
27th June 2018

BCV CHOOSING WISELY - STEERING COMMITTEE TERMS OF REFERENCE (DRAFT)

ROLE

The purpose of this group is to implement a programme of work that relates to the 'Choosing Wisely' movement in healthcare. The Choosing Wisely movement supports Western Health's vision to deliver high quality, safe and appropriate patient centred care and management. The initial work of Choosing Wisely at Western Health will focus on Medical Imaging. Work will focus on, but will not be limited to, implementing the six Medical Imaging Guidelines endorsed by the Royal Australian and New Zealand College of Radiologists (RANZCR).

Using a human factors approach the group works to provide leadership, support and guidance in the development, delivery of the implementation of Choosing Wisely recommendations across Western Health. Developing and overseeing the implementation of effective methods for staff engagement and education leading to elimination of unnecessary and sometimes harmful tests, treatments and procedures. This may include the leading and guiding of the implementation activities, the identifying and evaluation of Choosing Wisely performance indicators and initiatives; staff education relating to Choosing Wisely RANZCR recommendations; consumer communication and engagement; and targeted clinical audits of Choosing Wisely RANZCR domains.

OBJECTIVES

The objective of the BCV Choosing Wisely Committee are to:

- Promote, champion and lead improvement within Choosing Wisely recommendations
- Provide leadership and direction to the activities of the BCV – Choosing Wisely at Western Health
- Ensure that any change to systems and processes includes education and tools that can be used after the project ends that will build and sustain the capability of Western Health staff and provide scalability of the Choosing Wisely domains within Western Health.
- Analyse Choosing Wisely related data and prepare reports to assist clinical, support services and other stakeholders to monitor and appropriately manage progress with regard to quality and operational outcomes. This includes monitoring and analysing operational time lost, financial and reviewing radiology request and developing recommendations to improve performance and suboptimal outcomes
- Promote and provide guidance to encourage practices that are based on best practice and are patient-centred.
- Use a behavioural change approach to influence human factors that lead to improved Choosing Wisely recommendations.
- Facilitate dissemination of information relating to Choosing Wisely.

- Participate and contribute to the ongoing delivery of Choosing Wisely related education.
- Provide guidance and support the removal of barriers preventing goals from being achieved.
- Ensure appropriate communication of activities and progress to relevant internal stakeholders.
- Identify, monitor and review project risks, recommending corrective actions and mitigations to manage risk.
- Work collaboratively to achieve project deliverables
- Become the champions for embedding Choosing Wisely change across Western Health

The impact on patient care and safety is always considered in discussions and decisions.

The members of this committee must adhere to Western Health's CARES Values, while always working to deliver 'Best Care' to our patients and community.

COMMITTEE MEMBERSHIP AND KEY DELIVERABLES:

Choosing Wisely Steering Committee Membership

This group will meet for the duration of the project August 2018 and August 2019

This group will be responsible for the whole of health service implementation. At the appropriate point, appropriate committee members may be added to this steering group.

Executive Sponsor (Chair)	Chief Medical Officer	Dr Paul Eleftheriou
Divisional Director Representative	Clinical Support and Specialists Clinics	Daniel Vandenberg
Operations Manager Medical Imaging Representative	Operations Manager Medical Imaging and Pathology Contract	Julia Firth
Emergency Department Pilot Implementation Working Group Representative	Director of Emergency Medicine – Sunshine Hospital	Dr Gary Ayton
Medical Imaging Radiology Representative	Director of Medical Imaging- Western Health	Dr Marcus Mykytowycz
Medical Imaging Radiography Representative	Deputy Chief Radiographer	Luke Blackman
Medical Administration Representative	Fellow in Medical Leadership & Management	Dr Jane Lovell
Quality Representative	Quality Facilitator Pathology and Medical Imaging	Kellie Foran
Consumer Representative	Consumer Representative	TBA
Project Lead	Improvement and Innovation Manager	Brad Van Ooi
Project Officer (Group Secretariat)	Improvement and Innovation Partner	Eleanor Garnys

Note: SCV may be invited at the request of the chair	Senior Project officer Choosing Wisely	Tammy Dinh
Key Deliverables: <ol style="list-style-type: none"> Overall project governance and monitoring. Delivery of the project on time and in scope. Management of relationship between BCV/SCV and Western Health. Appropriate timely delivery of information to appropriate Western Health Governance Groups. Plan for Choosing Wisely domain implementation plan at Sunshine Hospital. Plan for and develop the implementation plan for the Choosing Wisely across Western Health. 		

Other members may be added or called on an ad hoc basis as required.

Choosing Wisely Clinical Working Group:

Medical Imaging Radiography Representative (Chair)	Deputy Chief Radiographer	Luke Blackman
Medical Imaging Radiology Representative	Director of Medical Imaging- Western Health	Dr Marcus Mykytowycz
Operations Manager Medical Imaging Representative	Operations Manager Medical Imaging and Pathology Contract	Julia Firth
Radiography Representative	Radiographer Grade 3	Ben Vasiliou
Radiography Representative	Radiographer Grade 2	Siphoi Tran
Emergency Department Representative	Emergency Physician – Sunshine Hospital	Dr Lucia Le-Kim
Emergency Department Representative	Emergency registrar – Sunshine Hospital	Dr James McFarlane
Quality Representative	Quality Facilitator Pathology and Medical Imaging	Kellie Foran
Consumer Representative	Consumer Representative	TBA
Project Officer (Group Secretariat)	Improvement and Innovation Partner	Eleanor Garnys
Key Deliverables: <ol style="list-style-type: none"> Provide clinical governance to the project's implementation. Highlight and monitor the clinical risks of the project. Delivery of the project on time and in scope. Monitor and comment on performance of audits and indicators relating to Choosing Wisely implementation. 		

5. Appropriate timely delivery of information to appropriate Western Health Governance Groups.
6. Develop training materials to support Choosing Wisely domains.
7. Facilitate training events to support the implementation of Choosing Wisely standards
8. Plan for Choosing Wisely domain implementation plan at Sunshine Hospital.
9. Plan for and develop the implementation plan for the Choosing Wisely across Western Health.
10. Participate in a review of the Choosing Wisely implementation within Sunshine Hospital Emergency Department

REPORTING LINE

Choosing Wisely Steering Committee

1. The Committee receives reports from the Clinical Working Group when appropriate.
2. The Committee will provide quarterly project activity reports as required to Choosing Wisely BCV update timeframes.
3. The Committee will provide monthly project updates to the chair of The Right Care Committee.

Choosing Wisely Clinical Working Group

1. Provides appropriate timely reports to the Choosing Wisely Steering Committee.
2. Develops and consults on appropriate governance documents associated with developing and implementing the Choosing Wisely training program. These documents are sent through to the Choosing Wisely Steering Committee.

FREQUENCY OF MEETINGS

The meetings will be held fortnightly initially and then monthly after the diagnostic phase is complete.

A quorum for a meeting will be a majority of the members, noting that in committees with an even number of members, this is half plus one. If at any time the number of members is less than a quorum, the committee may meet only for discussion purposes. The members of the committee will undertake their work in accordance with relevant Western Health policies, including the Values and Code of Conduct.

The agenda and minutes will be distributed to the members five days prior to the meeting.