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

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National Sepsis Program Extension

Sepsis Program Oversight Group

Updated Terms of Reference

June 2024

Document Information

Version History

Version	Issue Date	Author	Reviewers	Outcome of Review
1.0		Annie Spence	Committee members	Draft approved for circulation to committee members
2.0	25 March 2024	Annie Spence	Committee members	Accepted by committee with minor amendments
3.0	8 April 2024	Annie Spence	Lisa Quirk	Ordinary member added
4.0	19 April 2024	Annie Spence	Lisa Quirk	Ordinary member removed
5.0	20 June 2024	Annie Spence	Lisa Quirk	Ordinary members added

Sepsis Program Oversight Group –Terms of Reference

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Introduction

The Australian Commission on Safety and Quality in Health Care (the Commission) officially commenced operation on 1 July 2011. The Commission has been created under the provisions of the *National Health Reform Act 2011*. 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 (Oversight Group) is responsible for providing expert advice and guidance to the Commission on the National Sepsis Program Extension (Program Extension). The Oversight Group will be supported by the Program Extension's Commonwealth, State and Territory Liaison Group (Liaison Group), which will be established to run concurrently to the Oversight Group, to ensure jurisdictional buy-in and support of the Program Extension's objectives and deliverables.

Role and Function

The role and functions of the Oversight Group are to:

- Provide strategic advice to inform implementation of the Program Extension
- Monitor and advise on potential risks and relevant mitigation strategies for the Program Extension
- Provide ongoing guidance on the impact of the Program Extension and its deliverables on all major stakeholders
- Track and advise on the development of Program Extension deliverables
- Review and advise on implementation issues and project updates raised by the Liaison Group
- Actively support the Program Extension and act as an advocate for its deliverables.

Out of Scope

Any discussions about commercial procurement for the development of deliverables for the Program Extension will not be discussed by the Oversight Group.

Composition

Members will be drawn from the Commission, The George Institute for Global Health (TGI), the Australian Government Department of Health and Aged Care (the Department), consumer and carer representatives, including sepsis survivors, Australian state and territory clinical experts from a range of disciplines (including adult and paediatric sub-specialties) and First Nations health experts and representatives. The Commission has been appointed by the Department to lead and coordinate the Program Extension, and these key organisations and agencies will work collaboratively to deliver the outputs of the Program Extension.

The tables below detail the Oversight Group composition and membership.

Ordinary members

Name	Position	Organisation	Jurisdiction
Dr Brett Abbenbroek	Program Manager, Sepsis Australia, Critical Care Program/ Asia Pacific Sepsis Alliance	The George Institute for Global Health	National
Dr Lorraine Anderson	Medical Director, Aboriginal Medical Services	Kimberley Medical Services	WA
Dr Jonathan Barrett	Intensive Care Specialist	Monash Health, Victoria	VIC
Professor Melissa Baysari	Professor of Human Factors	The University of Sydney	NSW
Dr Robert Blackley	Registrar	Australian College of Rural and Remote Medicine Australian Indigenous Doctors Association nominee	National
Dr Paresh Dawda	Vice Chair Expert, Royal Australian College of General Practitioners Committee for Quality Care	Royal Australian College of General Practitioners (RACGP)	National
Dr Julie Dockerty	Principal Medical Advisor	Department of Health Western Australia	WA
Professor Simon Finfer	Professorial Fellow, Critical Care and Trauma Division Adjunct Professor Chair, Critical Care Medicine	The George Institute for Global Health University of NSW School of Public Health, Imperial College London	National
Ms Fiona Gray	Consumer representative	The George Institute for Global Health	SA
Dr Stephanie Hunter	Project Manager (REDEEM) Intensive Care Research Nurse	Monash University Australian College of Nursing Nominee	VIC
Dr Harvey Lander	Director, Systems Improvement	NSW Clinical Excellence Commission	NSW

