

# **Concord Repatriation General Hospital Medical Staff Council**

## **Terms of Reference**

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## Purpose of the Terms of Reference

To stipulate the process used to by the Concord Repatriation General Hospital Medical Staff Council (CRGH MSC), hereafter called the “Medical Staff Council”, to conduct business.

## Document Owner and Custodian

Concord Repatriation General Hospital Medical Staff Council.

## Mission Statement

To achieve the best possible health outcomes for our patients through excellence.

## Guiding Principles

- 1 Act in the best interests of the patients at Concord Repatriation General Hospital, their families, and the Concord community.
- 2 Protect the health and wellbeing of Concord Repatriation General Hospital staff and students.
- 3 Act with integrity, and the highest ethical and moral standards.
- 4 Ensure accountability and transparency in decision-making.
- 5 Encourage, facilitate and invest in innovation and excellence, and aim to be in the top 10% of everything that we do.
- 6 Ensure that staff, patients, their families and the Concord community determine the priorities for Concord Repatriation General Hospital.
- 7 Protect the needs of disadvantaged populations.
- 8 Acknowledge that resources may be limited.
- 9 Manage conflicting opinions in a fair and reasonable manner.
- 10 Manage conflict of interests in a manner that maintains the integrity of the Medical Staff Council.

## Membership

### Members of Medical Staff Council

All Staff Specialists, Visiting Medical Officers, Career Medical Officers and Dentists who are actively employed at Concord Repatriation General Hospital, regardless of the number of working hours, or fraction of employment (in accordance with Clause 24 Health Services Act 1997).

Staff Specialist Pathologists appointed by NSW Health Pathology whose principal area of work is at Concord Repatriation General Hospital (in accordance with Clause 24 Health Services Act 1997).

Members of the Medical Staff Council do not have to be financial members.

## Executive Committee

### Members of Executive Committee elected under Health Services Act 1997 By-Laws as of May 2022

Chair  
Treasurer  
Secretary

### Additional Members of Executive Committee

Immediate Past Chair  
Deputy Chair  
Chairs and Co-Chairs of Medical Staff Council Subcommittees

### Responsibilities of Executive Committee

- 1 Ensure that the Medical Staff Council acts according to its Mission Statement and Guiding Principles.
- 2 Provide guidance and direction to subcommittees.
- 3 Ensure consultation with members.
- 4 Manage conflicting opinions in a fair and reasonable manner, and provide final decision-making where consensus or agreement cannot be reached.
- 5 Manage conflicts of interests in a manner that maintains the integrity of the Medical Staff Council.

## Appointment and Term of Members of Executive Committee

### Chair

Elected by Medical Staff Council members' vote.  
Term: Maximum of 3 years

### Treasurer

Elected by Medical Staff Council members' vote.  
Can be co-opted by Chair if position unfilled  
Term: Maximum of 3 years

### Secretary

Elected by Medical Staff Council members' vote.  
Can be co-opted by Chair if position unfilled  
Term: Maximum of 3 years

### Immediate Past Chair

Automatic appointment following election of new Chair.  
Term: Maximum of 3 years

### Deputy Chair

Elected by Medical Staff Council members' vote.  
Can be co-opted by Chair if position unfilled  
Term: Maximum of 3 years

### Chair and Co-Chairs of Medical Staff Council Subcommittees

Can be:

Appointed by Executive Committee; or  
Elected by Medical Staff Council members' vote; or  
Co-opted by Chair if position unfilled

Term: No maximum period

## Caretaker Appointments

An Executive Committee member can remain on the Executive Committee after their maximum term limit has been reached, in caretaker mode, until a new appointment to the position can be made.

## **Cessation of Membership from the Executive Committee**

Executive Committee members can withdraw from the Executive Committee at any time by informing the Executive Committee

Executive Committee members can be removed by majority vote of Medical Staff Council members.

## **Subcommittees**

### **Name of Medical Staff Council Subcommittees**

**Prioritisation Subcommittee**  
**Redevelopment Subcommittee**  
**Workforce Culture Subcommittee**  
**Industrial Relations Subcommittee**  
**Consumer Engagement Subcommittee**  
**Quality and Safety Reform Subcommittee**  
**Education Reform Subcommittee**  
**Research Reform Subcommittee**

### **Creation of Subcommittees**

Subcommittees can be created by the Chair with the majority approval of the Medical Staff Council members.

### **Disbanding of Subcommittees**

Subcommittees can be disbanded by the Chair with the majority approval of the Medical Staff Council members.

