



## ANZSN QUALITY INDICATORS AND REGISTRIES SUB-COMMITTEE

### TERMS OF REFERENCE

#### 1. Role

- (a) The ANZSN (**Society**) Quality Indicators and Registries Committee (Sub-**Committee**) is a Sub-Committee of the Society's Policy and Quality Committee.
- (b) The purpose of the Sub-Committee is to advise on and support matters relating to clinical and quality indicators, the collection, analysis and reporting of these indicators through quality registries in Australia and Aotearoa New Zealand and facilitate action in response to those indicators by appropriate health authorities.

#### 2. Functions

- (a) The Sub-Committee's functions are:
  - (i) To support ANZSN Members in the delivery of safe, quality care through the development and review of nephrology related clinical and quality indicators and reports and to recommend the collection of these indicators to relevant organisations through the ANZSN;
  - (ii) To advise on strategies to advocate for the adoption of nephrology related clinical and quality indicators and the resourcing of related clinical quality registries in Australia and Aotearoa New Zealand;
  - (iii) To advise and support the development of strategic partnerships which will support 'closing of the loop' on performance indicators and related quality and safety matters in Aotearoa New Zealand (through the National Renal Advisory Board) and in Australia (via individual State and Territory health authorities) by:
    - (a) drawing their attention to the existence of clinical registry reports, including reports that in some cases may demonstrate consistently poor outlier performance and related patient safety issues;
    - (b) providing sources of advice and identification of experts that the local, state or territory health services in Australia or the National Renal Advisory Board in Aotearoa New Zealand, can draw on to

address performance issues identified through the clinical quality registry reporting;

- (c) offering to participate in regular forums with the relevant authorities to support the consideration and advice on remediation of poorly performing units or services particularly where the performance issues raise patient safety issues;
- (d) such other functions as are reasonably determined by the Policy and Quality Committee.

### 3. Membership

- (a) The membership of the Sub-Committee should reflect, as far as reasonably practicable, the multi-disciplinary approach to the prevention, detection and treatment of kidney disease.
- (b) The composition of the Sub-Committee is to include at least one (1) member usually resident in Aotearoa New Zealand and should reflect the principles of gender balance and inclusiveness having regard to the overall membership of the Society.
- (c) The Sub-Committee will comprise up to 13 members, including a Chair and a Deputy Chair, which must include:
  - (i) 1 Councillor being a Nephrologist whose appointment is approved by the Council;
  - (ii) 1 ordinary member of the Society being a Nephrologist who is appointed to and is a representative of the Policy and Quality Committee whose appointment is approved by the Council or delegate;
  - (iii) 3 ordinary members of the Society being Nephrologists, whose appointment is approved by the Council or delegate;
  - (iv) 1 representative who is a surgeon or interventional nephrologist involved in the care of patients with kidney disorders including, but not limited to the creation of dialysis access, whose appointment is approved by the Council or delegate;
  - (v) 1 representative of the Transplant Society of Australia and New Zealand, whose appointment is approved by the Council or delegate (**nominee member**);
  - (vi) 1 representative of the ANZDATA Registry, whose appointment is approved by the Council or delegate (**nominee member**);
  - (vii) 1 representative of Caring for Australians and New Zealanders with

Renal Impairment (CARI), whose appointment is approved by the Council or delegate (**nominee member**);

- (viii) 1 representative of the Renal Society of Australasia, whose appointment is approved by the Council or delegate (**nominee member**);
  - (ix) 1 representative with quality and safety expertise at a hospital, health service or health authority level in Australia or Aotearoa New Zealand, whose appointment is approved by the Council or delegate (**nominee member**, no voting rights);
  - (x) 1 consumer representative, being a member of Kidney Health Australia's (KHA) Consumer Council or equivalent, whose appointment is approved by the Council or delegate (**nominee member**, no voting rights);<sup>1</sup>
  - (xi) 1 consumer representative, being a member of the Kidney Health New Zealand's Consumer Council or equivalent, whose appointment is approved by the Council or delegate (**nominee member**, no voting rights).<sup>2</sup>
- (d) In the event that there is no, or insufficient, suitable persons available for appointment who satisfy the relevant eligibility criteria for a category of membership of the Sub-Committee under clause 3 (c), the Sub-Committee may function without that category of membership, or the specified number of that category of membership, until a suitable appointee becomes available, and the quorum under clause 5 (d) is to be calculated on the basis of the reduced number of members during this period of reduced membership.
- (e) Where a nominee member is unable to attend a meeting, an alternate will be allowed to attend the meeting at the discretion of the Chair or Acting Chair.
- (f) The Sub-Committee may co-opt the services of any other person if it considers this desirable, however that person will have no voting rights at any meeting of the Sub-Committee and will not be counted in determining a quorum.

