



**Te Tāhū Hauora**  
Health Quality & Safety  
Commission

# Terms of reference for the Deterioration Early Warning System feasibility study, expert advisory group

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March 2025

## Background

The deterioration early warning system (DEWS) is being tested within age-related residential care (ARC) facilities in Aotearoa New Zealand. DEWS is designed to support ARC staff to recognise and respond to the acute deterioration of residents in their care. This work will build on research undertaken by Julie Daltrey, clinical lead, and Dr Michal Boyd.

## Purpose

The purpose of the DEWS feasibility study expert advisory group (EAG) is to provide expertise, advice, ethical guidance and support to the research project team at Te Tāhū Hauora Health Quality & Safety Commission (Te Tāhū Hauora), who is leading the testing of DEWS within ARC facilities.

The DEWS EAG will:

- provide **strategic advice** in the approach and testing of the DEWS tools within ARC facilities to determine whether DEWS is effective in supporting teams to recognise and respond to the acute deterioration of people living in care
- **make recommendations** that are informed by evidence and international, national and local knowledge, and focused on improving outcomes for people living in care
- focus on **improving equity**, particularly for Māori.

## Membership

Te Tāhū Hauora will appoint the EAG chair.

The EAG membership will comprise leaders who are experts in their fields and/or who are actively engaged in the community or group/s they represent.

There is no set number of members. Membership will include, but is not limited to representatives from the following organisations and groups:

- Health and Disability Commissioner – Aged Care
- New Zealand Aged Care Association - Nursing Leadership Group
- ARC Quality Leads group

- HealthCERT
- Nurse Practitioner/s
- Royal New Zealand College of General Practitioners
- Ambulance services
- Emergency Department services
- Advance Care Planning
- Consumers with experience of ARC facilities, either through personal lived experience or as whānau members or friends of individuals who have lived in ARC
- Experts in advancing Māori health and with wider cultural expertise
- DEWS feasibility study leads
- Te Tāhū Hauora staff who are part of the DEWS project working group (project management and coordination, quality improvement advisor and senior manager)

The group may seek advice from key specialists as required.

## **Responsibilities**

The EAG will conduct its activities in an open and ethical manner. Members will work in partnership with Te Tāhū Hauora and:

- champion the project within their networks and represent the consensus of the group,
- work cooperatively, respecting the views of others with a focus on improving health outcomes and overall system performance as well as improving the experience for consumers and whānau,
- act, as a collective group, in the best interests of this quality and safety initiative locally, regionally and nationally,
- make every effort to attend all meetings and devote sufficient time to becoming familiar with the priorities of the group and the wider environment within which it operates,
- identify and declare any conflicts of interests and proactively manage any conflicts, and
- refer requests for media comments to the DEWS clinical lead and the manager of communications at Te Tāhū Hauora.

## **Meetings and decisions**

The EAG will be in place until December 2025, then reviewed.

Recommendations and advice for Te Tāhū Hauora will be communicated at EAG meetings or by follow-up email if agreed at meetings and ratified through the chair.

The EAG will meet on an as-needed basis, depending on the needs of the project.

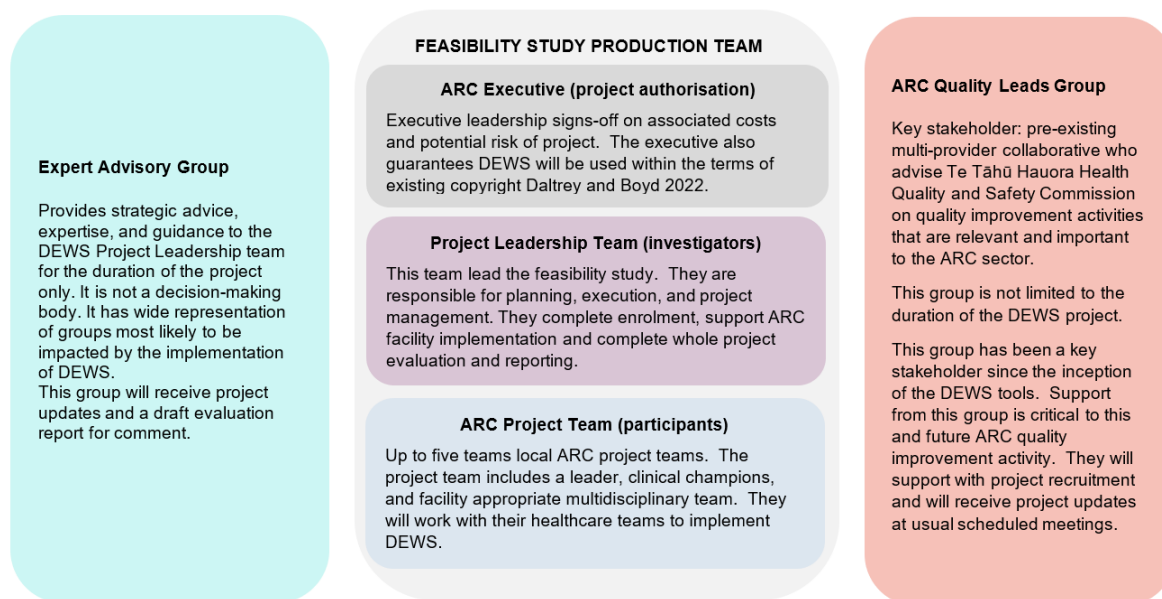
Meetings will mostly be held virtually via MS Teams; in-person meetings will be agreed in advance by members.

A quorum will be a minimum of 50 percent of the group membership at the time of the meeting, plus the Chair.

Where substantive decisions or recommendations need to be made, all members will be encouraged to contribute via email.

## **EAG alignment and DEWS feasibility study project structure**

#### Deterioration Early Warning System (DEWS) Feasibility Study Project Structure



## Secretariat

Te Tāhū Hauora will provide the EAG with a secretariat.

The responsibilities of the secretariat include:

- preparing and distributing the agenda and associated papers at least 5 days before meetings,
- distributing relevant documentation and coordinating a central register for decision-making,
- recording and circulating the minutes no later than a fortnight after the meeting date, and
- managing the organisational arrangements for meetings, including flight bookings and the provision of rooms and audio-visual equipment.

## Membership and appointment

Members will be invited to join the DEWS EAG. Members may resign at any time by advising the Chair in writing.

## Fees

Members who are staff of a New Zealand public sector organisation, including public service departments, state-owned enterprises or crown entities, are not permitted to claim a fee to attend the EAG meetings. Te Tāhū Hauora has a fees framework that applies to members who are not included in the above groupings or attend EAG meetings within their own time.

Other members are eligible for fees in accordance with Public Service Commission guidelines and will be paid within the CO (22) 2 Group 4, Level 2 band. In most cases this will be set at \$355 per day (\$44.38 per hour) for members.

Any travel required for face-to-face meetings will be arranged and paid for by Te Tāhū Hauora.

## **Standards of Integrity and Conduct**

All members are expected to adhere to the Standards of Integrity and Conduct set by the State Services Commissioner as per the State Sector Act 1988, section 57, which outlines the four main pillars of being fair, impartial, responsible and trustworthy.

Any major breach of the standards, after investigation, may result in the termination of the appointment.

## **Review**

The terms of reference for the EAG will be reviewed and updated annually or sooner if required.