


<i>To serve the community by fostering safety and quality patient care in anaesthesia, perioperative medicine and pain medicine</i>		
	ANZCA Safety and Quality Committee	Version No: 4 (amended)
	Terms of Reference	Date of issue: November 23, 2018

PURPOSE

The Council established the Safety and Quality (S&Q) Committee as the key adviser in advancing ANZCA's mission in safety and quality in patient care in anaesthesia, perioperative medicine and pain medicine.

TERMS OF REFERENCE

The S&Q Committee roles are to:

1. Monitor and evaluate safety and quality information.
2. Develop standards and guidelines and determine the suitability of externally developed guidelines to promote the safety and quality of patient care.
3. Review, consult and advise on submissions and advise governments, health authorities and other external bodies.
4. Advise on the analysis and dissemination of anaesthetic mortality and morbidity data and key safety and quality messages arising from these.
5. Advise on the collection, interpretation and dissemination of anaesthesia-related incidents and the key safety and quality messages arising from these.

The important groups for coordination/communication for the S&Q Committee are:

1. The community
2. Fellows and trainees
3. Council (governance)
4. Faculty of Pain Medicine
5. Australian Society of Anaesthetists
6. New Zealand Society of Anaesthetists
7. Australian and New Zealand Tripartite Anaesthesia Data Committee (ANZTADC)
8. Professional Affairs Executive Committee
9. Continuing Professional Development Committee
10. Mortality Sub-committee
11. Anaesthetic Allergy Sub-committee
12. Regional and national mortality committees
13. Safety and Advocacy Unit

The following are delegated roles from Council:

1. For the following steps of the professional document development (and review) process for those documents related to safety and quality issues, in accordance with A01:
 - a. Initiation of review of existing professional documents in consultation with the DPA (Professional Documents).
 - b. Establishment of a document development group (DDG) and approval of the terms of reference for an expert group (if establishment of the latter group is considered necessary by the document development group).
 - c. Approval of draft professional documents, for internal consultation with the ANZCA community and key stakeholders (where relevant).

- d. Approval of final drafts of revised existing professional documents for 12 month piloting.
2. Review and approve, if appropriate, documents received from Australian Standards and the Australian Commission on Safety and Quality in Healthcare as required.

The following require the approval of Council:

1. Appointment of committee chair and members.
2. Changes in policy relating to safety and quality.

MEMBERSHIP

The membership of the S&Q Committee is defined in ANZCA regulation 2.

Directors, and others with required expertise, who are not members of the committee may attend meetings as required as advisors with the consent of the Chair.

MEETINGS

The S&Q Committee will meet face-to-face at least three times a year or via teleconference as required.

A quorum for a meeting will be a majority of the voting members, noting that in committees with an even number of voting members, this is half plus one. If at any time the number of members is less than a quorum, the Safety and Quality Committee may meet only for discussion purposes.

Questions arising at a meeting of the committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

The discussions of each ANZCA committee, subcommittee and working group are confidential to its members.

Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the Safety and Quality Committee will undertake their work in accordance with relevant ANZCA policies. Bullying, discrimination and harassment will be managed, as relevant, in accordance with the ANZCA Policy on Bullying, Discrimination and Harassment for Fellows and Trainees Acting on behalf of the College or undertaking College functions (available at [ANZCA Corporate Policies](#)), and staff policies (available by contacting the CEO at ceo@anzca.edu.au).

REPORTING

Meetings will be minuted with minutes being forwarded to Council. Decisions made electronically will be recorded in the minutes of the next committee meeting.

ADMINISTRATIVE SUPPORT

Administrative support for the S&Q Committee will be from the Safety and Advocacy Unit.

FINANCIAL REPORTING AND PLANNING

1. Each ANZCA committee and sub-committee will have 'financial report' as a standing agenda item and will receive regular financial reports from the relevant staff member.

2. The roles of the committee include to:
 - a. develop an annual activity plan and report
 - b. support ANZCA management in decision making, in order to ensure the best possible financial outcome.

2. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

CHANGE CONTROL REGISTER

Version	Author	Reviewed by	Approved by	Changes
2	A Merry	D Scott, L Roberts, K Leslie	Council	Mortality Sub-committee
2 (amended)	L Roberts	Executive	Council Oct 2011	Addition of confidentiality & conflict of interest clauses
2 (amended)	L Roberts	Executive	Council Nov 2011	Addition of bullying, harassment policy etc.
2 (amended)	L Sorrell	Executive	Council Feb 2012	Addition of financial reporting and planning
2 (amended)	D Scott		New Council 29 May 2013	Role and reporting clarification
2 (amended)	L Roberts	Executive	Council Feb 2014	Amendment to standard wording for ANZCA policies
2 (amended)		ANZCA Executive	Council April 2014	Updating definition of quorum and financial reporting.
3	D Scott	Q & S Executive and Council	April 11, 2014 Council e-vote June 2014	Annual review and changes to delegated authorities
3 (amended)		Council	Council September 2014	Change of Committee name
3 (amended)	Committee Review Working Group	Committee Review Working Group	Council e-vote 4 Dec 2014	Change in reporting lines due to committee review and restructure
3 (amended)	L Roberts	Executive	Council April 2015	Amendment to "membership"
3 (amended)	D A Scott	Council	Council April 2016	Clarification of delegated responsibilities regarding professional documents
4	J Illott	S&Q Executive	Council Feb 2017	Change of reporting lines - S&Q Committee to report to Council and no longer to PAEC
4 (amended)	J Illott/P Hore	S&Q Executive	Council Nov 2018	Changes to delegated roles from Council and supporting business unit

Date of next review	2019
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