#### **4. Terms of appointment**

##### **4.1 Members other than the Chair and Deputy Chair**

- (a) All Sub-Committee members, except nominee members, will be appointed for a term of up to three years, with consideration of staggering of appointment terms to ensure succession planning and business continuity.

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<sup>1</sup> The ANZSN will remunerate and reimburse the Australian consumer representative in accordance with the recommendations set out in the Health Consumers NSW Position Statement on Remuneration and Reimbursement of Health Consumers (<https://www.hcnsw.org.au/for-health-consumer-organisations/remuneration-and-reimbursement-of-health-consumers/>)

<sup>2</sup> The ANZSN will remunerate and reimburse the New Zealand consumer representative in accordance with relevant New Zealand guidelines, defaulting to the Health Consumers NSW Position Statement on the Remuneration and Reimbursement of Health Consumers if required.

- (b) No person may be a member of the Sub-Committee for more than two consecutive terms.
- (c) A nominee member may serve continuously up to six years, or during the period that their nomination remains on foot, whichever is the shorter period.
- (d) A person who has completed their maximum permitted continuous period as a Sub-Committee member will be eligible for further appointment as a member of the Sub-Committee after six years has elapsed from the conclusion of the maximum permitted period.
- (e) Unless the Council determines otherwise in any particular case, the Chair must call for expressions of interest to join the Sub-Committee as required to fill vacancies in membership, other than in respect of nominee members, giving respondents one calendar month to express their interest.
- (f) The Honorary Executive Officer, under delegation of Council, may approve appointments to the Sub-Committee, in consultation with the Sub-Committee Chair, where appointed, and any Councillor member on the Policy and Quality Committee.
- (g) The Council or delegate, as the case may be, is to consider any response to an expression of interest to join the Sub-Committee, but is not limited to the pool of respondents to such expressions of interest in approving appointments to vacancies in membership.
- (h) A person will cease to be a member of the Sub-Committee if:
  - (i) they resign from the Sub-Committee, by giving one month's notice (or such lesser period as the Chair of the Sub-Committee approves in any particular case) in writing to the Chair of the Sub-Committee;
  - (ii) they attend less than 50% of the scheduled meetings within a 12 month period, unless otherwise agreed with the Chair;
  - (iii) they cease to satisfy the eligibility criteria specified in the category of membership in clause 3 (c) under which they were appointed to the Sub-Committee;
  - (iv) in the case of a nominee member, their nomination is withdrawn by the relevant organisation;
  - (v) in the case of a member who is the Chair of the Sub-Committee, they

cease to be the Chair of the Sub-Committee; or

- (vi) in any case, the Council revokes their membership, in its absolute discretion.

#### **4.2 Chair and Deputy Chair**

- (a) The Chair of the Sub-Committee is to be drawn from one of the categories of membership under clause 3 (c) (i), (ii) or (iii), and:
  - (i) their appointment is to be approved by the Council for a period up to 3 years; and
  - (ii) unless the Council otherwise determines in any particular case, the Deputy Chair of the Sub-Committee is to be appointed Chair upon the conclusion of the previous Chair's period of office.
- (b) The Deputy Chair of the Sub-Committee:
  - (i) must be drawn from one of the categories of membership under clause 3 (c) (i), (ii) or (iii);
  - (ii) their appointment is to be approved by the Council following a call for expressions of interest to be conducted in such manner as the Council determines;
  - (iii) is to be appointed for a period determined by the Council. Where applicable or reasonably practicable, having regard to clause 4.2 (a) (ii), the Deputy Chair should be appointed for a period of at least 12 months.
- (c) The Chair or Deputy Chair of the Sub-Committee will cease to hold such office:
  - (i) if they resign from the office, by giving one month's notice (or such lesser period as the Honorary Executive Officer approves in any particular case) in writing to the ANZSN Honorary Executive Officer;
  - (ii) if they cease to be an Ordinary Member of the ANZSN;
  - (iii) if they cease to be a member of the Sub-Committee;
  - (iv) if they cease to satisfy the eligibility criteria specified in either of the categories of membership referred to in clause 4.2 (a) (ii); or
  - (v) in any case, if the Council revokes their appointment to such office, in its absolute discretion.

