

### **Overview of Roles and Responsibilities for Chair and Lead Roles for Continuity of Care Project**

The Australian Indigenous Doctors' Association (AIDA), in partnership with the Department of Health and Wellbeing, Aboriginal Health Division, part of the South Australian Health Service, was invited to take part in Phase 2 – Testing Phase (July 2022 – June 2023) of the Continuity of Care Protocol Project, which aims to explore the Continuity of Care for Aboriginal and non-Aboriginal mothers of Aboriginal babies and children aged 0-4 years across the SA Health System. The project's goal is to improve the health outcomes of mothers and Aboriginal children through the development of culturally safe and responsive Continuity of Care Protocols (CCP), with the aim of reducing the health disparities and poor health outcomes for Aboriginal mothers and children who receive maternal and infant health care within SA Health services.

AIDA's contribution thus far has included consulting with AIDA members to gain their cultural-medico expertise pertaining to the CCP Program Workforce concerning the growth, retention and utilisation of Aboriginal Health Practitioners for care of Aboriginal mothers and children. Secondly, Accountability and Responsibility pertaining to health care structures and systems. This encompasses SA Health's proposed Accountability Framework based upon an accountability-based peer panel inclusive of Aboriginal and Torres Strait Islander doctors to oversee and moderate cultural safety and responsiveness of professional bodies within the SA Health System, which doctors were asked to comment on. This culminated in the development of a Final Report consolidating the voices of AIDA members and making recommendations pertaining to Continuity of Care which was submitted to SA Health for their consideration.

Following on from this, AIDA has extended their partnership with SA Health and agreed to partake in the formal testing phase of the Project until 2024. AIDA's role within this next phase of the project will be to Chair the Continuity of Care Protocols Working Groups in addition to, Leading the Continuity of Care Protocols Program Workforce working group. Expression of interest is currently being disseminated to AIDA members to undertake these roles until July 2024 on a monthly basis. (see below for further role details).

**Further information about the roles and to apply, please contact Feda Ali, Senior Project Officer at [feda.ali@aida.org.au](mailto:feda.ali@aida.org.au) or on 0410 655 967.**

Type of Engagement	Roles	Estimated Preparation Time	Estimated Participation	Estimated Follow Up	Total Hours per week	
CCP Program Continuity of Care Protocol Committee	Chair	4	1.5	2	3.3	Time may vary as this role will be supported by AIDA Project Officer – to discuss with Chair and Lead distribution of allocated time and work,
CCP Program Workforce Working Group	Lead	2	1.5	1	1.3	

### Meeting Schedules

#### **CCP Program Continuity of Care Protocol Committee – Chair Role**

The Chair will be a senior leader from DHW, a Testing Network or key stakeholder group who is highly experienced in the workstream with a strong understanding of the current environment. The primary role of the Chair is to lead the direction of the CCPTWG during the meeting and in the months preceding the meeting for out of session activity, as required.

The Continuity of Care Protocols working group aims to determine the forms in which the Provisional CCPs are operationalised, tested and implemented within health services.

Date	Time
Wednesday 23 <sup>rd</sup> August 2023	9:30 am to 11:00am (SA Time)
Wednesday 6 <sup>th</sup> September 2023	9:30 am – 11:00 am (SA Time)
Wednesday 4 <sup>th</sup> October 2023	9:30 am – 11:00 am (SA Time)
Wednesday 1 <sup>st</sup> November 2023	9:30 am – 11:00 am (SA Time)
Wednesday 29 <sup>th</sup> November 2023	9:30 am – 11:00 am (SA Time)
Wednesday 10 <sup>th</sup> January 2024	9:30 am – 11:00 am (SA Time)
Wednesday 7 <sup>th</sup> February 2024	9:30 am – 11:00 am (SA Time)

Wednesday 6 <sup>th</sup> March 2024	9:30 am – 11:00 am (SA Time)
Wednesday 3 <sup>rd</sup> April 2024	9:30 am – 11:00 am (SA Time)

**\*\*All meetings are conducted via Teams**

### **Purpose**

The purpose of the Continuity of Care Protocols Testing Working Group (CCPTWG) is to develop the outputs of the Testing Phase for endorsement by the Testing Steering Group. These outputs include: 1. Adapted Provisional CCPs that capture context, practicalities, and other considerations, based on the outcomes of the testing. 2. Strategy for how the CCPs can be operationalised to improve Continuity of Care.

