# HITH Governance Body
## Terms of Reference (ToR) considerations

## Purpose

- Outline the governance body is a decision-making entity, referring to relevant documentation i.e. Deeds of Variations (Schedule C). If a decision-making body, outline the process if issues cannot be resolved i.e. escalation to Executive for resolution.

- Outline key purpose of the governance body and key groups to be represented i.e. identify and address performance/contracting issues as outlined in Schedule C; discuss operational issues e.g. HITH referrals, discharge process etc

## Role

- Outline the types of issues to be discussed and informed, which could include, but should not be limited to the following:
    - set direction for HITH Service i.e HITH service expansion and growth
    - approve new patient groups and pathways
    - contract monitoring
    - quality and safety reporting
    - monitoring progress and performance against key performance indicators
    - develop and support HITH communication/promotion strategies
    - facilitating relationships/partnering
    - demand management
    - dispute resolution
    - risk identification and management
    - foster collaboration between Service Groups/Facilities
    - maintain focus on agreed scope, outcomes and benefits
    - monitor/manage factors outside of the HITH Service's control, that are critical to its success

## Reports To

- Denote the Executive decision-making group this governance body reports to for escalation and accountability.

## Membership

- Identify and outline membership, with consideration to be given to ensuring representation from all relevant HHS Service Groups/Facilities (key HITH Service stakeholders), including any required departmental or external provider representatives, or co-opted individuals (if applicable).

- Ensure membership is representative of applicable Service Groups/disciplines inclusive, but not limited to (10-15 pax):
    - Executive representative (Chair)
    - HITH Medical Officer
    - Medical, Nursing, Allied Health Executive
    - Quality and Safety representative
    - Administration representative
    - Data and Analytics/ Information Managers
    - External providers
- Outline key member responsibilities, which could include:
    - Chair responsibilities
        - meeting agenda adhered to
        - clear decisions made by the group and recorded
        - high level obstacles are resolved
        - high level risks managed
        - Maintain focus on agreed scope, outcomes and benefits
        - cast deciding vote (where required).
    - Member responsibilities
        - attending all scheduled meetings (nominate proxy if required)
        - wholeheartedly champion the HITH Service within and outside of work areas
        - share applicable communications/information with relevant stakeholders
        - make timely decisions and take required action/s
        - notify members, if any matter arises which may be deemed to affect the development of the HITH Service

# Key Performance Indicators

- Outline applicable KPIs (e.g. HITH Minimum Data Set) and intended targets. If an external provider engaged, ensure a written report/data is provided monthly.

# Logistics

- Define Chair/Co-Chair and Secretariat, meeting frequency (suggest at least monthly), ToR review dates (no less than once every two years), ensuring all meetings are formally documented (agendas/minutes) in a timely manner.