

AUSTRALIAN AND NEW ZEALAND SOCIETY OF NEPHROLOGY

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ABN 87 008 505 502

ANZSN Key Performance Indicator Working Group

Terms of Reference

1. Role

- (a) The ANZSN (**Society**) Key Performance Indicator (KPI) Working Group is a subcommittee of the Clinical Policy and Advisory Committee (**CPAC**), and provides advice to CPAC and support to the Society in relation to the development and ongoing monitoring of a co-ordinated nephrology KPI Program in Australia and New Zealand.
- (b) The aim of measuring nephrology KPIs is to drive quality improvement by:
 - (i) providing comparability within and between nephrology services;
 - (ii) engaging and supporting clinicians to improve the quality of their local care delivery system;
 - (iii) acting as 'flags or alerts' to identify good practice patterns; and
 - (iv) providing transparency to policy-makers and the public.

2. Functions

- (a) The ANZSN KPI Working Group functions are:
 - (i) To support the development and implementation of a nephrology KPI program across each of the nephrology units in Australia and New Zealand to inform decision making and drive quality improvement in care.
 - (ii) To represent the interests of all those across the nephrology health sector who will use the KPI program outputs by ensuring that the KPI program outputs meet user requirements.
 - (iii) To provide strategic specialist advice and support to the Society on reporting mechanisms and evaluation processes to ensure that the indicator data are of high-quality and relevant.
 - (iv) To assist with the selection and development of relevant nephrology KPIs that support change. This includes establishing the definitions, measurement and targets that support assessment against the KPIs.
 - (v) To assist the Society with the identification of areas for improvement based on analysis of the nephrology KPI data.

- (vi) To communicate, consult and disseminate the KPI outputs to their respective interest group, program area, organisation, and/or internal and external stakeholders.
- (vii) To identify and seek funding opportunities to enable implementation of the nephrology KPI program in Australia and New Zealand.

3. Membership

- (a) The membership of the KPI Working Group should represent the broad nephrology community. Membership should therefore reflect the diversity in culture, gender, and workforce needs of the Society. General members must be ordinary members of the Society.
- (b) The KPI Working Group must comprise of no less than 8 and no more than 10 members and should include:
 - (i) 6 ordinary members of the Society (minimum 1 New Zealand representative);
 - (ii) 1 representative of the Australian and New Zealand Paediatric Nephrology Society (**ANZPNA**)
 - (iii) 1 affiliate member of the Society
 - (iv) 2 ex-officio members from the ANZDATA Executive or Steering Committee.

4. Terms of appointment

- (a) All general members will hold office for a term of two years, and will be eligible for reappointment, subject to application procedures.
- (b) The Chair must:
 - (i) be elected by the Council; and
 - (ii) must not be an ex officio member
- (c) The Chair must call for expressions of interest to join the KPI Working Group as required to fill vacant memberships, giving those interested one calendar month to express their interest.
- (d) The Council will select members of the KPI Working Group from those who have expressed an interest in consultation with the Chair.
- (e) Members will cease to be a member of the KPI Working Group if they:
 - (i) resign from the Working Group by giving one month's notice in writing to the Chair of the Working Group; or
 - (ii) cease to be a member of the Society.

5. Meetings

- (a) The KPI Working Group shall a minimum of 4 teleconference meetings, including one face-to-face meeting during the ASM, per calendar year.

- (b) The Chair may also call a special meeting of the Working Group to be held by teleconference, with members being given at least seven days' notice of the meeting.
- (c) The Chair must:
 - (i) issue the Agenda for a meeting two-weeks before the meeting;
 - (ii) ensure all items are referred for additional advice to appropriate other subcommittees of the Council, where appropriate;
 - (iii) ensure all discussion items end with a decision or action; and
 - (iv) nominate an acting-chair from the Working Group to act in the Chair's place, as required.
- (d) A quorum of members:
 - (i) must be present before a meeting may proceed; and
 - (ii) is constituted by six (6) members, including the Chair (or nominated acting-Chair),
- (e) The Working Group may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot. The Chair of the Working Group will have a deliberative and, in the case of equal votes, a casting vote.
- (f) The Working Group may make a decision without a meeting if all Working Group members sign their consent on a document (which may have counterparts), which states the decision.
- (g) No business may be considered at a meeting of the Working Group until the minutes of the previous meeting have been confirmed or otherwise disposed of. No discussion of the minutes is permitted except as to their accuracy.
- (h) Minutes of a meeting must be confirmed by resolution and signed by the Chair at the next meeting. Minutes confirmed and signed in that way will be taken as evidence of proceedings of that meeting.

6. Secretariat

The Society will provide administrative support to the Chair of the KPI Working Group for the operational aspects of the Working Group.

7. Reporting

- (a) The Chair of the KPI Working Group will report to the Council via CPAC twice yearly.
- (b) Recommendations and strategic plans will be discussed at CPAC.
- (c) All Working Group meeting minutes will be forwarded to the Society.
- (d) Additional written reports will be provided to the Council at the Council's request.

8. Confidentiality

All business of the Working Group that members should understand is confidential must be treated as confidential. Members are not to disclose any confidential information to anyone outside the Working Group and are to treat this material with the utmost care and discretion.

9. Conflict of Interest

- (a) A Working Group member must declare any conflict of interest annually (and updated as required in the interim) to the Chair if they, their partner or close family friend has a direct financial or other interest which influences, or may appear to influence, proper consideration or decision-making by the Working Group on a matter or proposed matter.
- (b) In the case of a declared conflict of interest. The Chair must:
 - (i) determine the nature of that member's permitted participation, whether that is full participation in the Working Group's handling of that issue, capacity to discuss the issue but not to vote on the issue, a prohibition on discussing or voting on the issue, or departure from the meeting while that issue is being handed;
 - (ii) advise the person concerned of the Chair's determination; and
 - (iii) report the determination to the Working Group.

10. Amendments

- (a) The Working Group may review these Terms of Reference at any time.
- (b) The Working Group may recommend that these Terms of Reference be altered.
- (c) The recommended alteration takes effect on approval by the Council

11. Funding of the KPI Working Group

- (a) The KPI Working Group may develop a budget to Council for discussion and approval.