Statewide Informed Consent Specialist Subcommittee

1 PURPOSE

The Informed Consent (IC) Specialty Subcommittee (subcommittee) purpose is to review and update existing informed consent and patient information documents, and develop new forms where the need has been identified. This subcommittee provides expert input and is responsible for statewide consultation with clinicians.

2 FUNCTIONS

The main functions of the Statewide IC Specialty Subcommittee are to:

a) undertake the statewide review of specialty based informed consent and patient information documents ensuring consistency with evidence based practice

b) develop customised consent documents and patient information leaflets that meet required standards and legislation and are fit for purpose

c) provide specialist advice to the Statewide IC Steering Committee regarding the development of new IC documents and advice on other matters that may affect other statewide informed consent materials.

3 REPORTING

The IC Specialty Subcommittee will report status and key issues to the Statewide Surgical Advisory Committee, via the secretariat, on identified bodies of work on a monthly basis (or as required).

The IC Specialty Subcommittee will report status and key issues to the Statewide IC Steering Committee, via the secretariat, on identified bodies of work on a quarterly basis (or as required).

3.1 ESCALATION OF ISSUES

Key deliverables or decisions with significant resource implications will be escalated to the Program Sponsor - Nursing Director, Patient Safety and Quality Improvement Service as appropriate.

4 MEMBERSHIP

When a need for the development and/or review of IC documents has been identified representatives from the Hospital and Health Services with specialist knowledge specific to the document(s) are invited to participate on the IC Specialty Subcommittee (e.g. medical specialists, nursing, allied health, consumers and whoever else is deemed necessary to the process).

Speciality Subcommittee member	Position

4.1 Membership responsibilities

Subcommittee members are required to review a suite of draft consent and patient information documents to ensure consistency with clinical and evidence based practice. Members are to provide feedback on draft documents via email **within 3 business days**. Members may be required to attend meetings of the sub-committee to achieve consensus on final drafts. These meetings may be conducted via teleconference or in person.
Final draft documents will be presented to the Surgical Advisory Committee for endorsement. Final draft documents undergo review by human factors specialist/s and legal representatives and are submitted to the IC Steering Committee for final approval prior to publishing.

Members should be aware of the diverse membership of the subcommittee (example culture and consumer representatives) and avoid the use of jargon.

4.2 Terms of Appointment

This is a time limited sub-committee for the duration of review and/or development of the approved suite of forms.

If a member leaves their position, subcommittee membership is opened to a suitable replacement, at the discretion of the Chair.

4.3 Decision Making

Committee decisions are by majority with a casting vote if necessary by the Chair if an issue is evenly split.

5 SUB-COMMITTEE CHAIR

The role of the Chair includes:

- ensuring the purpose and functions of the Statewide IC Speciality Subcommittee are clearly articulated to all members and aligns with the direction of the IC program
- chairing all IC Speciality Subcommittee meetings. If unable to attend the meeting, arranging a substitute member to chair
- providing expert advice, guidance and direction to the committee as required
- advising the secretariat of any changes, such as organisational or statewide or patient safety issues with respect to the Specialty and Informed Consent.

6 SECRETARIAT

The secretariat services will be the responsibility of the Principal Project Officer (IC portfolio), PSQIS. This role includes:

- assisting in the development of draft informed consent and patient information forms
- preparing a summary progress report to present to the IC Steering Committee
- preparing and distributing the agenda and supporting papers
- arranging meetings and venues and advising members of same
- preparing and distributing required documents and email communication

- maintaining a record of recommendations, action items, correspondence and other documentation related to the meeting, including preparing and formatting revised documents.

7 MEETINGS

It is anticipated that effective communication will be achieved mainly through the use of email rather than meetings. Where meetings are held:

- frequency as required, to meet the above stated functions in a timely manner
- If a face to face meeting is required the most convenient location and day/date for the majority of the subcommittee will be determined and video conference and/or teleconference facilities will be arranged
- duration: one hour
- members are able to send a proxy when unable to attend meetings contingent on the delegate being adequately briefed prior to the meeting.

8 AMENDMENT HISTORY

Version	Date	Author/s	Amendments
0.1	Dec 2015	Anna Bell	1st draft
0.2	15/01/2016	Scott Taylor	2nd draft
0.3	10/01/2017	Lyndel Gray	Minor wording; deleted sections: Proxies, Agenda/minutes, Records, Authorised by.
1.0	18/12/17	Judy Richards	Minor wording changes