

# NSW Health System Advisory Council

## Terms of Reference

### Background

The NSW Health System Advisory Council (the Advisory Council) functions under the authority of the Secretary for NSW Health. The Advisory Council is a multidisciplinary group that reflects the breadth and diversity of healthcare clinicians across NSW together with the Ministry Executive Management (MEM) group and health system executives.

### Function

The Advisory Council will provide independent and impartial strategic clinical advice on key health system priorities and participate in activities supporting those priorities. This includes involving the clinical workforce in informing specific components of work. Appointed members will need to consult broadly with their colleagues and connections in order to be able to provide advice that reflects the views of the health system, rather than their individual view.

Clinical advice provided by the Advisory Council to the Secretary will inform the operational arms of NSW Health and is designed to guide the planning, preparation and execution of measures related to the delivery of health care.

Appointed members of the NSW Health System Advisory Council will provide valuable links to district and network clinical councils and the clinical engagement structures that are present in the Ministry of Health, Pillar agencies, Statewide- and Shared Services.

### Membership

The membership of the NSW Health System Advisory Council will comprise:

1. Up to 20 appointed clinicians from across the State (Appointed members)
2. NSW Ministry of Health and representatives of health system executive managers (Other members)

There will be up to 30 appointed and other members in total.

The clinician appointed membership of the Advisory Council will be multidisciplinary. Core to the skill set required of clinician members is a deep understanding of the NSW health system and the system-wide issues that impact the way in which care is organised and delivered.

Clinicians who nominate for the Advisory Council will be principally engaged as a service provider in NSW and active in local clinical councils and across various of the clinical representative structures at local or state level.

Nominations for appointed membership of the Advisory Council would be received from clinicians working and practicing in NSW. To be eligible for selection, clinicians will be considered against the following criteria:

- Minimum current clinical practice 0.6FTE – working with infants, children, youths or adults in either acute inpatient, emergency, outpatient, community or aged care facility settings.
- Employed with a district or network in either salary or visiting capacity
- Demonstrated current engagement with NSW Health system structures and functions e.g. membership of district or network clinical council (i.e. the clinician has a constituency)
- Current or recent participation in governance of health facilities, districts or systems; or membership of clinical committees, networks or other bodies
- Active within a network of clinicians across NSW
- Demonstrated understanding of the complexity of the NSW health system
- Endorsement of the district or network Chief Executive.

NSW Ministry of Health executive management team comprises the Secretary for NSW Health and the Deputy Secretaries for:

- Health System Strategy and Planning
- Patient Experience and Performance
- Population and Public Health (Chief Health Officer)
- Finance Services and Asset Management (Chief Financial Officer)
- People, Culture and Governance
- Clinical Innovation and Research
- Regional Health

Health system executive managers will be appointed by the Secretary.

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## Co-chairs

The Secretary will appoint a member of the Ministry Executive Management and a clinician member to co-chair the Advisory Council.

Co-chairs will chair alternate meetings of the Advisory Council and deputise for each other if unable to attend meetings.

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## Terms of appointment

Clinician appointed members will be appointed for a fixed term of either three years or five years. This will enable rotation of membership and ensure the continuity of the Advisory Council. The inaugural Advisory Council would rotate half its membership at three years and the remainder at the end of the fifth year.

The term of the Clinician appointed chair will reflect their membership term.

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## Vacancies / Resignations

Appointed members should resign from the Advisory Council in writing to the Co-chairs.

Vacancies of appointed clinician members will occur on resignation, or where a clinician member who is absent from 4 consecutive meetings without reasonable notice and their membership has been declared vacant by a quorum of the membership.

Vacancies will be filled by inviting nominations from the clinical workforce of NSW Health. This may be done at the expiration of the term (3 or 5 years) or sooner if requested by the Co-chairs.

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## Time commitment

Appointed members of the Advisory Council will require the equivalent of a 0.1 FTE commitment or a half day per week. This will likely comprise:

- One half day meeting per month of the Advisory Council
- One half day meeting per month with the key priority activity
- Attendance at local Clinical Council or on invitation to other clinical committees, in their capacity as a member of NSW Health System Advisory Council
- Research, preparation and review of advice, responding to MEM.

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## Quorum

A quorum of the meeting of the Advisory Council will be 50% of members plus 1.

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## Remuneration

Appointed clinicians will not receive remuneration. The employing organisations of clinicians appointed to the NSW Health System Advisory Council will be offered 0.1 FTE reimbursement (at mid-point of staff specialist level 3) for the clinician appointed to the Advisory Council. This would enable backfill or fractional appointments to be made to ensure that there is minimal disruption to services.

Other invoicing arrangements will be considered for private practitioners.

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## Appointment process

Appointments are made by the Secretary. An independent Nominations Committee will review applications, interview suitable candidates and recommend members to the Secretary. The committee will comprise two Deputy Secretaries (or equivalent) and two senior clinicians.

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## Reporting

The NSW Health Clinical Advisory Council reports to the Secretary, NSW Health.

Clinical advice will be provided to the key health system priorities.

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## Secretariat

The Advisory Council will be supported by the Office of the Secretary in the NSW Ministry of Health.

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## Review of Terms of Reference

The Terms of Reference will be reviewed at the end of the first year and every two years thereafter.



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Susan Pearce AM  
Secretary, NSW Health

9 March 2023