



**Community Board of Advice**  
COMMITTEE CHARTER

<b>Purpose</b>	The Community Board of Advice (CBoA) will provide input into the direction, development and service of the Hospital and advice to the Chief Executive Officer in accordance with the JHC-Department of Health Service Agreement (DHSA) for the treatment of public patients only. Oversight of National Safety and Quality Health Service (NSQHS) Standard 2 – Partnering with Consumers The CBoA will work towards meeting the objectives of the Ramsay Health Care Patient Safety and Clinical Quality Framework and the Consumer Engagement Strategy, considering the impact on patient and staff safety in business decision.
<b>Rationale</b>	Required by JHC WA Health Service Agreement
<b>Parent Committee</b>	Executive Management Committee
<b>Frequency</b>	Meetings shall be held not less than four times per year
<b>Executive sponsor</b>	Deputy Chief Executive Officer / Director of Clinical Services
<b>Administrative Support</b>	Executive administration
<b>Chair</b>	Elected annually from the community representative members
<b>Proxy</b>	Where members do not attend three consecutive meetings, the member will be deemed to have resigned from their position
<b>Quorum</b>	The Committee will meet when the chair or deputy chair plus five or six community representatives are in attendance
<b>Minutes Distribution</b>	Executive Management Committee
<b>Charter Review</b>	2 yearly – August 2023
<b>Reports received from Working Parties/Subcommittees when indicated</b>	N/A

**Terms of Reference**

To have oversight of NSQHS Standard 2 – Partnering with Consumers.

Reviews and offers community feedback on the Safety & Governance performance of the facility.

Have an awareness of the National Standards, namely:

1. Governance for Safety and Quality in Health Service Organisations
2. Partnering with Consumers
3. Preventing and Controlling Healthcare Associated Infections
4. Medication Safety
5. Patient ID and Procedure Matching
6. Clinical Handover
7. Blood and Blood Products
8. Preventing and Managing Pressure Injuries

- 9. Recognising and Responding to Clinical Deterioration in Acute Health Care
- 10. Preventing Falls and Harm from Falls

To provide advice on the Hospital's strategic direction in light of the requirements of the community served with consideration to the overall direction and policies of Ramsay Health Care.

To provide advice to ensure the developments undertaken by the Hospital, whether physical or service based, meet the strategic direction.

Advise on the roles the Hospital can undertake in regard to the community's needs of health services or related matters.

Ensure that the quality of services provided is consistent with the Hospital's philosophy to quality as outlined in the vision, and values of the Hospital.

Make recommendations to the Hospital Executive concerning the delivery of services to patients of a range, quality and responsiveness reasonably expected by the local community.

### Membership

Membership of the Community Board of Advice shall be multi-disciplinary and be as agreed under the terms of the Department of Health Service Agreement.

The Hospital Executive must throughout the Term confirm and maintain a Community Board of Advice of not less than 6 members of whom:

- 1 must be the Chief Executive Officer, the Deputy Chief Executive Officer, the Director of Medical Services, or the Director of Clinical Services (or any substitute or replacement position) of the Nursing Executive employed at the Facility or his nominated delegate by the State (acting reasonably); and
- 50% must be community representatives of whom 1 must be appointed by the State.

Members of the Community Board of Advice other than the member referred to in clause 12.6 (b) may only be appointed by the Hospital Executive after consultation with the State and may not be removed without prior consultation with the State.

Membership reviewed: Appointments of community representatives will be made by the Chief Executive Officer of JHC in consultation with the North Metropolitan Area Health Service (NMAHS) for a period of up to two years and be in accordance with the Department of Health Service Agreement.

Tenure:

- As above

Membership Renewal:

- As above

### Proceedings

No business shall be considered at a meeting until the minutes of the previous meeting have been confirmed or otherwise disposed of.

Minutes of a meeting shall be confirmed by resolution and signed by the chairperson at the next meeting.

## Reporting Requirements

### Internal

Table exception report at Executive Management Committee

Prepared/Authorised by	Wendy Candy, National Standards and Quality Manager	April 2014
Reviewed/Authorised by	Community Board of Advice Committee	October 2014
<b>Date Implemented</b>		October 2014
Reviewed/Authorised by	Community Board of Advice Committee	December 2016
<b>Endorsed by</b>	Executive Management Committee	July 2017
Reviewed/Authorised by	Community Board of Advice Committee	June 2019
Reviewed/Authorised by	Community Board of Advice Committee	August 2021
<b>Next Review Due</b>		<b>August 2023</b>
<b>Document Controller Contact</b>	Chair of Community Board of Advice Committee <b>DOCUMENT CONTROL and HISTORY</b>	
Version 1.00	Charter implemented	October 2014
Version 1.1	Content revised	December 2016
Version 2.00	Content revised	June 2019
Version 3.00	Content reviewed no changes made.	August 2021