



Terms of Reference - Policy and Procedure Committee

1. Purpose.

The purpose of the Royal Children's Hospital Melbourne (RCH) Policy and Procedure Committee is to ensure development and implementation of a comprehensive policy and procedure framework at the RCH.

2. Objectives.

The primary objectives of the RCH Policy and Procedure Committee are to:

- Develop organisational wide policies and procedures, both clinical and corporate (non-Clinical), and integrate them with existing RCH policies and procedures where there is an identified need;
- Ensure the RCH has a policy and procedure manual that informs clinical practice and key aspects of organisational practice;
- Ensure the clinical policies and procedures developed are clinically relevant, evidence based and reflect current best practice;
- Ensure procedures are developed with reference to the applicable overarching policy
- Approve RCH Policies and forward them for approval by the Executive Management Team and authorisation by the Chief Executive Officer and the RCH Board
- Approve and authorise clinical and corporate procedures under the RCH Policy Framework;
- Establish a continuing process for review of policies and procedures that responds to changes in legislation, changes in clinical practice and relevant evidence base and changing organisational requirements;
- Ensure systems for urgent or unexpected policy or procedure review or development are in place;
- Provide advice on system wide policy and procedure issues.

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3. Roles & Responsibilities.

The RCH Policy and Procedure Committee is responsible for:

- Overseeing the development, implementation and monitoring of policy and procedures at RCH;
- Ensuring policies and procedures are maintained in accordance with the Australian Council of Health Care Standards and legislative requirements;
- Ensuring RCH existing policies and procedures are reviewed on a three-yearly basis;
- Ensuring the following actions are taken when developing new or reviewing existing policies and procedures:

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- Appropriate guidance and support for the authors when initiating a policy or procedure
 - Consult and liaise with clinicians and relevant experts
 - Ensure drafts are tracked during the formatting, editing and approval steps.
 - Ensure drafts are maintained under optimal document control processes
 - Ensure adequate circulation of drafts to the relevant stakeholders
 - Facilitate the appropriate approval process in a timely fashion
 - Retain evidence of the approval
- Promoting the implementation of and compliance with RCH policies and procedures.

4. Membership.

The membership of the Committee will comprise:

- Executive Director - Medical Services (Chair)
- Director of Quality
- Coordinator - Policies and Procedures
- Corporate Services representatives (x 2)
- Clinical representatives (x 3)
- Board Secretary

The committee may invite other attendees as required.

Members of the Committee shall be appointed for a term of up to 2 years, after which they will be eligible for re-appointment.

To maintain both continuity and provide fresh perspectives, membership terms shall be staggered (after the first term) on a rotational basis.

5. Meetings.

- Meetings shall be held monthly.
- The Committee shall adopt an annual schedule of meetings and activities.

6. Reporting.

- The RCH Policy and Procedure Committee reports to the Executive Team

7. Term.

- The RCH Policy and Procedure Committee is a Standing Committee.

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