#### **5. Meetings**

- (a) The Sub-Committee shall meet at least four (4) times per year.

- (b) The Chair (or in their absence the Deputy Chair) may call a special meeting of the Sub-Committee to be held by teleconference or videoconference, with members being given at least seven days notice of the meeting.
- (c) The Chair (or in their absence, the Deputy Chair) must:
  - (i) prepare and issue the agenda for a meeting a week before the meeting, and review and confirm drafts for submission of key proposals requiring formal Sub-Committee approval;
  - (ii) facilitate open and constructive communication amongst Sub-Committee members and encourage their contribution to Sub-Committee deliberations;
  - (iii) ensure all discussion items end with a decision or action;
  - (iv) ensure all items are referred for additional advice to other committees or sub-Committees of the Council, where appropriate; and
  - (v) in the absence of any Deputy Chair, nominate an acting chair from the subcommittee membership (excluding nominee members) 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 half the members eligible to vote plus one, including the Chair or Deputy Chair.
- (e) The Sub-Committee may make a decision by a show of hands, or where demanded by a member entitled to vote, a ballot.
- (f) The Chair of the Subcommittee (or the person acting as Chair in the Chair's absence) will have a deliberative and, in the case of equal votes, a casting vote.
- (g) The subcommittee may make a decision without a meeting if all Sub-Committee members eligible to vote sign their consent on a document (which may have counterparts), which states the decision.
- (h) No business may be considered at a meeting of the Sub-Committee 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.

- (i) 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.
- (j) Sub-Committee meetings, to the extent practicable, will be digitally recorded for the purposes of minute taking. Recordings will be disposed of once the minutes have been accepted.
- (k) Unless expressed to the contrary, any duty, function or authority conferred on the Chair by these Terms of Reference is conferred on any person for the time being acting as Chair.

## **6. Secretariat**

The Society will provide administrative resources to assist the Chair (or in their absence, the Deputy Chair or an acting Chair) to schedule Sub-Committee meetings, draft the meeting agenda and prepare minutes of Sub-Committee meetings.

## **7. Reporting**

- (a) The Chair will report to the Policy and Quality Committee at least annually and by teleconference or in writing at other Policy and Quality Committee meetings.
- (b) The Chair will be informed of Policy and Quality Committee meeting dates annually.
- (c) All Sub-Committee meeting minutes will be forwarded to the Policy and Quality Committee.
- (d) Additional written reports will be provided to the Policy and Quality Committee at the Committee's request.

## **8. Confidentiality**

All business of the Sub-Committee, other than information before the Sub-Committee already available in the public domain or intended for dissemination in the public domain, is confidential and must be treated as confidential by all Sub-Committee members. Members are not to disclose any confidential information to anyone outside the Sub-Committee, other than to Councillors, without the prior approval of the Chair in consultation as appropriate with the Councillor member (unless the matter concerns the conduct or performance of the Chair), and are to treat this material with the utmost care and discretion.

## **9. Conflicts of Interest**

- (a) A Sub-Committee member must declare any conflict of interest to the Chair if they, their partner or close family friend, has a direct financial or other professional or personal interest which influences, or may appear to influence, proper consideration or decision-making by the Sub-Committee on a matter or proposed matter.
- (b) In the case of a declared conflict of interest, the Chair (or Deputy Chair in their absence) must:
  - (i) determine the nature of that member's permitted participation, whether that is full participation in the Sub-Committee'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 handled;
  - (ii) advise the person concerned of the Chair's determination; and
  - (iii) report the determination to the Sub-Committee and the Policy and Quality Committee.

## **10. Funding**

- (a) Council will consult with and formally advise the Sub-Committee through the Policy and Quality Committee each year on any budgetary allocation to support its functions.

## **11. Delegations**

- (a) The Chair, Deputy Chair (or in their absence the Acting Chair) and members of the Sub-Committee, must obtain express written permission from the Council or Chair of the Council before purporting to act or communicate on behalf of the Society or Council.

## **12. Amendments to the Terms of Reference**

- (a) The Sub-Committee may review these Terms of Reference at any time.
- (b) The Sub-Committee may recommend amendments to these Terms of Reference to the Policy and Quality Committee.
- (c) The recommended alteration takes effect on approval by the Council.

### **13. Bylaws**

In accordance with clause 44 of the Society's Constitution the Council may make bylaws relating to the conduct or management of the business of all committees, which includes this Committee, or otherwise for the purpose of carrying out its objects.