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# Advisory group: Guideline for measuring and monitoring safety culture

## Terms of reference

OFFICIAL

### 1. Organisational context

Safer Care Victoria (SCV) is the state's healthcare quality and safety improvement agency. Culture and Capability at SCV are developing a state-wide guideline on monitoring and measuring safety culture (specifically for Board Members and Executives) to support Victorian health services to better understand and enhance their organisational safety culture.

Culture and Capability are establishing an advisory group (the group) of subject matter experts to ensure the guideline is high quality, fit for purpose, and meets the needs of its audience.

### 2. Membership

The expert group will include a minimum of seven interested and skilled members representative of the following expertise:

- Subject matter expertise (SME) in safety culture, patient safety and risk management who will provide expertise on the guideline content and design. Board members and Executives from a Victorian health service who can provide advice on the needs and requirements of the guideline development in this cohort.
- Consumer representatives with demonstrated experience in guideline development

### 3. Meeting

#### Purpose

The purpose of the group is to provide consultative advice to SCV to support the design and development of the guideline on measuring and monitoring safety culture.

#### Governance

The group and development of the guideline will be directed and facilitated by Culture and Capability. All advice provided by the group (including content and design) will be subject to endorsement by Culture and Capability.

## How the group will work together

In the first meeting, the group will collaborate to create a shared agreement. This will outline how the group will work towards creating a psychologically safe space. Each member of the group is expected to respect the unique roles and expertise of each group member.

## Member roles and responsibilities

The specific responsibilities of the group are to:

- Provide expertise and subject matter knowledge for the guideline based on role
- Collaboratively provide input into the guideline content with a key focus on quantitative and qualitative measures.
- Encourage innovative approaches to monitoring and measuring safety culture
- Enhance the guideline's practicality and applicability across various health settings
- Critically review and provide feedback on the guideline's draft materials, ensuring accuracy, clarity, and relevance.
- Actively review and provide constructive feedback on draft versions of the guideline.
  - Feedback should focus on clarity, accuracy, and alignment to the project aim.
- Identify potential barriers and offer innovative approaches for integrating guideline recommendations into healthcare settings

## Deliverables

The group will:

- Provide input and advice into the guideline's content and design
- Be invited to test and evaluate the efficacy of the guideline

## Appointments

Applicant's skills, knowledge, experience and availability will be assessed by Culture and Capability staff. A phone conversation will also occur with short-listed applicants prior to appointments being made. All applicants (successful and unsuccessful) will be notified of the outcome of their application in writing. SCV members on the advisory group will be considered members of the SCV project team.

## Expectation of members

Members of the group are expected to:

- Commit to active participation for up to 3 x 1-hour online group meetings via Microsoft Teams. It is expected there will be additional work required (estimated up to 3 hours) out of session.
- The proposed group meeting dates are:
  - Thursday 5 October 2023 from 11:00am – 12:00pm (AEST)
  - Thursday 19 October 2023 from 11:00am – 12:00pm (AEST)
  - Thursday 2 November 2023 from 11:00am – 12:00pm (AEST)

- Declare any conflicts of interest
- Adhere to the confidentiality requirements and sign the confidentiality and conflict of interest form prior to the first group commencing
- Notify the secretariat if they are unable to attend a group meeting

## **Governance**

The group reports through the chair to the Culture and Capability team. An update of the group's progress will be regularly provided to the Clinical Governance and Safety Capability team manager who will report up to the Culture and Capability Director (as required).

## **Proxies**

Absent members cannot be represented by proxy.

## **Tenure**

- Group members will participate in up to 3 x 1-hour online meetings (and out of session as described).
- Group members will be invited to test the guideline in their health service

## **Quorum**

- Half plus one member together will constitute a quorum

## **Chair**

The group chair will be a member of the Culture and Capability team. The chair will:

- set the group's plan/agenda
- facilitate the group
- ensure the group is on time
- ensure fairness and equality in the group

## **Secretariat**

Member/s of the Culture and Capability team will provide secretariat support for the group.

This will involve:

- Documenting +/- recording the advisory group key discussions and decisions
- Preparing the session outline
- Distributing background papers, and recording of the group meetings (if the group is agreeable)
- Update, manage or log any potential conflicts of interest

## **Out of meeting tasks**

Where tasks or advice is required in between sessions, this will be communicated via email.

## **Confidentiality**

All members in the group will ensure that discussions, documents, and planning of the group remain confidential.

## **Conflict of Interest**

A conflict of interest will arise if a person's personal interest (actual or perceived) conflict with their duties in the group. If a conflict of interest arises before, within or between the group sessions, the group member will need to inform the group chair.

All members of the group need to sign the conflict of interest and confidentiality agreement prior to the group commencing. **This is to be sent to the chair of the group before the first meeting occurs.** This form can be found in [Appendix 1](#) of this document.

## **Review**

The terms of reference will be circulated to all group members for review and comment prior to the group commencing. Suggested reviews to the terms of reference will be discussed and agreed on in the first group meeting. The terms of reference will be reviewed when requested by a member of the group.

## **Apply to join advisory group**

To apply for this opportunity, complete the [expression of interest form](#)

# Appendix 1: Potential conflict of interest and confidentiality

## Guideline for measuring and monitoring safety culture advisory group

All members of the advisory group are requested to complete this declaration prior to participating in the group as described in the Terms of Reference. Members need to enter their name and sign as applicable.

### Conflict of Interest

Expert advisory group members must declare any potential personal, professional, or work-related, conflict of interest:

- upon commencing involvement with the expert advisory group, as applicable
- where a matter giving rise to a potential conflict of interest is to be tabled at a advisory group meeting, prior to the commencement of that meeting
- where a matter giving rise to a potential conflict of interest is raised during a meeting, as soon as practicable during the meeting

A conflict of interest may include for example, where there may be possible financial, personal or academic gain for the member, their immediate family, close friends or their organisation through knowledge, decisions or information obtained as a member of the clinical governance induction program advisory group.

In the event where a member of the expert advisory group declares a potential conflict of interest, the member must comply with the identified method of addressing any of the conflict on interest (for example, by removing themselves from the meeting for the duration of any discussion regarding the matter that gives rise to the conflict of interest). Any declared conflict of interest will be recorded in the minutes of the meeting.

I, [click here to enter name](#), agree to disclose any potential conflict/s of interest and comply with the identified methods of raising the conflict/s of interest as detailed above.

I, [click here to enter name](#), declare that in relation to the clinical governance induction program advisory group I am not aware of any conflict of interest as detailed above. I do not have any personal obligation, allegiance or loyalty which would in any way affect my decisions in relation to the advisory group.

### Confidentiality undertaking

I, [click here to enter name](#), hereby declare that I understand and agree to abide by the confidentially provisions set out in the Public Health and Wellbeing Act, 2008 governing the Best Place Project.

I acknowledge that I must not directly or indirectly make a record of, or divulge or communicate to any person, any information gained by or conveyed to me by reason of my engagement with the expert advisory group or make use of the information for any purpose other than to perform the duties as an expert advisory group member.

Signature	
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Name	<a href="#">Click here to enter name.</a>
Date	<a href="#">Click here to enter date.</a>
Witness Signature	
Name	<a href="#">Click here to enter name.</a>
Date	<a href="#">Click here to enter date.</a>