### **Responsibilities of Subcommittees**

Act according to the guidance and direction provided by the Medical Staff Council Executive Committee.

Act according to the Medical Staff Council Mission Statement and Guiding Principles.

### **Membership of Subcommittees**

Subcommittee members must be Medical Staff Council members.

Non-Medical Staff Council members can be co-opted onto subcommittees with approval of the Medical Staff Council Executive Committee.

There are no number limits on the number of members sitting on subcommittees.

### **Chair or Co-Chairs of Subcommittees**

The number of Co-Chairs for a subcommittee is determined by the Executive Committee.

The maximum number of Co-Chairs leading subcommittees is three (3).

### **Appointment of Subcommittee Members**

Subcommittee members can be:

Co-opted by the Executive Committee; or  
Self-nominated, and approved by the Executive Committee; or  
Nominated by another Medical Staff Council member, and approved by the Executive Committee.

### **Cessation of Membership from Subcommittees**

Subcommittee members can withdraw from the Subcommittee at any time by informing the Chair of the Subcommittee.

Subcommittee members can be removed by, or participation limited by the Executive Committee

The Chair or Co-Chairs for a subcommittee can be removed by:

Executive Committee; or  
Medical Staff Council members' vote

## **Meetings**

### **Meeting Types**

**Medical Staff Council Members Meeting**  
**Medical Staff Council Meeting with the Sydney Local Health District and  
Concord Repatriation General Hospital Executives**  
**Executive Committee Meetings**  
**Subcommittee Meetings**  
**Extraordinary Members Meetings**

## Meeting Format

Meetings will be held by:

In-person meeting; or  
Videoconferencing.

The videoconferencing host of the Steering Committee meetings will be the Medical Staff Council.

The videoconferencing host of subcommittee meetings will be determined by the subcommittee Chair.

## Meeting Date and Times

### Medical Staff Council Members Meeting

Every second Thursday of the month at 4pm, or on a date and time decided by the Chair or majority decision of the Executive Committee, if that date and time is not suitable.

### Medical Staff Council Meeting with the Sydney Local Health District and Concord Repatriation General Hospital Executives

Every fourth Thursday of the month at 4pm, or on a date and time decided by the Chair or majority decision of the Executive Committee, if that date and time is not suitable.

### Executive Committee Meetings

Can be held at any time, by decision of the Chair or majority decision of the Executive Committee.

At least 24 hours' notice must be given for an Executive Committee meeting.

### Subcommittee Meetings

Can be held at any time, by decision of the Chair or Co-Chairs

At least 24 hours' notice must be given for a subcommittee meeting.



### **Extraordinary Meetings**

Can be held at any time, by decision of the Chair or majority decision of the Executive Committee.

At least 24 hours' notice must be given for an extraordinary meeting.

## **Quorum**

### **Medical Staff Council Members Meeting**

Must have the following members in attendance:

The Chair of the Executive Committee, or their delegate; and  
At least 2 members of the Executive Committee; and  
At least 20 members of the Medical Staff Council.

### **Medical Staff Council Meeting with the Sydney Local Health District and Concord Repatriation General Hospital Executives**

Must have the following members in attendance:

The Chair of the Executive Committee, or their delegate; and  
At least 2 members of the Executive Committee; and  
At least 1 representative from the Sydney Local Health District Executive; and  
At least 1 representative from the Concord Repatriation General Hospital Executive; and  
At least 20 members of the Medical Staff Council.

### **Subcommittee Meeting**

Must have the following members in attendance:

The Chair of the subcommittee, or their delegate; and  
At least 5 members of the subcommittee

### **Executive Committee Meeting**

Must have the following members in attendance:

The Chair of the Medical Staff Council; and  
At least 5 members of the Executive Committee

## **Minutes**

Minutes will be recorded for all Committee and Subcommittee meetings.

Minutes will document participants and conflicts of interests.

## **Voting**

By show of hands, or by secret ballot if requested by a member present at the meeting.

## **Conflicts of Interest**

All members of the Executive Committee and subcommittees must declare any conflicts of interests to the Chair and to the meeting members at each meeting.

Members with significant conflicts of interest can contribute to the relevant discussions after the conflicts of interests are declared, but cannot contribute to the relevant decision-making.

## **Decision-making and Adjudication**

In matters where significant differences in opinion exist in subcommittees, matters will be decided by using majority vote of the subcommittee, or by referring to the Executive Committee.

In matters where significant differences in opinion exist in the Executive Committee, matters will be decided by using majority vote.