



HOPE VALE AGED CARE QUALITY COMMITTEE

TERMS OF REFERENCE

Purpose

The purpose of the Hope Vale Aged Care Quality Committee is to improve the quality of care and life for the older people in the Hope Vale community by:

- Sharing and communicating information to support the frail aged in the community.
- Coordinate services to meet aged care client needs.
- Review quality indicator reporting and clinical incidents to monitor the effectiveness and quality of aged care services.

The establishment of the Hope Vale Aged Care Quality Committee is a regulatory requirement under the Provider Governance reforms implemented by the Department of Health and Aging in 2023 which will be monitored by the Aged Care Quality and Safety Committee.

Membership

The Hope Vale Aged Care Quality Committee will be chaired by the Director of Social Services and will include the following membership:

- Consumer – Two representative from the Hope Vale Aged Care Services. Total 4.
- Hope Vale Aged Care Facility Manager
- Hope Vale Aged Care Service Coordinator
- Hope Vale Director of Social Services
- Hope Vale Aboriginal Shire Councillor with the aged care portfolio.
- Hope Vale PHC DON//CN/SHW
- Aged Care Manager Cooktown MPPHS Num Aged Care
- Allied Health Team Leader Cooktown MPPHS
- Apunipima and Elder Care Support Program representatives

Meeting schedule

The Quality and Safety Committee will meet quarterly.

Quorum

A quorum is achieved if there is at least one consumer and each of the following service provider organisations (Hope Vale Aged Care, Hope Vale Aboriginal Shire Council (HVASC) and Hope Vale PHC).

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Meeting Chair

HVASC Director of Social Services will chair the meeting, prepare the agenda and call the meeting.

Meeting Agenda

A standard agenda will be used to structure meeting discussion. Review of the MOUs with TCHHS and ACYHC will be a standing agenda item to be discussed at every second meeting (6 monthly)

Minute keeping

The HVASC Social Services Team is responsible for scheduling meetings; developing and disseminating an agenda; maintaining a record of meetings and following up actions identified by the Hope Vale Aged Care Quality and Safety Committee.

Reporting requirement

The committee will formally report to the CEO of the Hope Vale Aboriginal Shire Council through the Director of Social Services on a quarterly basis. Minutes of the meetings and recommendations will suffice as the report and tabled with the Aged Care confidential report in council meetings.

Confidentiality

The Hope Vale Aged Care Quality and Safety Committee will maintain confidentiality to ensure the integrity and open communication within the committee. In the instance of breaches of confidentiality, the matter will be handled by the chair who will follow up via standard procedures.

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