### **Role and Responsibilities**

The CCPTWG has the following key responsibilities:

1. Fostering an environment that supports transparency and collaboration across Testing Networks and Working Groups to ensure a coordinated and integrated approach to the Continuity of Care Protocols activities.
2. Conducting regular meetings to discuss general Continuity of Care Protocols issues and strategies in various settings and assist with the formulation of evidence to inform the development of the CCP Program.
3. Discussing updates on data collected, issues, analysis and reporting formats amongst members.
4. Working with other Working Groups to share methods, evidence gathered and next steps to draw on lessons learnt and ensure continuous improvement and quality outcomes across the Testing Phase.
5. Identifying, understanding and managing interdependencies between governance groups in order to deliver timely and effective outputs supported by a co-design model.
6. Contributing and providing updates on the execution of Testing Activities to the Chair.

### **Membership**

The CCPTWG will consist of key members of the Testing Coordination Team and Testing Network staff, who will work together to oversee and coordinate activities within the Continuity of Care Protocols Testing Workstream. Participation is on a mandatory basis for Testing Networks (as per the relevant MOAAs and Grants). For other parties, participation is by invitation.

Quorum: 50% attendance including the Chair.

Composition (as of 21 April 23): 1. Representative from Australian Indigenous Doctors' Association (AIDA) (Chair)

2. Representative from FUNLHN (Lead)

3. Representative from National Association of Aboriginal and Torres Strait Islander Health Workers (NAATSIWHP) (Lead)

4. Representative from SAWCAN (Participant)

5. Representative from Pangula (Participant)

6. Representative from Nunkuwarrin Yunti (Participant)

7. Representative from LCLHN (Participant)

8. Representative from SALHN (Participant)

9. Representative from WCHN (Participant)

10. Representative from NALHN (Participant)

11. SA Pharmacy (Lead)

Additional attendees may be invited by the Chair or Lead to attend as special guests or proxies where required. Members can nominate a standing proxy to attend in their absence, subject to approval by the Chair

### **Secretariat**

The secretariat shall be a member of the Testing Coordination Team. The primary role of the secretariat is to lead the administration activities of the Working Group, including supporting the Chair by reviewing documents and providing advice, organising meetings, preparing agendas and papers, taking minutes, and monitoring actions.

### **Operating Procedures**

**Notification of apologies:** Notification sent to the Chair, where possible at least three working days prior to meeting.

**Meeting duration:** 1.5 hours.

**Minutes and Agenda Preparation:** Members can request items to be placed on the agenda. Chair is responsible for the review of agenda items and approval of minutes. Secretariat is responsible for scheduling meetings, agenda preparation and minute taking. The agenda and the working group status report will be distributed to members three business days prior to the meeting. Meeting minutes will be distributed within 2 business days of the meeting taking place.

**Resolutions:** Decisions will be made by member consensus. If a consensus is not reached, the Chair will negotiate with CCPTWG members until an agreement or outcome is reached

**Reporting/Annual Reports** The CCPTWG will provide interim reports each month to track the progress of the Testing Activities and provide a summary report at the end of the Testing Phase

### **CCP Program Workforce Working Group – Lead Role**

The Lead shall be a representative of a Testing Network. The primary role of the Lead(s) is to provide subject matter expertise and work with the Chair to guide the progress of the CCP Program Workforce Testing Working Group.

The CCP Program workforce Group Aims to improve continuity of care through a CCP Program Workforce that strengthens the existing Aboriginal workforce.

