
ANZICS Safety & Quality Committee

Terms of Reference

May 2011

Mission

Our mission is to promote world best practice standards in Australian and New Zealand intensive care medicine.

Vision

The Safety and Quality Committee aims to:

- Promote safe patient centred care in Australian and New Zealand Intensive Care Units
- Define best practice in Australian and New Zealand Intensive Care Units
- Promote awareness of important developments in intensive care safety and quality throughout Australia and New Zealand
- Promote membership participation in the use of appropriate clinical indicators for measuring and comparing practice safety and quality

Values

- Leadership, integrity, responsibility and accountability to ourselves, our patients and the community
- Respectful and collegiate relationships within the group, the intensive care community and with collaborators

Objectives

1. To represent the Society in endeavours to establish and promote world best practice standards in intensive care medicine
2. To improve access to and awareness of important developments in healthcare safety and quality,
3. To facilitate the development and distribution of suitable tools for monitoring of adverse incidents, safety, and quality in intensive care practice
4. To assist in the development and promotion of comparative measures for intensive care services to evaluate their performance
5. To develop the Society's policies and practices that encourage appropriate levels of community awareness and participation in safety and quality processes in intensive care
6. To establish and maintain liaison with governments, health authorities, learned societies, and other non-governmental organisations on issues of safety and quality in intensive care medicine

Structure and Governance

The Safety and Quality Committee is accountable to the Board of the Australian and New Zealand Intensive Care Society (ANZICS).

The committee consists of one member of the ANZICS Board, and one member from each region as recommended by the regional committees, one paediatric representative, a representative from the College of Intensive Care Medicine and the Australian College of Critical Care Nurses (such positions are not mutually exclusive).

Each ANZICS regional committee will be asked to nominate a representative prior to ANZICS Annual General Meeting (AGM) in the odd years. Two year terms will then commence immediately following this AGM. Regional representatives may serve consecutive two-year terms if re-nominated by their region. If a regional member resigns mid-term, the regional committee will be asked to nominate a replacement to serve the remainder of the term.

Elections for Chair of the Committee will be held every two years. Tenure for Chair is 2 years, renewable to a maximum of six years (3 terms) in the same position. The Chair person will be a full member of the society.

Other members, who are co-opted, include but not limited, to the Immediate Past Chair and the Safety and Quality Committee Executive Officer.

A meeting quorum shall be three ANZICS members, excluding cop-opted members.

The Safety and Quality Committee employs an Executive Officer based at ANZICS House in Melbourne to co-ordinate the activities of the Committee. The Executive Officer reports to the Safety and Quality Committee Chair and the ANZICS General Manager.

The Safety and Quality Committee will meet three times each year, with a minimum of one face-to-face meeting. The Committee may be convened via teleconference and formal minutes of all meetings must be taken.

Policy and Procedure Documents

The Safety and Quality Committee maintains policy and procedure documents. These are amended from time-to-time and published on the ANZICS website (www.ANZICS.com.au). All references made here-in to terms outlined in policy documents, including these Terms of Reference, will be considered to relate to the current published version.