TERMS OF REFERENCE

System Performance Support Branch

Virtual Care Steering Committee

Name	Virtual Care Steering Committee
Frequency	The Steering Committee will meet on a bi - monthly basis for 1.5 hours.
Location	1 Reserve Road St Leonards or via Teams
Purpose	The purpose of the Virtual Care Steering Committee is to provide: • A strategic, coordinated and consistent approach to implementing virtual care across NSW is required to sustainably scale and embed current solutions and guide future opportunities in a cost effective, safe, consumer centric and clinician friendly manner. • Strategic direction and advice on NSW Health's approach to, and investments in, virtual care and ensure alignment with Future Health reform directions, especially as an enabler of value based healthcare.
Objectives	• Establish the virtual care strategic direction and ensure it aligns with system priorities and other activities to digitally enable the health system and achieve NSW Health's vision • Endorses the Virtual Care Strategy, oversee implementation and the key body responsible for communicating the Virtual Care Strategy to the system • Functions under the authority and delegation of the Secretary, NSW Health and informs NSW Health's national and inter-jurisdictional approach to virtual care • Review and endorse recommended actions and consider emerging issues to meet patient safety and quality goals, and manage system risks to the implementation of virtual care, including funding, policy and engagement with Health entities and partner organisations • Maintain engagement with clinical and consumer leadership in the development and improvement of virtual care ensuring suitability for NSW • Monitor virtual care strategic plan key deliverables and outcomes so these are achieved, such as ensuring programs are evaluated as per the Monitoring and Evaluation Plan.
Chairperson	Deputy Secretary, System Sustainability and Performance
Secretariat	Virtual Care Unit, System Performance Support
Steering Committee Members	1. Deputy Secretary, System Sustainability and Performance 2. Coordinator General, Regional Health 3. Deputy Secretary for Clinical Innovation and Research and Chief Executive, Agency for Clinical Innovation 4. Chief Executive, Clinical Excellence Commission 5. Chief Executive, eHealth NSW 6. Chief Executive, NSW Pathology

	7. Chief Executive, Sydney Local Health District
	8. Chief Executive, Illawarra Shoalhaven Local Health District
	9. Chief Executive, Western Sydney Local Health District
	10. Clinical Director, Care in the Community, System Performance Support
	11. Clinician Representative – Dr Walid Jammal, Clinical Lecturer, General Practice, USYD
	12. Clinician Representative – Dr Winston Liauw, Director of Cancer Services, SESLHD
	13. Clinician Representative - Dr Shannon Nott, Rural Director of Medical Services. WNSW LHD, Medical Advisor, Virtual Care, MoH
	14. Consumer Representative – Beth Fuller, Consumer Representative, Rural and Remote
	15. Consumer Representative – Craig Cooper, Consumer Representative, eHealth NSW Safety and Quality Oversight Committee
	16. Consumer Representative - Laila Hallam (Chair, CEC Consumer Board Sub Committee, Consumer Leaders in Health Collective)
	17. Primary Health Network Representative - Michelle Quinn Senior Director, Strategic Commissioning, Western Sydney PHN
	18. Executive Director, System Performance Support
	19. Director, Virtual Care Unit, System Performance Support
Steering Committee Roles and Responsibilities	In addition, committee members will: • Inform the Secretariat if unable to attend meetings • Review material as requested prior to meetings or due dates • Actively participate in the meeting discussions • Adhere to minimum governance behaviours including the Code of Ethics and Conduct for NSW Government Sector Employees and the NSW Health CORE values of collaboration, openness, respect, and empowerment. Members may receive information that is regarded as confidential or has privacy implications. Members acknowledge their responsibility to maintain confidentiality and adhere to established practices and confidentiality provisions. Members who are unable to attend may nominate a delegate, as approved by the Chair.
Reports	The following reports will be received for review as required by the committee for noting at each meeting: • Monitoring and Evaluation • Virtual Care Implementation plan • RPM Steering Committee
Quorum	Half the number of representatives, plus one (more than 50%)
Apologies	Apologies to be sent to the secretariat via email or phone prior to the meeting

Proxies	Proxies will only be accepted with approval from the Chair, prior to the commencement of the meeting.
Meeting Procedure	• The agenda will be provided before each meeting • Requests for agenda items to be sent to the Secretariat at moh-virtualcare@health.nsw.gov.au • An action log will be maintained by the Secretariat and distributed with the agenda for each meeting.
Review	The Terms of Reference will be reviewed every 12 months.
Confidentiality	Members may receive information that is regarded as confidential, has privacy implications or is privileged under the Health Administration Act 1982 (NSW). Members and delegates acknowledge their responsibility to maintain confidentiality and privilege, ensuring adherence to established practices and provisions.

Endorsed by Executive Director System Performance Support 2023