

ACT Health and Wellbeing Partnership Board

Terms of Reference

Role

The ACT Health and Wellbeing Partnership Board (the Board) is responsible for setting the overall framework to allow prioritisation and integration of efforts across the education, research and health services system that will result in improvements in delivery and effectiveness of health services for the Canberra community and communities in surrounding regions of NSW.

The Board will ensure optimal patient outcomes and high-value high-performance health services in the ACT through partnerships with academic institutions that provide expertise in health research, education and training; leverage the value of research, education and training opportunities to the clinical sector; contribute to shared positions, facilities and programs; and help to develop, attract and retain a high-quality health workforce fit for the future.

Values and Behaviours

Participation and engagement in the Board will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours such as:

- Accountable, transparent, decision-making
 - Genuine and respectful engagement with colleagues within the Directorates, across the ACT Public Service and the Health System and with community members
 - Open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs, and
 - Innovative improvement of systems and services to achieve safe and effective person and family-centred care.
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Membership

Membership on the Board is as follows:

- Chief Executive Officer, Canberra Health Services
- Dean, College of Health and Medicine, Australian National University
- Deputy Director-General, Health Systems, Policy and Research, ACT Health Directorate
- Director-General, ACT Health Directorate (Chair)
- Executive Dean of Health, University of Canberra
- Executive Director, Health Care Consumers' Association
- Regional Chief Executive Officer, Calvary ACT

Ex-Officio Attendees:

- Senior Communications Officer, ACT Health Directorate

The Board may invite other attendees at the Chair's discretion. If a member is unable to attend a meeting, a suitably senior delegate may be nominated to attend.

Functions

The Board will:

- Consider overall structural and organisational issues in relation to health research functions currently embedded in the ACT Health Directorate, Canberra Health Services and Calvary ACT.
- Progress development of integrated research and education precincts.
- Prioritise, oversee and monitor a diverse health research agenda building on existing research strengths in population health, prevention, cutting-edge laboratory science, clinical research, implementation science, and health services research striving for positive local, national and international impact on health for people at all stages of life.
- Collaborate on programs that will include participation of researchers across multiple disciplines, primary care and specialist clinician researchers and the consumers of health care. Quality improvement research will be embedded within all areas of health care delivery. Collaboration will occur to access funding opportunities where these benefit the ACT region and its community.
- Development and oversight of system-wide workforce strategies that relate to the delivery of health services and that leverage collaboration across the academic, policy and delivery sectors to attract and retain a high-quality health workforce fit for the future.

Through its associated Working Groups, the Board will oversee research, education and training strategies, policies, legal agreements, and organisational structures and functions across the ACT health system that relate to:

- Research Governance and Delegations of Authority.
- Applications for large collaborative grants that involve health services and academic partners.
- Conduct of Clinical Trials.
- Human Research Ethics.
- Intellectual Property.
- Facilitating the involvement of consumers and the community in establishing priorities.
- Employment and reporting arrangements of academic clinical staff, and appointment of other Research, Education and Training-related staff, including joint appointments between ACTH/CHS/Calvary and other partners.
- Relationships between the health services and the staff and students of ANU and UC and other relevant organisations operating in the Territory.
- Building capacity and capability of consumers to participate in health research.
- Liability and insurance matters.
- Development of infrastructure and facilities to integrate research, education and training capabilities with the health services.
- Provision of and access to facilities that are used for clinical service delivery, research, education and training, including shared spaces, library and information services, medical record access, and other digital resources.

Reporting

The Board reports to:

- Minister for Health and Wellbeing
- Minister for Medical and Health Research
- Vice-Chancellor, Australian National University
- Vice-Chancellor, University of Canberra

The Board will provide a quarterly report to the Ministers and Vice-Chancellors on the operations of the Board, including the progress, status and next steps for initiatives.

At the conclusion of each meeting, the Board will endorse a joint Communique for public release.

Secretariat Health Systems, Policy and Research Group

Agenda requests The Secretariat will call for agenda items from the membership no later than 15 days prior to the meeting. Papers are to be submitted 10 working days prior to each meeting. The Agenda and any associated papers will be circulated 7 days prior to each meeting.

The Board will meet quarterly.

Meeting Frequency Matters may be considered out-of-session with the agreement of the Chair.

Extraordinary meetings will be called as required to discuss any issues of critical importance.

Review Frequency Annually

Approved 1 April 2019
