



SA Ambulance Service

Adverse Events  
Governance Committee

Terms of Reference

## Purpose

The role of the Adverse Events Governance Committee is to provide governance, oversight and advice on the implementation of the fourteen (14) recommendations contained in the report by Associate Professor Peter Hibbert titled *'Final Report on Systems Factors related to SAAS Safety Incidents in 2018'* in support of the Chief Executive Officer (CEO) of SA Ambulance Service (SAAS).

## Accountability

The Adverse Events Governance Committee is established by and reports to the CEO of SAAS.

## Functions

The functions of the Adverse Events Governance Committee include:

1. Endorse the strategy and plan adopted by SAAS to implement the recommendations arising from the *'Final Report on Systems Factors related to SAAS Safety Incidents in 2018'* ('the Adverse Events Report').
2. Act as representatives of the best interests of consumers of the ambulance service.
3. Review all reports provided to the Committee for consideration.
4. Review and challenge the effectiveness of actions by management and staff of SAAS in implementing the 14 recommendations against desired outcomes.

This review should:

- Ensure that the outcomes of actions implemented have achieved the intention of the 14 recommendations (to avoid situations where the actual action has been implemented but it has not fully or sufficiently achieved the intention of the recommendation).
  - Challenge the merits of decisions that required significant judgement made by management and staff of SAAS in implementing the 14 recommendations.
  - Ensure that implementation has taken a systemic root cause rather than a 'put the fires out' approach.
5. Review and challenge the efficiency and timeliness of actions implemented by management and staff of SAAS in implementing the 14 recommendations against the urgency of targeted dates.
  6. Identify, report and escalate any significant risks that threaten the effective and timely implementation of the 14 recommendations.
  7. Propose recommendations that enhance the effectiveness or expedite the timeliness of the implementation of the 14 recommendations.
  8. Provide a monthly status report to the CEO of SAAS.
  9. Provide briefings at meetings of SAAS's Executive Leadership Team or any other Committee of SAAS or SA Health when requested.
  10. Identify any duplication of function or activity with any other Committee of SAAS and propose recommendations to eliminate this duplication.
  11. Refer matters to any other Committee of SAAS where relevant and warranted.
  12. Consider any other matters referred to it for advice from the CEO of SAAS.
  13. Execute any new responsibility that may be delegated by the CEO of SAAS and that is not already contained within these terms of reference.

## **Authority**

The Adverse Events Governance Committee has no executive powers and is a governance and advisory Committee to the CEO of SAAS.

## **Sub-Committees**

To assist the Adverse Events Governance Committee in discharging its responsibilities, the Committee may elect to form any number of Sub-Committees with clearly defined scopes and functions that report back to the Committee.

## **Consultation**

In the exercise of its functions, the Adverse Events Governance Committee strives to engage in consultation with all relevant stakeholders in order to make informed recommendations.

## **Confidentiality**

In the exercise of its functions, all members of the Adverse Events Governance Committee are responsible for maintaining the integrity, confidentiality and security of official information, and releasing such information only in accordance with relevant legislation, industrial instruments, policy or lawful and reasonable direction.

## **Membership**

### ***Members***

The Adverse Events Governance Committee comprises the following members:

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Members will be appointed for an initial term of one (1) year. Members can be reappointed, at the discretion of the CEO of SAAS, for as many consecutive terms as the existence of the Committee.

Proxies for internal members are allowed if they are acting in the position of the member and they have the delegation, authority and ability to participate in discussion and decision making. No proxies are allowed for external members.

Committee members will cease to be a member if they:

- Resign from the Committee;
- Resign from their employment with SAAS (for internal members);
- Fail to attend three consecutive meetings without providing apologies to the Chair; or
- Breach confidentiality in contravention of relevant legislation, industrial instruments, policy or lawful and reasonable direction.

### ***Nomination of Chair***

The Chair of the Adverse Events Governance Committee is appointed by the CEO of SAAS from amongst the external members.

### ***Regular Attendees***

Meetings of the Adverse Events Governance Committee will be attended by the following:

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### ***Guests***

The Adverse Events Governance Committee may invite such persons to its meetings that it deems necessary for contribution to specific agenda items.

