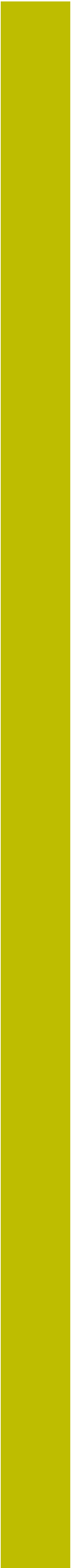




Metropolitan Clinical Services Planning Working Groups

December 2005

Roles & Responsibilities





METROPOLITAN CLINICAL SERVICES PLANNING

WORKING GROUPS - ROLES & RESPONSIBILITIES

1. AIM

The aim of this document is to provide an overview of the roles and responsibilities of the various members of the Metropolitan Clinical Services Planning Team so that:

- the appropriate level of resources are allocated to the required tasks; and
- each nominated individual is clear regarding his / her responsibility.

2. THE WORKING GROUPS

2.1 The Make-Up of the Working Groups

Depending on the specialty, the Working Groups will contain the following clinicians:

- Medical;
- Nursing; AND
- Relevant Allied Health roles.

2.2 The Role of the Working Groups

The broad roles of each working group will be to:

- represent the interests of their clinical specialty in the development of a 'whole of metropolitan area' clinical services plan;
- review the service demand data;
- identify critical issues that will impact on the future of their specialty clinical service;
- identify and discuss evidence-based models of care with emphasis on world's best clinical practice; and
- develop a preferred clinical service plan for the clinical specialty.

2.3 The Role of the Working Group Leader

The members of the working group will select each Working Group Leader. The role of the working group leader will be to:

- chair the working group;
- initiate discussion and communication within the working group;
- work collaboratively with the Working Group Facilitator; and
- instigate discussion / involvement of other relevant clinicians and specialty groups as required.



3. THE FACILITATION TEAM

The role of the facilitation team is to liaise with and coordinate the various working groups in order to produce the desired outcomes within the required time frame. Consequently, the role will include:

- overall coordination;
- communications;
 - within WA Health in general
 - with the Steering Committee
 - inter-working group
 - working group specific
- recording of outcomes (eg minute taking);
- provision and presentation of data / information;
- maintaining due process;
- identification of issues; and
- housekeeping.

The Facilitation Team includes the following roles:

3.1 The Role of the Clinical Services Planning Coordinators (CSPCs)

A Clinical Services Planning Coordinator *will be present at every working group meeting* to ensure that:

- information and issues raised in each working group are provided as required to inter-related working groups;
- outcomes from each working group are progressed at a similar rate and level of detail;
- information that is required for each working group meeting is provided by the Working Group Administrative Support Staff or other support staff; and
- the Working Group Facilitator is achieving outcomes that meet the reform principles.

3.2 The Role of the Working Group Facilitator

The Working Group Facilitator will be either the relevant clinical network leader or a WA Health staff member. The Working Group Facilitator will form a collaborative relationship with the Working Group Leader to achieve the desired outcomes:

The role of the Working Group Facilitator will be to:

- support to the working group leader & working groups to achieve outcomes;
- encourage cross fertilization of ideas and issues with other working groups;
- exchange ideas from each working Group to identify links / obstructions; and
- arrange for the provision of relevant data and information regarding alternative service delivery models or other research information as required.



3.3 The Working Group Administrative Support Staff

A Working Group Administrative Support Staff member will be allocated by the CSPC's to each working group. This role will be responsible for:

- providing administrative/ housekeeping support to the Working Group Leader/ Facilitator in order to achieve the outcomes of the working group;
- liaising with the Coordination Secretary to ensure documents, data and other relevant information is provided to the working group members;
- keeping records as to who is a member / leader of each working group;
- organising meetings and taking minutes;
- advising the Coordination Secretary of every meeting that is scheduled to occur;
- issuing records for each working group (eg minutes, communications, outputs etc) and forwarding to the Coordination Secretary for central filing; and
- providing general support tasks such as organising catering for meetings.

3.4 Other Support Staff

Other support staff include:

Coordination Secretary

The Coordination Secretary will be based in the coordination office at SCGH. The roles of the Coordination Secretary include:

- document control;
- keeping of central files for each working group / liaising with Working Group Administrative Support Staff to obtain latest information;
- keeping a central record of all meetings that are planned to be held (for ease of informing facilitation team members of upcoming meetings); and
- keeping a central record of the members / leader of each working as advised by the Working Group Administrative Support Staff.

Librarian and Research Coordinator

The role of the Librarian and Research Coordinator is to:

- identify best practice and health reform web sites and articles from around the world for use by the working group members and the Facilitation Team (eg ambulatory care, transitional care, minimising length of stay in acute hospital setting etc);
- coordinate and expedite all research tasks undertaken by the various librarians across WA Health related to the Metropolitan Clinical Services Planning Process (ie all requests are made to the Librarian and Research Coordinator who then allocates tasks to resources throughout WA Health);
- liaise as necessary within WA Health to ensure all relevant information is placed on the web (or other communication media) in a manner that promotes its ease of use and



accessibility by all persons in WA Health (and in particular those directly involved in the reform process);

- keep central records of all articles obtained and all relevant to the planning process; and
- attend working group meetings or other meetings as requested by the CSPC. That is, all requests for attendance from the working groups to be via a CSPC.