Date	Time
Thursday 31 <sup>st</sup> August 2023	9:30 am – 11:00 am (SA Time)
Thursday 14 <sup>th</sup> September 2023	9:30 am – 11:00 am (SA Time)
Thursday 28 <sup>th</sup> September 2023	9:30 am – 11:00 am (SA Time)
Thursday 12 <sup>th</sup> October 2023	9:30 am – 11:00 am (SA Time)
Tuesday 26 <sup>th</sup> October 2023	9:30 am – 11:00 am (SA Time)

\*\* All meetings are conducted via Teams

**The purpose of the CCP Program Workforce Testing Working Group** is to develop the outputs of the Testing Phase for endorsement by the Testing Steering Group. These outputs include:

1. Evaluation of options for the CCP Program Workforce.
2. ACCP Program Workforce Strategy, including:
  - Strategies to build the capability and cultural responsiveness of the existing workforce to improve Continuity of Care.
  - The workforce functions necessary to operationalise the Provisional CCP actions and analysis of whether these can be embedded in the existing workforce or require new positions.
  - Workforce accountabilities and reporting relationships. – For new CCP Program Workforce: position descriptions, required competencies and recruitment strategy

### **Role and Responsibilities**

The CCP Program Workforce Testing Working Group has the following key responsibilities:

1. Fostering an environment that supports transparency and collaboration across Testing Networks and Working Groups to ensure a coordinated and integrated approach to the Accountability and Responsibility activities.
2. Conducting regular meetings to discuss general CCP Program Workforce issues and strategies in various settings and assist with the formulation of evidence to inform the development of the CCP Program.
3. Discussing updates on data collected, issues, analysis and reporting formats amongst members.
4. Working with other Working Groups to share methods, evidence gathered and next steps to draw on lessons learnt and ensure continuous improvement and quality outcomes across the Testing Phase.
5. Identifying, understanding and managing interdependencies between governance groups in order to deliver timely and effective outputs supported by a co-design model.
6. Contributing and providing updates on the execution of Testing Activities to the Chair

### **Membership**

The CCP Program Workforce Testing Working Group will consist of key members of the Testing Coordination Team and Testing Network staff, who will work together to oversee and coordinate activities within the CCP Program Workforce Testing Workstream. Participation is on a mandatory basis for Testing Networks (as per the relevant MOAAs and Grants).

For other parties, participation is by invitation.

For other parties, participation is by invitation.

Quorum: 50% attendance including the Chair or Deputy. Composition (as of 1 August 2023):

1. Representative from SAWCAN (Chair)
2. Representative from SALHN (Lead)
3. Representative from National Association of Aboriginal and Torres Strait Islander Health Workers (NAATSIWHP) (Lead)
5. Representative from Australian Indigenous Doctors' Association (AIDA) (Lead)

6. Representative from Congress of Aboriginal and Torres Strait Islander Nurses and Midwives (CATSINaM) (Lead)
7. Representative from Nunkuwarrin Yunti Inc.(Lead)
8. Representative from Pangula (Participant)
9. Representative from FUNLHN (Participant)
10. Representative from LCLHN (Participant)
11. Representative from WCHN (Participant)
12. Representative from NALHN (Participant)

Additional attendees may be invited by the Chair or Lead to attend as special guests or proxies where required. Members can nominate a standing proxy to attend in their absence, subject to approval by the Chair.

#### **Operating procedures**

Meeting venue: Microsoft Teams or in person.

Notification of apologies: Notification sent to the Chair, where possible at least three working days prior to meeting.

Meeting duration: 1.5 hours.

Minutes and agenda preparation: Members can request items to be placed on the agenda. Chair is responsible for the review of agenda items and approval of minutes. Secretariat is responsible for scheduling meetings, agenda preparation and minute taking. The agenda and the working group status report will be distributed to members three business days prior to the meeting. Meeting minutes will be distributed within 2 business days of the meeting taking place.

Resolutions: Decisions will be made by member consensus. If a consensus is not reached, the Chair will negotiate with the CCP Program Workforce Testing Working Group members until an agreement or outcome is reached.

#### **Reporting/Annual Reports**

The CCP Program Workforce Testing Working Group will provide interim reports each month to track the progress of the Testing Activities and provide a summary report at the end of the Testing Phase.



**End of Phase Forums**

***There will be three meetings across the next year for attendance for both Chair and Lead, not all meetings have been scheduled as yet.***

	Meetings Per Contract	Hours	Total Hours Per Contract
Chair	3	3	9
Lead	3	3	9
Scheduled Meeting Times			
Friday 3 <sup>rd</sup> November 2023	9am -12 pm	3	3