### ***Structure***

The size, composition, duration of membership and appointment of members of the Adverse Events Governance Committee are determined by the CEO.

### **Meetings**

#### ***Schedule of Meetings***

The Adverse Events Governance Committee will meet on a monthly basis. The Committee may meet at other intervals if required and requested by the Chair or the CEO of SAAS. Special meetings may be convened as required and may include consideration of issues by electronic or other means.

#### ***Preparation and Distribution of Agenda Papers***

The \_\_\_ is the Executive Officer who supports the Chair by assuming responsibility for facilitating the operations of the Committee.

The Executive Officer will collate the agenda papers at least 10 working days prior to the meeting date. The Executive Officer is responsible for ensuring that the agenda items are appropriate and relevant, and the supporting papers behind agenda items contain comprehensive and sufficient information for discussion and action.

The Executive Officer will distribute agenda papers at least 5 working days prior to the meeting date. Distribution may be via electronic or hard copies.

Late agenda items provided to the Executive Officer after the distribution of the agenda papers require confirmation from the Chair to be included in the agenda.

#### ***Quorum***

The quorum for meetings will be half of all members or their proxies plus one. If the quorum is not met, the following will occur:

- The Chair will decide whether the meeting is cancelled or the meeting proceeds without a quorum. If the meeting proceeds, all decisions will be preliminary.
- The Chair will decide whether any preliminary decisions will be approved through an out-of-session approval process or approved at the next meeting with a quorum.

### ***Conflict of Interest***

At the commencement of each meeting, the Chair will call for declarations of conflicts of interest. Committee members are required to declare any conflicts of interest at the start of each meeting or before discussion of the relevant agenda item or topic. Details of any conflicts of interest will be minuted. Where members are deemed to have a real or perceived conflict of interest, they must absent themselves from deliberations on the issue. The register containing all declared interests will be tabled annually for review and noting.

### ***Conduct of Meetings***

The Chair is responsible for the conduct of meetings of the Adverse Events Governance Committee.

The Executive Officer is responsible for minute taking, recording of recommendations arising from the meetings, and retaining an official copy of the minutes.

The Executive Officer is responsible for distributing the minutes at the meetings of the Executive Leadership Team and the Clinical Governance Committee.

Decisions and actions of each meeting will be recorded and circulated among members of the Adverse Events Governance Committee in draft format, endorsed by members at the following meeting, signed by the Chair and stored in accordance with section 13 (maintenance of official records) of the State Records Act 1997.

It is the responsibility of each member of the Executive Leadership Team to ensure that decisions and actions from the Adverse Events Governance Committee, if accepted, are communicated and implemented within their respective directorates.

### ***Decision Resolution Process***

In the event that consensus is not reached on any decision, the matter is resolved through a voting process by the members. Attendees and guests are not authorised to participate in the voting process. A decision supported by a majority of the votes cast at a meeting of the Adverse Events Governance Committee is deemed to be the decision of the Adverse Events Governance Committee. In the event that a decision cannot be reached by a majority of votes, then the matter will be referred to the CEO of SAAS. The Executive Officer is responsible for recording the votes within the official minutes for governance purposes.

### ***Out of Session Recommendations***

Items for the Committee may, under extenuating circumstances, be recommended through an out of session process. This provision is only for information items and items of a non-contentious nature (i.e. items that do not require full discussion at a Committee meeting).

Out of session papers are to be forwarded to the Executive Officer, and are circulated via email to Committee members. A 5 day timeframe for response is provided, unless otherwise indicated.

A 'not recommended' response from any Committee member will require the paper to be resubmitted for inclusion in the next meeting agenda for discussion. The Executive Officer will provide the Chair with a summary of feedback received.

Out of session papers are considered recommended once the timeframe has lapsed and if no response has been received. However, if more time is required, the Executive Officer should be contacted to request an extension of time before the due date.

### Review

The terms of reference of the Adverse Events Governance Committee will be reviewed at the discretion of the CEO. Changes resulting from such reviews are to be approved by the CEO.

<b>Name of Document:</b>	Adverse Events Governance Committee Terms of Reference
<b>Version:</b>	Version 1.0
<b>Reviewed:</b>	March 2019
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