

Victorian Intensive Care Data Review Committee Terms of Reference

The Victorian Intensive Care Data Review Committee (VICDRC) was formed out of an agreement between the Australian and New Zealand Intensive Care Society (ANZICS), Health Services and the Department of Health (DH), Victoria.

VICDRC determines the format of reports requested by the Intensive Care Advisory Committee (ICAC) and / or the department from the adult patient database (APD) of ANZICS.

Terms of Reference.

VICDRC provides advice to ICAC, the Victorian Quality Council and department on safety and quality of intensive care services in Victoria.

In particular, it

- provides interpretation and commentary on ANZIC (ADMC) reports of ICU's within Victoria
- provides the annual report on the performance of Adult Intensive Care services in Victoria
- provides recommendations where required to ensure that data collection and quality conform to appropriate standards and legislative requirements
- provides advice relating to system-wide issues of ICU access, capacity and demand
- provides advice on system wide issues related to the quality of adult intensive care, and
- where data suggests impaired quality performance, investigate and provide recommendations to ICAC and the department.

Membership

The Chairperson will be selected from one of the ANZICS representatives on the Committee and will be entitled to vote in all matters.

The Committee will reflect a balance of expertise and workforce drawn from a range of health service disciplines.

Membership will also include representative from the Department of Human Services.

Proxies on behalf of an absent member are not permitted.

Additional members shall be co-opted as necessary.

Members are required to attend at least 75% of meetings during the year

Committee composition

The VICDRC will comprise representation from the following groups:

- Victorian Regional ANZICS Committee
- ANZICS Database Management Committee (ADMC)
- ANZICS Adult Patient Database Manager (APD)
- Health Service Management
- Intensive care clinicians
- Intensive care nurse
- ICU Data Manager
- DH Quality and Safety Branch
- DH Critical Care Program

Length of membership

The Chair and members are appointed for a period of three years. The Chair and members may be re-appointed for a subsequent term.

One third of the membership will retire at the end of each term.

Mid term vacancies

Nominations will be invited and an appointment made by the department in consultation with the Chair.

Confidentiality

Confidentiality of all matters relating to this committee is to be maintained at all times.

Quorum

Five or more members meeting together or via teleconferencing facilities shall constitute a quorum, and must include two ANZICS representatives and a representative from the department.

Reporting arrangements

Committee will report to ICAC

Frequency of Meeting

VICDRC will meet quarterly and as required.

Working groups and sub-committees

Working groups and sub-committees will be formed in response to identified needs and special projects.

Committee support

The Department will provide secretariat support to the committee.