### Choosing Wisely Steering Committee Terms of Reference Template

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| **Choosing Wisely Steering Committee**  **TERMS OF REFERENCE** |

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| **Chair** |  |
| **Secretary** |  |
| **Terms of reference approval date** |  |
| **Terms of reference review date** |  |

**Purpose**

The Choosing Wisely Steering Committee will provide leadership and coordination in adopting Choosing Wisely actions in a coordinated sustained manner across the organisation. This will be achieved through championing the actions that are determined to be most appropriate for the health service, monitoring compliance to the selected actions and providing feedback to staff and consumers.

The scope of the working party work is to develop and maintain mechanisms to ensure:

* Clinical staff are educated and informed of the evidence base of tests and treatments and supported by feedback on appropriate practice.
* Consumers are informed of changes to hospital procedures and practices, and supported through the decision process through a multi modal communications approach.
* Ongoing partnership with the NPS Medicine Wise and other partner organisations for support and promulgation of project outcomes

**Objectives**

1. To engage and change clinicians attitudes to treatments and tests and other clinical practices to be in line with up-to-date evidence and with the goal to minimise unnecessary and low-value treatments, tests and practices
2. To encourage a change in clinicians test and treatment practices by informing tangible healthcare policy changes, structures and recommendations in a clear and transparent manner
3. To encourage patient-focused communication between clinicians and patients

**Reporting**

[*Outline of who the Choosing Wisely Steering Committee will be reporting to and how frequently as well as any reporting requirements]*

**Membership**

The members of the committee are:

1. *Insert name and role of relevance to committee here (e.g. Dr Jane Doe, Head of Surgery)*

In the absence of the chair the meeting will be chaired by *(name of person/role here*). Observers may attend committee meetings with the prior agreement of the chair.

Members will:

* Actively contribute to the work of the steering committee – including reviewing any papers prior to meetings, representing the views of relevant staff groups and participating in decision-making.
* Provide feedback to staff they are representing on the work and outcomes of the working party.
* Arrange for a proxy to attend a meeting in their place should they be unable to attend.
* Attend a minimum of 50% of meetings per year. Should a member be unable to attend at least 50% of meetings and have not provided a delegate to represent them, the member will be asked to resign their membership on the steering committee and a replacement will be nominated.

**Meetings**

The committee will meet at least *(frequency e.g. month, quarter or x times a year)* and at any other time considered necessary. 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 policies, including the Values and Code of Conduct.