

INNER EAST PRIMARY CARE PARTNERSHIP INTEGRATED CHRONIC DISEASE MANAGEMENT (ICDM) REFERENCE GROUP

TERMS OF REFERENCE 2011

1. Purpose of the Group

The purpose of the IEPCP ICDM Reference Group is to provide information and experience-based advice to inform and assist the: development, implementation, monitoring and review of the IEPCP ICDM Implementation Plan. In addition, the group will provide advice on other time-limited projects related to improving health and wellbeing of people with, or at risk of, chronic illness across the cities Manningham, Boroondara, Whitehorse and Monash.

2. Objectives of the Group

- To provide a forum for discussion and priority setting in relation to developing options and opportunities to progress ICDM in a collaborative manner across the catchment.
- To work in partnership to achieve improvements in chronic illness care across the catchment.

3. Authority

The ICDM reference group does not have any delegated authority for decision making on behalf of the IEPCP. The role of the group is to make decisions in relation to their advice & support to the IEPCP consistent with their remit in this ToR.

4. Accountability and Relationship to other Committees

The ICDM Reference Group does not link directly to any other meetings. The Coordinator of ICDM will report through the IEPCP Executive Officer to the IEPCP Operations Committee on the development, implementation, monitoring and review of the IEPCP ICDM Implementation Plan and other activities of the ICDM reference group.

5. Meeting Composition and Management

5.1 Membership and Responsibilities

Membership will comprise:

- IEPCP Coordinator ICDM (1)
- IEPCP Member Agency Representatives
 - Community Health Services (up to 4)
 - Eastern Health (1)
 - St Vincents Health (1)
 - GP Networks (2)
 - HARP (1)
 - Local Government (1)
 - RDNS (1)
 - ACAS (1)
 - Other (2)

The Eastern Metropolitan Region DoH (1) will be invited to participate as an ex-officio member to provide policy and funding updates as relevant (ex officio members do not have voting rights).

With the agreement of the group, additional attendees can be co-opted as required to address specific issues.

5.2 Chair and Secretariat

The IEPCP Coordinator of ICDM chairs and convenes the meeting with rotating minute taker from the group members.

5.3 Frequency of Meetings

- Meetings to be held at least every 3 months.
- Issues requiring advice from the Reference Group between meetings will be addressed using normal IEPCP communication processes.

5.4 Rules of Behaviour

Member responsibilities include:

- Attendance and participation at meetings and to nominate another delegate from their agency if unable to attend.
- Having the delegated authority within their own agency to make decisions and recommendations to the group on behalf of that agency
- Complying with accepted standards of behaviour such as
 - Showing due consideration of professional and legal requirements regarding respect for other's opinions
 - Appropriate language and behaviour
 - Confidentiality
 - Protection of those absent
 - Equity in providing opportunities for all members to participate equally
 - Contribute to a safe and supportive, collegial environment for those present.

7. Meeting Resources

The IEPCP will provide secretariat, venue and other meeting resources as necessary.

8. Meeting Processes

- Decisions shall be made on a consensus of available quorum
- A quorum shall consist of one half plus one of the total number of Reference Group members.

9. Review of Terms of Reference

Terms of Reference are to be reviewed every 12 months. These Terms of Reference due for review in October 2012.