

Statewide Anaesthesia and Perioperative Care Clinical Network

SWAPNet Environmental Accountability Working Group Terms of Reference (August 2023)

Purpose

The purpose of the Statewide Anaesthesia and Perioperative Care Clinical Network (SWAPNet), Environmental Accountability Working Group is to identify issues and strategies and develop tools and resources to promote 'Green Awareness' and introduce waste reduction and recycling initiatives to reduce the impact of the carbon footprint in the perioperative setting in Queensland public hospitals.

Authorisation / decision making

The working group functions under the authority of the Healthcare Improvement Unit, Clinical Excellence Queensland.

The working group reports and when required, escalates issues to the SWAPNet Steering Committee.

All strategies, tools and resources developed by the working group require SWAPNet Steering Committee endorsement following statewide consultation / consensus.

All SWAPNet projects are managed through the SWAPNet Steering Committee under the guidance and direction of the SWAPNet Coordinator who acts as a central point of contact for the committee and the department. All SWAPNet related correspondence is managed by the SWAPNet Coordinator via the centralised email account: SWAPNET@health.qld.gov.au.

Functions

- Conduct research (state, national and international levels) to identify best practice waste management.
- Identify existing tools and resources to promote standardization and minimize duplication as much as possible.
- Develop strategies, guidelines, tools and resources to support environmental accountability within the perioperative setting in Queensland.
- Inform the development of a centralised website if required to house guidelines, tools and resources.
- Identify processes to support ongoing review of guidelines, tools and resources to ensure currency.

Membership

Working group membership is multidisciplinary and inclusive and currently comprises:

Name	Position
Kerstin Wyssusek (Chair)	Staff Specialist Anaesthetist, Royal Brisbane and Women's Hospital
Mary O'Shea	Staff Specialist Anaesthetist, The Prince Charles Hospital
Peter Elefant	Staff Specialist Anaesthetist, Cairns Hospital
Nellie Dick	Staff Specialist Anaesthetist Sunshine Coast HHS
Soon Yee Teoh	Staff Specialist Anaesthetist, Townsville University Hospital
Anand Natarajan	Staff Specialist Anaesthetist, Mackay Hospital
Margaret Lehan	Clinical Nurse, The Prince Charles Hospital
Taryn Naggs	Anaesthetic Consultant, Princess Alexandra Hospital
Gokulnath Rajendran	Staff Specialist Anaesthetist, Mackay Hospital
Rajesh Pachchigar	Consultant Anaesthetist, Ipswich Hospital
Daniele Lazzari	Senior Medical Officer, Cairns Hospital

Confidentiality

Members may receive information that is regarded as 'commercial-in-confidence', clinically confidential or have privacy implications.

Behaviours

- All members exercise due diligence and act in good faith.
- Members are provided with timely access to information, and information is shared amongst members.
- Full and active participation in working group meetings and discussion by all members is promoted.
- Constructive questioning and vigorous debate is encouraged, with expression of dissent undertaken in harmonious and collegiate fashion.
- Members deal with each other with courtesy and respect.
- Conflicts of interest are disclosed and managed promptly.
- Unresolved issues are escalated to the SWAPNet Steering Committee for consideration.

Conflict of Interest

To meet the ethical obligations under the *Public Sector Ethics Act 1994*^[5], members must declare any conflicts of interest whether actual, potential, apparent, or appear likely to arise, and manage those in consultation with the Project Director. This may relate to a position a member holds or to the content of a specific item for deliberation.

Meetings

The working group will meet as per the agreed schedule below.

Meeting Cycle	Details
Frequency:	Monthly
Duration:	1 hour or as required
Time:	17:00 – 18:00

The meeting quorum is established of at least half (50%) of the voting members plus one. The Chair and secretariat must be present at each meeting. Proxies are included in the determination of a quorum.

Endorsement

The Terms of Reference has been endorsed by the SWAPNet Steering Committee.