

Terms of Reference

Incident Management System Project Reference Group

Purpose	The purpose of this document is to outline the Terms of Reference for the Project Reference Groups in the New Zealand Incident Management System.
Summary	A Project Reference Group is to be established in each DHB comprising representation from a range of service areas/disciplines to provide support and advice to the Incident Management System Coordinator in the implementation of the New Zealand Incident Management System. It is advised that the Reference Group is not the Clinical Council.
Role	The role of the Project Reference Group is to help the Coordinator fulfil their role by: <ul style="list-style-type: none">• disseminating information about the programme and marketing resources (e.g. posters and newsletters) to their service areas• identifying participants to attend the training sessions• engaging and informing the DHB Clinical Board• assisting in the implementation of improved incident management processes across the DHB and• facilitating the involvement of primary care providers in the programme.
Possible Time Allocation	It is anticipated that for the majority of the project, the Project Reference Group will be required for 1 or 2 hours per fortnight. This may increase after the provision of training within their DHB/region to ensure implementation. Although the project will run until August 2009, the New Zealand Incident Management System will continue beyond that time.
Type of People	The type of people who would comprise the Project Reference Group will have: <ul style="list-style-type: none">• established networks within their DHB or organisation;• clinical and/or managerial backgrounds;• some level of leadership;• an understanding of incident management in healthcare;• the capacity to take on this role; and• a passion for patient safety.
Membership	<p>Managers and clinicians (doctors, nurses, allied health professionals) from a range of areas within the DHB, including peripheral/satellite service sites. Representation from DHB-funded organisations should also be considered.</p> <p>Service areas represented should include, but not necessarily limited to, Quality and Risk (if not already the Incident Management System Coordinator), DHB Executive, Mental Health, Occupational Health and Safety, Medical, Surgical, Community, Primary Health, Maternity, Child and Youth Health, Radiology, Pharmacy, Outpatients and/or Physiotherapy etc.</p>

Outline of Other Roles

Roles and responsibilities

The following table outlines the roles and responsibilities for this project and is provided for information.

Role	Responsibility
Project Sponsor	To provide executive support and funding for the project.
Steering Committee	To provide strategic direction and support for the project management group and project sites.
Project Director	To provide structure, direction and support for the Project Co-ordinators. To provide subject matter expertise. To centralise communication of project status reporting to the Project Sponsor and Steering Committee.
Stream Managers	To manage all aspects of the project work stream.
Project Management Group	To provide coordination and control of the project in a collaborative manner.
Project Officer	To support the Project Sponsor and Project Co-ordinators with robust project management method.
Project Coordinators (in DHBs)	To provide active project management for their respective project sites, manage and escalate issues and progress to the Project Director and management group. To coordinate Project Reference Groups and internal communication processes.
Project Reference Group (in DHBs)	To provide support / advice for the project team and to identify relevant project and service interfaces.

The following is a diagrammatic representation of the project governance structure.

