of-session papers may be circulated occasionally for members' attention.

## **Personal Information**

The personal information a committee member provides to the Commission will be kept in compliance with relevant privacy legislation.

## Appendix 1: Committee Secretariat staff

Ms Anna Flynn  
Director  
Partnering with Consumers  
[Anna.Flynn@safetyandquality.gov.au](mailto:Anna.Flynn@safetyandquality.gov.au)

Ms Marghie Murgio  
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Senior Project Officer, National Sepsis Program  
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## Appendix 2: Example Meeting Agenda

### Sepsis Program Oversight Group

#### Agenda

30 June 2020, 10:00am – 11:30pm

Videoconference

Item	Title	Presenter
1	Welcome and introductions	Chair
2	Disclosure of interests	Chair
3	Business arising	Chair
4	Program manager's report	Program Manager
5	Reference group chair's report	Chair
6	Review of projects (see Smartsheet)	Project Lead
7	Risk management	Chair
8	Action items	Chair
9	Close	