

# Terms of Reference

## Child Health Sub Network (CHSN)

April 2016

## Terms of Reference – Child Health Sub Network

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## 1. Purpose

The purpose of the Child Health Sub Network is to:

- Focus on child health clinical practice improvement across Queensland by providing expertise, direction and advice through the Queensland Child and Youth Clinical Network (QCYCN) to Hospital and Health Services specifically in relation to clinical standards, planning, workforce development, research and clinical information systems
- Harness the collective knowledge and expertise of child health nurses and health professionals delivering care within child and family health services
- Foster and support research and quality improvement across child and family health services and influence Hospital and Health Service managers and clinical leaders with regard to how care and services are provided for children and families
- Provide an open supportive forum where child health nurses and health professionals, and other government and non-government personnel can discuss and plan for the future of child and family health services
- Support the General Manager Operations in meeting responsibilities outlined in *The Public Service Act 2008*, *The Health Services Act 2011* and other relevant legislation
- Support the Hospital and Health Board in meeting their responsibilities outlined in the *Hospital and Health Boards Act 2011* and the Service Agreement for Children's Health Queensland
- Set an example of high functioning team behaviours and a culture of performance through the effective conduct and management of committee functions and member interactions.

## 2. Functions

The function of the Child Health Sub Network is to:

- To identify Queensland Health core business in the delivery of child and family health services in the context of broad partnerships with other Government departments, educational institutions, NGOs and community agencies
- To identify current clinical practices and recommend practice standards that support the implementation of contemporary, evidence-based service delivery models across child family health services
- To develop evidence-based guidelines and practice relevant to child and family health with recommendations to and endorsement from Statewide Clinical networks
- To support the implementation of the Queensland Universal Framework for Child Health across Hospital and Health Services
- To identify key performance indicators that are measurable using existing data collection methodologies and work in collaboration with HHSs to recommend and support consistency in child health data collection across Queensland.
- To provide high level advice to the QCYCN Steering Committee and to work collaboratively with other Network Working Groups.

### 3. Authority

The Child Health Sub Network meeting:

- functions under the authority of the QCYCN and is auspiced by Children's Health Queensland Hospital and Health Service
- reports to the QCYCN Steering Committee

Decision making:

Meeting recommendations are made by consensus. If consensus cannot be reached, the Chair reserves the right to make the final decision or to escalate the matter to the Clinical Chair, Queensland Child and Youth Clinical Network (QCYCN) Steering Committee.

Committee members are individually accountable for their delegated responsibility and collectively responsible to contribute to advice provided by the Committee to the Chair in the interests of a whole-of-service position.

### 4. Frequency of meetings

Meetings will be held at least 10 times a year and a schedule of meetings will be agreed in advance. In addition, the Chair may call additional meetings as necessary to address any matters referred to the committee or in respect of matters the committee wishes to pursue within its terms of reference.

### 5. Membership

Members are expected to:

- Establish links, consult and disseminate information appropriately with key stakeholders
- Facilitate and provide feedback on documentation within established timeframes
- Commit a minimum of two hours per month
- Nominate a proxy if unable to attend the committee meetings

Appendix 1 – current members July 2016 – June 2018, this will be a living document.

### 6. Reporting

The Child Health Sub Network provides the following:

- Minutes from the meeting to the QCYCN Steering Committee
- Meeting decisions and activity summary to the State-wide Child and Youth Clinical Network (QCYCN) Steering Committee.

Issue escalation: Issues unable to be resolved by the meeting are escalated to the QCYCN Steering Committee

## 7. Performance

The Child Health Sub Network will develop an annual action plan linked to the Child Health Sub Network objectives and committee functions. The work plan will detail the goals and strategies for the committee with each strategy linked to a Key Performance Indicator (KPI) and a measure.

The Meeting Chair will facilitate an annual evaluation of the meeting's performance against the meeting's annual operational plan and Terms of Reference. Members will be consulted as part of the evaluation process. The evaluation will inform a review, where required, of the meeting's Terms of Reference.

Specific evaluation activities include:

- achievement of Key Performance Indicators as identified in the meeting annual work plan
- self-assessment by the committee in undertaking designated meeting functions
- attendance records
- evaluation of committee administrative process timeframes and secretariat responsibilities
- annual assessment by key stakeholders of the role of the meeting and achievement of its function.

## 8. Guiding principles

The *Hospital and Health Boards Act 2011* provides a set of principles intended to guide achievement of the Act's objectives. These principles guide deliberations of the meeting to:

- The best interests of users of public health services should be the main consideration in all decisions and actions of this committee
- There should be a commitment to ensuring quality and safety in the delivery of public sector health services
- There should be responsiveness to the needs of users of public sector health services about the delivery of public sector health services
- There should be collaboration with clinicians in planning, developing and delivering public sector health services
- Information about the delivery of public sector health services should be provided to the community in an open and transparent way
- There should be commitment to ensuring that places at which public sector health services are delivered are places at which:
  - i. Employees are free from bullying, harassment and discrimination; and
  - ii. Employees are respected and diversity is embraced
- There should be openness to complaints from users of public sector health services and a focus on dealing with the complaints quickly and transparently
- Opportunities for research and development relevant to the delivery of public sector health services should be promoted

- Opportunities for training and education relevant to the delivery of public sector health services should be promoted

### Document history

Version	Date	Changed by	Nature of amendment
0.1	24/03/2016	Michael Carroll	
0.2	19/04/2016	Catherine Marron	Edited
1.0	26/04/2016	Catherine Marron	Final

Previous versions should be recorded and available for audit.

