Reference Group Terms of Reference (ToR)

1. Purpose

The Reference Group will oversee the hospital’s implementation of the SHRFV Project.

1. Objectives

The Reference Group sets out to:

* Ensure whole-of-hospital engagement and buy-in
* Ensure alignment of activities across the hospital to enable successful implementation
* Engage external partners in the broader family violence sector with the SHRFV project
* Provide diverse perspectives to inform and monitor the implementation plan

1. Membership

Depending on the size of the service, Reference Group membership would ideally include the following hospital staff:

* Senior hospital executive /SHRFV Executive Project Sponsor
* Service Director(s)/Manager(s) e.g. Social work (Chief Social Worker), Nursing/Midwifery
* Nurse/Midwifery Unit Manager(s) and Medical Director(s) of target roll out areas
* Senior Clinicians (clinical champions) from the target roll out areas
* Clinical Education representative
* Strategy and Planning representative (or area responsible for reporting on organisational MARAM alignment)
* SHRFV Project Manager
* People and Culture / HR representative
* Staff representatives (identified through an expression of interest process for a 12 month appointment)
* Patient representatives (identified through an expression of interest process for a12 month appointment)

As required

* Health Records and Information Manager
* IT/Patient Administration System Manager
* Business Performance Reporting
* Family Violence Service representative from local area

1. Meeting process

Coordination of meetings, minutes and agenda

The Family Violence Project Manager will coordinate monthly meetings and send out a meeting schedule to all members. The [*Insert nominated staff member – ideally not the SHRFV Project Manager*] will document minutes and actions and write the agendas for the meetings. All meetings will be held [Room and location].

The Executive Project Sponsor will chair the meetings.

Decision Making

All recommendations passed by the Reference Group are to be signed off by the Executive Project Sponsor. Recommendations that carry a budgetary item (additional to the identified budget) will require hospital executive approval.

Reporting

The Reference Group would ideally provide a quarterly project implementation update report to the hospital executive. This will be closely aligned with the SHRFV project report required by the Department of Health and Human Services and the organisation’s MARAM alignment action plan.

1. Responsibilities and functions

The Reference Group members will seek to:

* Support, engage, canvass and represent their respective hospital departments or agencies
* Disseminate information to colleagues in an efficient and timely manner
* Ensure two way consultation and communication between the Reference Group and staff/constituents
* Undertake allocated tasks as discussed at each meeting

1. Review

The Executive Project Sponsor and SHRFV Project Manager will be responsible for an annual review of the Reference Group including:

* The annual recruitment of staff and patient representatives
* Collecting feedback from members regarding meeting processes and opportunities for improvement
* Adapting meeting purpose and processes as required