

Barwon Health Purpose and Vision 2020-2025

Provide best care, every person, every day, so that our consumers feel better.

By 2050, everyone in our Community enjoys the best health and wellbeing in Victoria.

Alignment: Refer: [Strategic Plan 2020-2025](#)

Deliver Best Care	Invest to Improve	Ensure our Future
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Purpose:

The Communicating for Safety Committee aims to ensure timely, purpose-driven, effective communication and documentation that support continuous, coordinated and safe care for patients across the care continuum.

The Committee:

- To facilitate systems which ensure patients and carers are included in the processes of patient identification and clinical handover.
- Establishes and monitors systems and processes to support effective communication with patients, carers and families; between multidisciplinary teams and clinicians; and across the organisation.
- Ensure systems and processes are aligned to the National Safety and Quality Health Service (NSQHS) Standards 6; Communicating for Safety.
- Improves patient safety through meeting the following domains of the Barwon Health Clinical Governance Framework:
 - Governance, leadership and culture
 - Integrated corporate and clinical governance systems are established, and used to improve the safety and quality of health care for patients
 - Patient safety and quality improvement systems
 - Safety and quality systems are integrated with governance processes to actively manage and improve the safety and quality of health care for patients
 - Clinical performance and effectiveness
 - The workforce has the right qualifications, skills and supervision to provide safe, high-quality health care to consumers
 - Safe environment for the delivery of care
 - The environment promotes safe and high-quality health care for consumers
 - Partnering with consumers
 - Effective partnerships are developed and fostered when consumers are treated with dignity and respect, when information is shared and when participation and collaboration in healthcare is encouraged and supported

Executive Sponsor: Chief Operating Officer

Responsibility:

The Communicating for Safety Committee will report to the Connected Care Committee and work in partnership with the Minimising Harm and Care Planning Committees.

The Committee shall:

- Create and maintain principles for developing communication tools at Barwon Health
- Develop and monitor the gap analysis for Communicating for Safety and support quality improvement to mitigate risks
- Monitor and respond to advisories from the Commission regarding Communicating for Safety
- Ensure correct patient identification and procedure matching processes are in place across the organisation to ensure the patient receives the care intended for them
- Implement policies and procedures to support effective communication
- Facilitate consumer participation in the Communicating for Safety committee
- Provide advice on agreed audits and KPI's to be undertaken in relation to effective communication
- Review and analyse audits and incident reports relating to identify improvement opportunities on risks reported relating to the Communicating for Safety Standard
- Identify training needs for the workforce in relation to clinical communication
- Liaise with appropriate Barwon Health committees where there is an intersection of standards
- Work collaboratively with key stakeholders) e.g. Ambulance Services, Aged Care Facilities, external health services, GP's and specialist services), to ensure effective systems are in place.

**1. Composition
Membership**

Committee role	Directorate	Position
Executive Sponsor	Chief Operating Officer	COO
Chair	Medicine, Specialist Medicine and Emergency	Director
Secretary	SQI Unit	Administrator (TBA)
Program Representatives		
	Lorraine Mason	Consumer Advisor
	Elizabeth Thomas	Consumer Advisor
	Lauren Beswick	Gastroenterologist
	Melissa Warburton	Planning and Referral Team
	Louise Heuzenroeder	Consumer Experience Lead
	Lisa Stevenson	CNC Blood Management
	Hayden Richards	Emergency
	Kimberly Cukier	Endocrinologist
	Sharyn Milnes	Communication Education and Validate Manager
	Rhiannan Parry	Baxter 7
	James Polmear	Pharmacy
	Anoushka Perera	Emergency

	Narelle Melville	National Standards Manager
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2. Terms of Appointment

Members remain on the Committee until they no longer hold the position on which their membership is based.

3. Secretary

The Safety and Quality Improvement Unit will act as Secretary for this Committee.

4. Meetings

i. Holding of Meetings

Meetings will be held on the 2nd Monday of every month at 14:00 hours via WebEx

ii. Quorum

Quorum 50% plus one

5. Committee Papers

An agenda that includes appropriate documentation to inform the Committee and support decision-making will be circulated five days before each meeting to ensure that members have time to consider the contents.

Following approval by the Chairperson, members may place an item on the agenda with appropriate documentation. Documents to be placed on the agenda should be forwarded to the nominated Secretariat two weeks prior to the meeting.

6. Committee Minutes

The Secretary will prepare minutes of meetings and have them approved by the Chairperson before circulation to members. The minutes will be confirmed at the following meeting of the Committee.

7. Committee Review

These Terms of Reference will be reviewed every three years or earlier if required.

8. Accountability

The Communicating for Safety Committee reports to Connected Care Committee

9. Aligned committees / specialist groups

- Minimising Harm
- Care Planning
- Connected Care
- Consumer Experience and Clinical Governance

10. Conflict of Interest

Employees and those acting on behalf of Barwon Health must not engage in activities that involve or could appear to involve an actual, potential or perceived conflict between their personal

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interests and the interests of Barwon Health. Such circumstances may compromise the staff members' ability to make impartial decisions or damage public confidence in that impartiality. Staff members must not place themselves in situations that might force them to choose between their personal or financial interests and those of Barwon Health.

If there is any doubt about whether a conflict of interest exists, the staff member must disclose the issue, in writing, to their Manager without delay. This can be done by completing a Declaration of Conflict of Interest Form.

11. Confidential & Private Information

In accordance with the Barwon Health Privacy, Confidentiality and Security Agreement, all persons, including Barwon Health employees, non-Barwon Health researchers, contractors, volunteers, students and partner organisations must ensure that the affairs of Barwon Health, its patients, clients, residents and staff, remain private, secure and strictly confidential and are not divulged to any third party, except where required for clinical purposes or by law.

12. Key Legislation, Acts and Accreditation Standards Alignment

National Safety and Quality Health Service Standards

Aged Care Quality Standards

Open Disclosure Framework 2014

Risk Management Policy

Incident Reporting Guidelines

Clinical Governance Framework

Guiding Documents

Communicating for Safety Policy (Barwon Health; 2019)

Charter of Australian Healthcare Rights

Charter of Aged Care Rights

NSQHS Standard 6; Communicating for Safety Standard

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