
Advisory Group: Quality and Safety Capability framework

Terms of reference

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Purpose

This document outlines the scope and governance arrangements the Quality and Safety Capability Framework Advisory Group at Safer Care Victoria (SCV) [Title to be confirmed].

Scope

SCV is undertaking a consultative process to develop a Quality and Safety Capability Framework. This framework will outline capability expectations for healthcare workers and consumers who support the delivery of safe and quality care throughout the Victorian Health system.

The Advisory Group will work collaboratively to:

- Provide expert advice on required mindsets, methods and tools and expectations for capabilities required to support continuous improvement of quality and safety in healthcare in Victoria.
- Strengthen structured engagement between SCV, Department of Health (DH) and external stakeholders on quality and safety workforce and consumer capability.
- Provide a forum to develop the framework and identify strategies and partnerships to support implementation.
- Support development and testing of an implementation tool to assess workforce and consumer capability priorities in alignment with the framework capability domains.

The Advisory Group will provide advice to SCV for consideration and endorsement.

Definitions

Capability Framework: A document to identify expected skills, knowledge, behaviours, mindsets and expertise required for a workforce to meet service needs.

Healthcare Safety: Preventing or minimising harm from actual or potential harm to patients from health care management or the environment in which health care is delivered.

Health Care Quality: Healthcare quality is the extent to which health services improve patient outcomes and align with current medical knowledge. To achieve optimal care, health services must be effective, safe, patient-centred, timely, equitable, integrated and efficient.

Consumer: People, families, carers and communities who are current or potential users of health services.

Resilient Health Systems: health systems that can effectively prevent, prepare for, detect, adapt to, respond to and recover from public health threats while ensuring the maintenance of quality essential and routine health services in all contexts.

STEEEP: Safe, timely, effective, efficient, equitable and person-centred care.

Governance

Membership

The Advisory Group will be chaired by the Director, Clinical Governance Culture and Capability (CGC&C), SCV. Members will include relevant external and internal subject matter experts with demonstrated experience in:

- Lived experience engaged in improving quality and safety in healthcare.
- Healthcare workforce capability frameworks and strategies.
- Clinical governance for quality and safety in healthcare.
- Safety 1 in healthcare (including, but not limited to, familiarity with adverse patient safety event responses).
- Human factors and resilient health systems.
- Improvement science.
- Consumer partnerships in healthcare improvement.

This Advisory Group retains the capacity to invite attendees where additional skills and knowledge are beneficial.

The Capability Development Team, CGC&C, SCV will provide secretariat support for the Advisory Group.

Decision making

The Advisory Group provides advice and guidance to the team developing the Quality and Safety Capability Framework. Where decisions may be required, the Advisory Group will make decisions via consensus. Where a consensus cannot be achieved, the final decision shall rely on a majority vote to decide the outcome.

Meeting frequency

Meetings will be held bimonthly. Additional meetings can be held at the discretion of the chair to meet the responsibilities of the committee. The committee may also agree to conduct out-of-session reviews and endorsement or approval of item(s), where appropriate. Out-of-session decisions should be documented and included in the next scheduled Advisory Group meeting.

Meeting conduct

- Members are expected to attend all meetings of the Advisory Group or nominate a delegate.
- The agenda will be circulated, by the meeting secretariat, three to five business days prior to the meeting.
- The meeting minutes will be circulated by the meeting secretariat, five business days post meeting.

- Information provided via the Advisory Group is provided in confidence and shall be regarded as confidential. Confidential information is not to be disclosed to any third parties unless expressly agreed by the Advisory Group.

Key aligned documents

- [SCV Strategic Plan 2023-2026.pdf \(safercare.vic.gov.au\)](#)
- [Victorian Clinical Governance Framework.pdf \(safercare.vic.gov.au\)](#)
- [Partnering in healthcare framework 2019_WEB.pdf \(safercare.vic.gov.au\)](#)
- [Framework for Morbidity & Mortality Meetings; A systems focused approach \(safercare.vic.gov.au\)](#)
- [Policy - Adverse Patient Safety Events.pdf \(safercare.vic.gov.au\)](#)
- [Adverse Patient Safety Event Guideline Safer Care Victoria_2.pdf](#)

Document evaluation

This document will be reviewed and updated every six months or following substantial changes to the Advisory Group structure, relevant legislation or regulation.

Prepared / reviewed by

Name	Position
Nami Nelson	Manager, Capability Development, CGC&C, SCV
Wessene Jackson	Principal Project Officer, Capability Development, CGC&C, SCV