## Appendix – CHSN Members

Child Health Sub Network members:

Name	Hospital and Health Service	Position
Catherine Marron (Chair)	Children's Health Queensland	A/Nursing Director, Ellen Barron Family Centre
Pamela Hueber (Co-chair)	Townsville	Nurse Unit Manager /Team Leader Child Youth Family Health
Elisa Agostinelli		Counsellor Coordinator, Patient Family & Support Services, St Vincent's Private Hospital
Heidi Atkins	Children's Health Queensland	Principal Project Officer, QCYCN
Vicki Attenborough	Gold Coast	Nurse Unit Manager, Child Health
Karen Berry	Children's Health Queensland	Nursing Director, Child Health Services
Tracey Button	Children's Health Queensland	Clinical Nurse, Coorparoo Child Health
Jan Cavanagh	Central West	CN, Child Health
Andrea Clarke	Central Queensland	Clinical Nurse / Midwife, Child and Family Health Services, Rockhampton
Kathy Cook	Torres Strait – Northern Peninsular	CNC, Child Health
Helen Cook-Bland	Darling Downs	Nurse Unit Manager, Child Health
Sara Cousins	Mackay	Nurse Unit Manager, Child Health
Anita Cowlshaw	Children's Health Queensland (Centre for Child Health and Well-being)	Project Officer
Desiree Croft	Children's Health Queensland	Clinical Nurse Consultant
Sarah Davies-Roe	Children's Health Queensland (QCPIMH)	Service Development Leader
Andrea Densley	Health Services Support Agency	Nurse Unit Manager, Child Health, Health Contact Centre
Caroline Diamond	Townsville	Clinical Practice Supervisor for Early Intervention Specialists
Andrea Fisher	Gold Coast	Nurse Unit Manager, Child Youth and Family Health Service
Samantha Foster	Children's Health Queensland	A/Early Intervention Clinician Lead, Wynnum
Letitia Graving	Central Queensland	Clinical Nurse, Child Health, Biloela
Ruth Gregory	West Moreton	Early Intervention Parenting Social Worker
Anne Gilfoyle	Children's Health Queensland	EIC Professional Lead, CHS, CHQ HHS
Irene Hanmer	Children's Health Queensland	Nursing Director, Youth Health
Maree Henricks	Wide Bay	Child Health Nurse, Bundaberg
Ninette Johnstone	South West	Program Manager - Nursing Director, Child & Family Program
Wendy Kastelein	Children's Health Queensland	Nurse Unit Manager, CYCHS



Gwen Kemp	Cairns and Hinterland	Team Leader, Child, Youth & Family Health Team
Tracey Kidgell	Children's Health Queensland (Centre for Child Health and Well-being)	A/Team Leader
Karin Klepper	Children's Health Queensland	Physiotherapist - Advanced, Child Development Service
Rose Kruze	Townsville	CNC
Yancy Laifoo	Torres Strait – Northern Peninsular	Program Coordinator, Maternal Child Health
Jessica Lee		Paediatric Dietitian, Griffith University Public Health
Michelle Maike	Wide Bay	Nurse Unit Manager, Community Family Health, Bundaberg
Roslyn McCallum	Cairns and Hinterland	Clinical Nurse, Child Health, Innisfail
Helen Miller	Children's Health Queensland	CNC/CPLO, Inala Child Health
Jenny Morton	Cunningham Centre	Nurse Educator Maternal and Child Health, Indigenous Workforce Development
Dohna Myler	Wide Bay	Nurse Unit Manager - Bundaberg
Hilary Neden	Darling Downs	Child Health Nurse
Johanna Neville		Maternal Child Health Team Leader, Acunipima Cape York Health Council
Kerri O'Connor	North West	Nurse unit Manager, Maternal Child Youth Health, Mount Isa
Susan Ritchie	Cairns and Hinterland	Clinical Nurse, Child Health, Tully
Louisa Salee	Cape York	Manager, Family Health Unit, Weipa
Ann-Maree Sandeman	West Moreton	A/Nurse Unit Manager, Child Health
Mary Spencer	Cairns and Hinterland	CNC, Child Health
Katrina Stafford	Cairns	Indigenous Child Health Coordinator
Ruth Wall		Program Manager, Maternity and Early Childhood, BSPHN
Kate Weller	Children's Health Queensland	Principal Project Officer, QCYCN
Deborah Wells	South West	Clinical Nurse, Roma
Robyn Wyatt	Sunshine Coast	Nurse Unit Manager, Child, Youth and Family Health
Anne Youles	Children's Health Queensland	Nurse Unit Manager, Child Health Service
Christine Young	Central Queensland	Nurse Unit Manager, Maternal and Child Health Team, Rockhampton