Dr Paula Lister	Director of Paediatric Critical Care, Co-chair of QLD Paediatric Sepsis Program	Child Health Qld and Sunshine Coast University Hospital	QLD
Dr Simon Lockwood	General Practitioner/Rural Generalist	Roxby Downs Doctors Surgery/ Chair of Country SA Primary Health Network	SA
Dr Stephen Macdonald	Emergency Physician	Royal Perth Hospital	WA
Dr Belinda Munroe	Emergency Clinical Nurse Consultant NSW Branch President, College of Emergency Nursing Australasia	Illawarra Shoalhaven Local Health District	NSW
Professor Ed Oakley	Chief of Critical Care and Emergency Physician	Royal Children's Hospital	VIC
Professor Denise O'Connor	Deputy Director, Wiser Health Care Unit	Monash University	VIC
Mr Mick O'Dowd	Consumer representative	The George Institute for Global Health	NSW
Professor Jason Roberts	NHMRC Practitioner Fellow, Consultant Clinical Pharmacist	Queensland University	Qld
Dr Andrew Singer	Principal Medical Advisor, Senior Specialist in Emergency and Retrieval Medicine	Australian Government Department of Health and Aged Care	National
Dr Naomi Spotswood	Neonatologist	Royal Hobart Hospital	TAS
Ms Mary Steele	Consumer representative	The George Institute for Global Health	QLD
Ms Kirsten Thompson	Nurse Management Consultant – Sepsis	Clinical Excellence and Patient Safety, NT Health	NT
Professor Karin Thursky	Professor Infectious Diseases, Antimicrobial Stewardship	Peter MacCallum Cancer Centre	VIC
Professor Bala Venkatesh	Program Director Chair Qld Statewide Sepsis Steering Committee Academic Professor	The George Institute QLD Health Gold Coast University Hospital	QLD

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Department of Health and Aged Care observers

Name	Position	Organisation
Ms Fifne Cahill	Assistant Secretary, Public Hospital Strategy Branch, Health System Strategies Division	Australian Government Department of Health and Aged Care
Ms Rachel Henry	Director, Safety and Quality Section, Health System Strategies Division	Australian Government Department of Health and Aged Care

Commission members

Name	Position	Organisation
Conjoint Professor Carolyn Hullick (Chair)	Chief Medical Officer	Australian Commission on Safety and Quality in Health Care
Ms Anna Flynn	Director, Partnering with Consumers Team	Australian Commission on Safety and Quality in Health Care
Ms Lisa Quirk	Program Manager, National Sepsis Program Extension	Australian Commission on Safety and Quality in Health Care
Ms Annie Spence	Senior Project Officer, National Sepsis Program Extension	Australian Commission on Safety and Quality in Health Care

Terms of Appointment

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

Members may resign from the Oversight Group at any time by providing a letter to the Commission (copied to the Chair and Secretariat) stating the intention to resign 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 Oversight Group at any time and for any reason.

Confidentiality

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

Conflict of Interest

A 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 Oversight Group.

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 Oversight Group, 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 Oversight Group 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 Oversight Group business until the Deed of Confidentiality and Conflict of Interest form has been completed.

Timeframes

The Oversight Group is established until 1 January 2026.

The Terms of Reference including the composition of the members will be reviewed in June 2025 or earlier upon request of the Chair.

Reporting

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

Support for Committee

The work of the Oversight Group is supported by the Partnering with Consumers program within the Commission.

The Secretariat will:

- Provide support and policy advice to the Oversight Group
- Develop agendas, papers and/or briefs for Oversight Group meetings
- Arrange meetings for the Oversight Group 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 Oversight Group
- Incorporate Oversight Group recommendations into the development of materials, where possible
- Provide feedback to the Oversight Group on outcomes of discussions and progression of work
- Arrange venues and catering for face-to-face 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 Oversight Group. The Chair will preside at all meetings at which they are present. If the Chair is absent from a meeting, a Co-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, clinical experts or consumer and carer representatives.
3. Members have joint responsibility to support the role and function of the Oversight Group
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 1 January 2026.
6. Individuals on the Oversight Group 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 of the Oversight Group will be remunerated according to Commission's Committee Travel and Remuneration Policy. Members will not be eligible to be remunerated under any Remuneration Tribunal determination if they hold an office or are an employee of the Commonwealth, a state or a territory or a state or territory authority or instrumentality.

Meetings

It is intended that the Oversight Group will initially meet monthly, via videoconference. The proposed meetings will be scheduled according to members availability and the needs of the Program Extension deliverables.

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 Oversight Group will not affect its power to function.

Agenda and minutes

The agenda and related papers will be circulated to members at least 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 and feedback.

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 Lisa Quirk
Program Manager, National Sepsis Program
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Ms Annie Spence
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