Application for Approval of a Committee under the *Health Services (Quality Improvement) Act 1994*



The purpose of this form, which is authorised by regulation 4(2) of the Health Services (Quality Improvement) Regulation 1995, is to enable an application to be made to the Minister for Health. It also allows information to be provided to the Minister and Health Department officers who will consider it for the purposes of assessing whether a Quality Improvement Committee (however titled) should be approved under section 7(1) of the *Health Services (Quality Improvement) Act 1994*. This form is intended for this purpose alone.

Any statement in this application form should not be relied upon as necessarily an accurate or full statement of the relevant law. Copies of the legislation and regulations can be obtained from:

State Law Publisher

Dumas House, 2 Havelock Street, West Perth

Website: <https://www.slp.wa.gov.au/options/orders.htm>

Telephone: 08 6552 6000 email [sales@dpc.wa.gov.au](mailto:sales@dpc.wa.gov.au)

**It is essential that applicants complete all questions in Part I and Part II.**

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# Part I

To determine whether the Quality Improvement Committee (however named) is eligible to be considered for approval by the Hon Minister for Health under the above Act, please answer the following questions:

1. Is the Committee established in accordance with the rules or official procedures of the governing body? (NB – see section 6 of the Act for the definition of ‘governing body’)

Yes No

Date Established: \_\_\_\_\_\_\_\_\_\_\_\_\_ Governing Body: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Does each member of the Committee have training and experience appropriate to the services to be assessed and evaluated?

Yes No

1. Do the functions of the Committee include:
2. the assessment and evaluation of the quality of health services, including the review of clinical practices?
3. the reporting and making of recommendations to the governing body concerning health services?
4. the monitoring and implementation of those recommendations?

Yes No

1. Will the performance of those functions be facilitated by the provision of immunities and protections afforded by the Act?

Yes No

1. Is it in the public interest to restrict disclosure of information compiled by the Committee in the course of the performance of those functions?

Yes No

**If the Committee satisfies the questions in Part I, please complete the rest of the form. If not, the Committee cannot generally be covered by the legislation.**

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# Part II

**Please answer questions 1-10 on a separate attachment.**

1. What is the title of the Committee and what is the official name and address to which mail should be directed?
2. What is the name of the governing body under whose auspices the Committee will function?

*Governing body is defined in the Act as the person or body (by whatever name called) having the general direction and control of, and overall responsibility for, the operations of –*

1. *a health service; or*
2. *an association, society, college, faculty or other body of professionals who provide a health service.*
3. Please provide details (including supporting documents) of the law or authority under which the governing body (as per your response to Question 2) acts.

*For example, for a private hospital whose governing body is the Hospital Board then it will usually be the Board’s constitution which is the law or authority under which they act. If this is the case you would include a copy of this constitution.*

1. As per section 7 (2a) of the Act, please provide evidence that the Committee has been established in accordance with the rules or official procedures of the relevant governing body. This includes any relevant documentation such as the minutes of the meeting whereby the Committee was formed.
2. Please attach the names, qualifications, titles and relevant previous experience of the members of the Committee?

*In line with section 7 (2b) of the Act, please include any relevant previous training and experience appropriate to the services to be assessed.*

1. Please attach the terms of reference of the Committee and highlight the functions which are required by the Act in section (7)(2)(c)(i), (ii) and (iii). See our example terms of reference on our website.
2. Please attach a detailed explanation as to why the protection provided by the Act is necessary for this Committee to function effectively, or to function more effectively if it is already established and functioning?
3. Please attach detailed information which will assist the Minister for Health to determine whether it is in the public interest to restrict the disclosure of information compiled by the Committee.

Include specific examples of improvements to care which are likely to result from the Committee’s activities when it is able to operate under a guarantee of privilege. Avoid making general statements such as “improved patient care”.

1. Please attach the current health service Quality Improvement Plan (however titled) under which the Committee functions.
2. The Act requires an annual report to the public on the activities of the Committee. How do you propose to provide this information?
3. If the Minister for Health declares the Committee to be an approved quality improvement committee for the purposes of the Act, such approval will be for a period not exceeding three years. Do you agree to reapply for approval under the Act at the end of the three year period if approval is still required?

Yes No

1. Do you agree to provide the Minister for Health with written notice of any changes to the functions of the Committee?

Yes No

1. Do you agree to provide the Minister for Health with written notice if the Committee is abolished or no longer requires the protection afforded by the Act?

Yes No

1. Do you agree to make available to the public at least once in each period of 12 months a report containing information pursuant to regulation 9?

Yes No

1. Do you agree to furnish to the Minister at least once annually a report containing information pursuant to regulation 10?

Yes No

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Designation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Application for Approval of a Committee under the *Health Services (Quality Improvement) Act 1994*

Please forward the completed application form and associated attachments to:

Executive Office Policies and Projects

Patient Safety and Clinical Quality

Department of Health Western Australia

PO Box 8172

Perth Business Centre

Perth WA 6849

For any queries please telephone Patient Safety and Clinical Quality on (08) 9222 4080 or email RoyalSt.PSCQ@health.wa.gov.au

*\* Please note that applications can take six to eight weeks to be assessed, processed and approved before protection is available under the Act.*