

# Terms of Reference

## Medical & Dental Appointments Advisory Committee

SDOC 22/6119

### Purpose

The Medical & Dental Appointments Advisory Committee purpose is to provide advice to the Board regarding appointments of and/or privileges for visiting practitioners, staff specialists (including clinical academics) or dentists.

Other matters may be referred by the Board to the Committee from time to time.

The work of the Committee should support the SNSWLHD Board, Chief Executive and senior management.

### Responsibility

The Committee is directly accountable to the SNSWLHD Board through the Chair and responsible for: Establishment of Medical and Dental Appointments Advisory Committee.

- (1) The Board is to establish a committee called the Medical and Dental Appointments Advisory Committee (in this Part called 'the Committee') which will:
  - a. provide advice, and where appropriate make recommendations with reasons, to the Chief Executive concerning matters relating to the appointment or proposed appointment of visiting practitioners, staff specialists or dentists;
  - b. consider any application that has been referred to the Committee by the Chief Executive for:
    - i. appointment of a visiting practitioner, staff specialist or dentist; or
    - ii. a proposal to appoint a person as a visiting practitioner, staff specialist or dentist.
  - c. provide advice and, where appropriate, make recommendations with reasons to the Chief Executive concerning the clinical privileges which should be allowed to visiting practitioners, staff specialists and dentists.
- (2) Where the Chief Executive has delegated such a function to that position, the medical administrator of the Local Health District (however designated) may appoint a visiting practitioner or staff specialist to an available position for a period not exceeding three (3) months. Such appointment may be extended for one further single 3 month period. However any exercise of this delegation shall be subject to the advice of the Committee, if the advice or recommendation of the Committee is required for that position.
- (3) The Committee may form sub-Committees, whether at a hospital or otherwise, to provide advice or other assistance to enable it to perform its duties referred to in this clause.
- (4) The Committee may provide advice, and where appropriate make recommendations with reasons, to the Chief Executive of NSW Health Pathology regarding any one or more of the matters set out in clause 49(1) <https://www.health.nsw.gov.au/legislation/Documents/model-by-laws.pdf> with respect to the appointment, proposed appointment or clinical privileges of visiting practitioners, staff specialists or dentists appointed, proposed to be appointed or under consideration for appointment by the Chief Executive of NSW Health Pathology, but only pursuant to a written agreement between the Chief Executive of the organisation and the Chief Executive of NSW Health Pathology.

## Composition

The Committee shall be composed of:

- (1) two members appointed by the Board (at least one of whom is not a medical practitioner), one of whom is to be nominated as the chairperson of the Committee;
- (2) two members nominated by the Medical Staff Executive Council (or where there is no Medical Staff Executive Council the Medical Staff Council);
- (3) the Chief Executive or his/her nominee;
- (4) the medical administrator (however designated) of the Local Health District or his/her nominee;
- (5) such of the following persons (being medical practitioners or dentists) appointed by the Chief Executive as are necessary, in the Chief Executive's view following consultation with the two representatives appointed under clause 50(2), for the proper consideration of a matter or class of matters referred to the Committee: (a) one representative of the Local Health District relevant to the matter under consideration; 18 (b) one representative with qualifications in the speciality or sub-speciality consideration relevant to the matter under consideration and who is not a member of the Medical Staff Executive Council or (or where there is no Medical Staff Executive Council the Medical Staff Council); (c) one representative of a university affiliated with the Local Health District for the purposes of the training of health practitioners;

## Chair and Chair's Specific Duties

The Board is responsible for the appointment of Medical & Dental Appointments Advisory Committee Chair.

The Chair shall ensure:

- (1) In consultation with the Chief Executive and other Committee Members, schedule dates, times, agendas and locations of meetings;
- (2) Meetings are called and held in accordance with this Terms of Reference;
- (3) the meeting agenda and relevant documents are circulated to Committee members 3-5 days in advance of meetings;
- (4) Committee members are aware of their obligations and that the committee complies with its responsibilities;
- (5) Discussion on agenda items is on topic, productive and professional;
- (6) There is sufficient time to discuss agenda items fully; and
- (7) The Board is notified of any matters of performance concern or risk in the LHD.

## Meeting Schedule and Procedures

The Medical & Dental Appointments Advisory Committee will generally meet monthly unless otherwise determined by the Chair.

An annual meeting schedule will be produced in November each year for the following calendar year.

A quorum is achieved with attendance by fifty per cent plus one of the membership, including two Board members.

The following procedures are in accordance with the SNSWLHD By-Laws:

- (1) Any person may be invited by the Committee to attend a meeting of a Committee
- (2) The Committee may approve a member or invitee participating from a location other than the place where the meeting is being held. Participation from another location may be by telephone, video or other electronic medium as is appropriate to the circumstances or the business being transacted

- (3) Only members of a Committee may vote at a meeting. A decision supported by a majority of the votes cast at a meeting at which a quorum is present is to be the decision of the Committee.

Special meetings may be convened by the Chairperson with approval from the Board Chair, with at least 24 hours' notice to each member and invitee.

## Reporting Relationships

The Medical Dental Appointments Advisory Committee receives reports from the following LHD committees:

- (1) Credentials (Clinical Privileges) Subcommittee

## Indicators of Committee Effectiveness

Committee effectiveness will be achieved if the Board:

- (1) Is clear about the status of Medical and Dental effectiveness, engagement and wellbeing;
- (2) Is aware of non-compliance matters relating to safety, legalisation and other Medical and Dental related risks;
- (3) Is aware of workforce related risks and has confidence about their management; and
- (4) Makes sound decisions to support the LHD's clinical service strategies.

An annual self-assessment will be completed by the Committee.

## Resources and Reports

The Medical & Dental Appointments Advisory Committee is to provide regular recommendations to the Board regarding its recommendations for appointments, credentialing and any related matters.

From time to time, the Committee will provide recommendations to the Board of key documents, including the Committee's terms of reference, relevant legislative and risk components, and the Committee's performance self-assessment

The Committee is authorised to seek information it requires from any employee of SNSWLHD, through the appropriate Executive, in order to perform its duties.

The Committee expect out-of-session updates from the Executive for matters that present current or potential, high or extreme risks to the District.

The Agenda and supporting papers of the Committee are to remain confidential to the membership, staff in attendance and formal reporting structure unless specifically authorised for distribution by the Chief Executive.

## Strategic Plan Alignment

The Medical & Dental Appointments Advisory Committee primarily aligns with:

- (1) Strategic Priority 1: Provide individualised care that is effective, appropriate and safe
- (2) Strategic Priority 2 - Develop an enviable workplace that attracts the right people to join a permanent highly skilled, responsive workforce

## Secretariat

The Medical Services Directorate via the Medical Workforce Unit will provide the primary secretariat support to the Committee.

The Directorate will record the minutes and actions and draft the Committee Board minutes for review and approval by the Committee Chair.

## Terms of Reference Review

The Terms of Reference will be reviewed annually after the completion of the self-assessment.

## Document Date

Recommended to the Board by the Medical & Dental Appointments Advisory Committee on 21 November 2023.

Endorsed by the Board on:

Version	Date	Update
01	XXX YYYY	
02	XXX YYYY	
03	XXX YYYY	
04	XXX YYYY	

## References

Local Health District Model By-Laws pursuant to Health Services Act 1997 Sections 39 and 60.