

# GP Clinical Council

## TERMS OF REFERENCE

### 1. Role and Purpose of GP Clinical Council

The GP Clinical Council (GPCC):

- 1.1 is a Board Advisory Committee of Wentworth Healthcare Limited (WHL).
- 1.2 advises Wentworth Healthcare on recommended strategies to improve the health and wellbeing for the people in our community for within the NBM region, in facilitating the provision of high quality, accessible and integrated primary healthcare.
- 1.3 provides regular reports to the Wentworth Healthcare Board, containing advice and strategy to address region-wide issues facing GPs, while also considering the unique needs and concerns of each local community within the NBM region.

### 2. The GP Clinical Council will:

- 2.1. champion and advocate the principle of person-centred care in implementing the Joint Board Priorities for integrating care across health sectors.
- 2.2. represent GPs within each LGA, ensuring all GPs have an opportunity to share their concerns and ideas, regardless of their location in urban, outer urban, rural and remote communities within the NBM region.
- 2.3 keep up to date on current issues, concerns and priorities facing GPs.
- 2.4. consider issues raised by GPs that affect primary healthcare in relation to workforce, access to health services, education and training, government policy/direction, contemporary issues, local environmental impacts (fires, floods) hospitals, Residential Aged Care Facilities, allied health services, and other health entities.
- 2.5. assist and support with the development and implementation of the WHL Strategic Plan.
- 2.6. communicate important information and decision outcomes to and from local networks, including important information and decision outcomes from the Board.
- 2.7 advocate, where appropriate, on behalf of GPs within the region on issues that affect their patients' ability to access high-quality primary healthcare, acute care, community care and rehabilitation services.
- 2.8. coordinate and collaborate with the other Board Advisory Committees to ensure that decisions, investments and innovations are patient-centred, cost-effective, and locally relevant and are aligned to local care experiences and expectations.

### 3. Guiding Principles

The following guiding principles support the functioning of the GP Clinical Council through:

- a commitment to the Strategic Vision of Wentworth Healthcare
- being Culturally safe and sensitive to diversity and showing respectful cooperation between all members



- respectful use and acknowledgement of intellectual property developed via the Committee
- acknowledgement of Committee participant's time and different perspectives
- acknowledgement that timeframes set for feedback are sometimes outside the control of WHL and that matters may need to be progressed outside of scheduled meetings
- alignment to the values of Wentworth Healthcare through courteous and respectful interaction.

<b>Communications and Meeting Frequency</b>	<p>Meetings will be held six times per year.</p> <p>Extraordinary meetings may be called as required.</p> <p>Meetings will be scheduled for 1.5 hours.</p> <p>Meetings will be via video conference attendance. Face to face meetings may be arranged occasionally as required.</p>
<b>Quorum</b>	<ul style="list-style-type: none"> <li>• 50% plus one, rounded down to the next whole number.</li> <li>• If a quorum is not met the continuation of the meeting will be decided at the Chair's discretion.</li> </ul>
<b>Reporting responsibility</b>	<p>The GPCC is an Advisory Committee to the Board of Wentworth Healthcare.</p>
<b>TOR review</b>	<p>Biennially (every two years) or as required.</p>
<b>Membership</b>	<p>The GP Clinical Council will comprise of members as follows:</p> <ul style="list-style-type: none"> <li>• General Practitioners (GPs): up to three GPs representing each of the four LGAs in the region.</li> <li>• Chair: this may be an existing GP member or an additional member below.</li> <li>• The Wentworth Healthcare CEO is an ex-officio member of GPCC. They may be represented at meetings by another Wentworth Healthcare staff member as necessary.</li> </ul> <p><b>Chair</b></p> <p>The Chair of GPCC can be appointed as follows:</p> <ul style="list-style-type: none"> <li>• The Chair of GPCC will be appointed from amongst the existing GPCC members. Members wishing to be the Chair of GPCC shall submit an expression of interest. Should there be more than one expression of interest, a vote of the GPCC members will be held.</li> <li>• Should there be no nominations from amongst the existing members the Wentworth Healthcare Integrating Care Clinical Lead or other appropriate role may be appointed as Chair (and may be an additional member to the three representatives from each LGA).</li> <li>• The term of the Chair will be for two calendar years.</li> </ul>



	<ul style="list-style-type: none"><li>• A Deputy Chair will also be sought from amongst the existing GPCC members for a term of two calendar years.</li></ul> <p>The GPCC benefits from participation of a range of guests invited to meetings. These may include:</p> <ul style="list-style-type: none"><li>• The Health Pathways Clinical Lead.</li><li>• Chairs of other Board Advisory Committees are invited to attend as guests.</li><li>• Wentworth Healthcare Board members may attend as guests.</li><li>• Wentworth Healthcare employees attend to present, seek feedback or to fulfil administrative functions.</li><li>• Other stakeholders or presenters will be invited to meetings as required.</li></ul> <p><b>Recruitment of members:</b></p> <ul style="list-style-type: none"><li>• Where appropriate, Wentworth Healthcare will advertise for new members to fill vacancies. Potential new members will be assessed using the GPCC member skills matrix and applicants recommended to the Wentworth Healthcare Board for their approval prior to appointment.</li></ul> <p><b>Membership review:</b></p> <p>Membership of GPCC will be reviewed annually to ensure organisational needs are being met and to inform recruitment for the year ahead.</p>
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<b>Committee Member Obligations</b>	<p>Each member is required to:</p> <ul style="list-style-type: none"><li>• Actively contribute to discussion and decision making.</li><li>• Report on actions where required by the due date.</li><li>• Abide by the Terms of Reference.</li><li>• Abide by the Wentworth Healthcare Stakeholder Code of Conduct</li><li>• Comply with Wentworth Healthcare Confidentiality requirements.</li><li>• Acknowledge the Wentworth Healthcare Statement of Business Ethics.</li><li>• Abide by the Values of Wentworth Healthcare (Respect, Ethical Practice, Continuous Improvement, Collaboration, Quality).</li><li>• Declare any Conflicts of Interest as and when they occur, including participating in other consultation forums on work or topics related to information shared in this forum.</li></ul>
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	<p><b>Maintaining membership</b></p> <ul style="list-style-type: none"><li>• To be appointed as a member of GPCC, you must be practising as a GP in the LGA that you are nominating to represent. This must be maintained, and you must advise Wentworth Healthcare if this changes.</li><li>• Regular attendance at scheduled meetings is required by members.</li><li>• Membership will cease if a member has not attended two consecutive meetings without sending prior apologies. If a member has not attended the majority of meetings within a year, their membership may also be ceased.</li></ul>
<p><b>Remuneration</b></p>	<p>Remuneration is based on the Wentworth Healthcare Policy “7.20. Healthcare Provider Representative and Advisor Remuneration Policy”.</p>
<p><b>Committee Operations and Administration</b></p>	<p>Provided by the Stakeholder Engagement and Governance Team at Wentworth Healthcare. Correspondence can be sent to <a href="mailto:engagement@nbmphn.com.au">engagement@nbmphn.com.au</a></p>

Approved September 2024