

Concord Repatriation General Hospital Medical Staff Council – Proposed Terms of Reference
Version Date: 3rd March 2023 – DRAFT ONLY

Concord Repatriation General Hospital Medical Staff Council

(Proposed) 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.
- 11 Ensure diversity in medical staff representation

Function

The function of the Concord Repatriation General Hospital Medical Staff Council is to:

Provide advice to the Chief Executive and Board on medical matters; and

Nominate, every 3 years from the date of issuing of the Local Health Districts – Model By-laws, a short list of up to 5 medical practitioners to be included on the NSW Health Board Appointments Register to be available to the Minister for Health when considering the appointment of a member or members of the Board; and

Provide advice to the Chief Executive and Board on matters pursuant to Part 5 No. 16 and Part 6 No. 22 of the Local Health Districts – Model By-Laws.

Issues for which advice may be provided may include, but are not limited to:

- A Efficient and economic operation of:
 - i. Concord Repatriation General Hospital;
 - ii. Industrial relations;
 - iii. Human resources; and
 - iv. Financial and asset management;
- B Adequate standards of patient care and services;
- C Health needs of the community serviced by Concord Repatriation General Hospital;
- D Strategies to ensure an appropriate balance in the provision and use of resources for health protection, health promotion, ethics and medical research, health education and treatment services;
- E Effective communication with other health services and health service providers;
- F Adequate arrangements for effective communication and cooperation between medical practitioners, including, in relation to Local Health Districts, general practitioners providing medical services within the geographic area of the Local Health District.

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

Chair
Secretary

Additional Members of Executive Committee

Immediate Past Chair
Deputy Chair
Treasurer

Responsibilities of Executive Committee

- 1 Ensure that the Medical Staff Council acts according to its Mission Statement, Guiding Principles and Function.
- 2 Ensure consultation with members.
- 3 Manage conflicting opinions in a fair and reasonable manner, and provide final decision-making where consensus or agreement cannot be reached.
- 4 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 a majority of Medical Staff Council members' vote.
Term: Maximum of 3 years

Secretary

Elected by a majority of 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, with previous Chair becoming Immediate Past Chair.
Term: Until new Chair elected.

Deputy Chair

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

Treasurer

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

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 at any Medical Staff Council Members' meeting or Extraordinary Members' meeting.

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
Extraordinary Members Meetings

Meeting Format

Meetings will be held by:

In-person meeting; or
 Videoconferencing; or
Hybrid – combining in-person meeting with videoconferencing.

The meeting format and videoconferencing host of meetings will be determined by the 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.

Extraordinary Medical Staff Council Members' 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.

Executive Committee Meeting

Must have the following members in attendance:

The Chair of the Medical Staff Council; and
At least 3 members of the Executive Committee

Election or Removal of Medical Staff Council Executive Committee Members

Must have the following members in attendance:

<u>Chair</u>	<u>At least 60 members of the Medical Staff Council.</u>
<u>Secretary</u>	<u>At least 40 members of the Medical Staff Council.</u>
<u>Deputy Chair</u>	<u>At least 60 members of the Medical Staff Council.</u>
<u>Treasurer</u>	<u>At least 40 members of the Medical Staff Council.</u>

Minutes

Minutes will be ~~taken~~recorded for all Committee meetings.

Secretarial support can be used to take minutes.

Minutes will be compiled by the Medical Staff Council Secretary.

Minutes will document participants and conflicts of interests.

Audio or video recordings of meetings can only occur with the agreement of all members present at the meeting.

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 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 the Executive Committee, matters will be decided by using majority vote.