

National Primary Health Organisation (PHO) Quality Improvement Network (QIN)

Terms of Reference

1. The National PHO Quality Improvement Network (the Network) is a national network formed to enhance communication between its members and to provide opportunities for sharing knowledge, professional development and networking.

Purpose

2. The Network group will meet to:
 - a. Share an overview of current national quality improvement activities, risks and opportunities in primary health.
 - b. Provide input and communication into any proposed improvement programmes
 - c. Share operational knowledge and develop and/or maintain national relationships
 - d. Extend and/or maintain professional knowledge and skills in quality improvement
 - e. Link into the Health Quality & Safety Commission's Primary Care Expert Advisory Group

Composition

3. The Network group will consist of up to two representatives from each PHO within New Zealand.
4. The representatives will have quality improvement, patient safety, clinical risk management and quality systems management as their function within their PHO.
5. The Health Quality and Safety Commission (the Commission) will have ex-officio representation.

Operational Processes

6. A Chairperson and deputy will be appointed from within the Network group to liaise with the Commission regarding the meeting arrangements and agenda.
7. The Network chair (or delegate) will develop the content of the meetings including agendas in consultation with the Commission.
8. The Commission will provide the venue, catering, meeting notification, assistance with publishing agenda's and agreed administration support.
9. The Network group will keep a record of all meetings that outlines the matters discussed and includes a clear note of all decisions taken or recommendations made.
10. Documents will be shared across the Network via e-mail. Meeting minutes will be circulated within four weeks of each meeting.

Meetings

11. Meetings will usually be held in Wellington.
12. The timing and frequency of meetings, up to three times annually, is to be coordinated between the Chairperson and the Commission.

Duties and Responsibilities

13. If any conflicts of interest exist these will be declared prior to further topic discussion. A register of any declared interests will be maintained by the QIN secretary.

Review

14. These Terms of Reference will be reviewed at a time determined by the QIN.