

Meeting Terms of Reference

Role	To assist NHW by providing a community perspective in relation to the planning and operation of its programs and services.
Responsibilities	<ul style="list-style-type: none"> • Ensure that community opinions and thoughts are represented and communicated • Represent the needs and issues of the community using the health service • Bring local health issues to the attention of the committee • Pass on information to the community and provide feedback to the working group • Provide advice and review information the hospital produces to be used by the community • Provide input in the development of the hospitals strategic and business plans • Provide advice and opinions as requested on how programs or services may better meet community needs • Monitor the Quality & Safety of services through review of consumer feedback, incident data and associated improvement activities
Membership	<ul style="list-style-type: none"> • Chief Executive Officer • Director of Performance Improvement • 6-8 Community members. Community members are defined as any potential and current users of the services at NHW. Employees of NHW are NOT considered community members for the purposes of this committee. • Other Personnel may attend as appropriate . <p>The committee may invite the attendance of other participants including other members of staff, students at the hospital or visiting health care workers.</p> <p>Nominations for membership will be invited periodically via local service groups and local media</p>
Quorum	Three community members and either the Chief Executive Officer or Director of Performance Improvement (or delegate)
Meeting Frequency	<p>There will be a minimum of 6 meetings annually</p> <p>The Director of Performance Improvement (or delegate) will chair the meetings.</p> <p>Light lunch will be provided</p> <p>Meetings will be held on the last Friday of the month at midday unless otherwise stipulated</p>
Reports to	Clinical Review Committee