

Health and Wellbeing Partnership Board

Terms of reference

Role

Harness our collective efforts to improve the health and wellbeing of the Canberra community by actively supporting a consumer-centred, high performing, integrated health system that continues to improve and learn.

We will do this by:

- advising the Minister for Health and Minister for Mental Health on:
 - governance (systems, processes, structures and functions),
 - research to improve the system and patient outcomes, and
 - workforce optimisation (culture, recruitment, retention, development);
- through a lens of ensuring:
 - value-based care, and
 - environmental sustainability.

Once the Board has agreed its shared priorities in research and workforce optimisation, members will, where possible, align the efforts of their own organisations to support these priorities.

Values and behaviours

Participation and engagement in the Board will reflect organisational values and the commitment to collaborating within strong governance frameworks. Members will display signature behaviours such as:

- accountable, transparent, decision-making;
 - genuine and respectful engagement with colleagues;
 - open sharing of information to improve the delivery of services, to enable good governance, quality and accurate reporting and the development of evidence-based policies and programs; and
 - openness to innovative ideas and welcoming critical appraisal with the intent to improve systems and services to achieve safe and effective person and family-centred care.
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Membership

The Board brings together leaders in the ACT health system:

- Director-General, ACT Health Directorate (Chair)
 - Chief Executive Officer, Canberra Health Services
 - Regional Chief Executive Officer, Calvary ACT
 - Chief Executive Officer, Capital Health Network.
 - Dean, College of Health and Medicine, Australian National University
 - Executive Dean of Health, University of Canberra
 - Executive Director, Health Care Consumers' Association
 - Deputy Director-General, ACT Health Directorate
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Ex-officio attendee:

- Executive Officer, ACT Health Directorate.

The Board may invite other attendees at the Chair's discretion. If a member is unable to attend a meeting, a suitably senior delegate may be nominated to attend.

Functions

The Board will:

- consider the best structural and organisational arrangements to support integration of research, education and training within the ACT health system;
- oversee establishment of precincts that integrate research, education and clinical care;
- appoint a Research Working Group to develop, subscribe to and deliver a research strategy for the ACT health system;
- appoint a Workforce Education and Training Working Group to develop, subscribe to and deliver a workforce development, education and training strategy for the ACT health system;
- facilitate engagement between the Working Groups, especially in aspects such as workforce planning which concern multiple parties;
- ensure access to facilities that are used for clinical service delivery, research, education and training, including shared spaces, library and information services, medical record access, and other digital resources; and
- ensure sound data integrity and access policies that support and enable information and data sharing while maintaining security and privacy.

The Research Working Group will:

- oversee the development of a research strategy for the ACT health system with a focus on implementation and evaluation;
- provide practical advice on research governance and delegations of authority that enhance or constrain research efforts;
- provide advice on large collaborative grants that involve health services and academic partners;
- provide advice on optimal arrangements for the conduct of clinical trials, human research ethics and intellectual property;
- facilitate the involvement of consumers and communities in establishing priorities, participating in research governance and undertaking research;
- foster relationships between the health services and the staff and students of ANU and UC and other relevant organisations operating in the Territory; and
- consider optimal structural and organisational arrangements to support integrated research and training in the health system.

The Workforce Education and Training Working Group will:

- oversee the development of a workforce education and training strategy for the ACT health system that will optimise our workforce, including a focus on:
 - culture;
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- recruitment, retention and development of a highly competent mobile and responsive workforce that meets the needs of consumers and workers;
 - workforce projections and future skills shortages;
 - innovative workforce models, including those that support inter-professional respect and collaboration;
 - develop a work plan for the working group that addresses the whole of system priorities in the strategy, with a focus on implementation and evaluation; and
 - consider optimal structural and organisational arrangements to support integrated research and training in health system.
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Reporting

The Board reports to:

- Minister for Health
- Minister for Mental Health.

The Board will provide a quarterly report to the Ministers on the operations of the Board, including the progress, status and next steps for defined initiatives.

At the conclusion of each meeting, the Board will endorse a joint Communique for public release.

Secretariat

Health Systems, Policy and Research Group, ACT Health Directorate

Agenda requests

The Secretariat will call for agenda items from the membership no later than 15 days prior to the meeting. Papers are to be submitted 10 working days prior to each meeting. The Agenda and any associated papers will be circulated 7 days prior to each meeting.

Meeting frequency

The Board will meet bi-monthly.

Matters may be considered out-of-session with the agreement of the Chair.

Extraordinary meetings will be called as required to discuss any issues of critical importance.

Review frequency

Annually

Approved

7 October 2021
