Application for Consumer Representatives

Clinical Incident Reform Group Project

Closing date: 5pm Thursday 26th March

Patient Safety and Quality Improvement Service (PSQIS), Clinical Excellence Queensland, Department of Health

**The Patient Safety and Quality Improvement Service is seeking three (3) health consumer representatives for the Clinical Incident Reform Group project.**

**This is a unique opportunity for one (1) consumer to participate on the Clinical Incident Reform Group (CIRG) committee for the review of clinical incident management in Queensland and two (2) consumers to review educational resources and tools that are being developed**.

**The Patient Safety and Quality Improvement Service is responsible for the monitoring and support of Hospital and Health Services to minimise harm, reduce unwarranted variation in healthcare and to achieve high-quality patient care.**

Purpose

The purpose of the Clinical Incident Reform Group (CIRG) is to review the current practices related to incident data management, resources and approaches used in Clinical Incident Management (CIM) including:

* the assessment of the electronic information incident management system
* research into the types of methodologies utilised for clinical incident analysis and possible alternatives, and
* the identification of improvements in respect to CIM tools/resources/training that may enhance the deployment of clinical incident management in Queensland Health

**Committee authority:**

The CIRG functions under the authority of the Directors of Clinical Governance Improvement and Implementation Partnership (DCGIIP) and Clinical Excellence Queensland (CEQ). With respect to decision making, the CIRG will make recommendations to the Chair of DCGIIP and the Executive Director Patient Safety and Quality Improvement Service, CEQ. The Terms of Reference are available on request.

**Membership:**

* Executive Director, PSQIS
* Executive Director, Clinical Governance HHS
* Directors of Clinical Governance Improvement and Implementation Partnership (DCGIIP) representative
* Executive Director Medical Services
* Executive Director Nursing and Midwifery Services
* PSQIS representative
* Consumer representative
* Principal Project Officer – Project Support

**The three key areas of work include:**

* Review of the entering of data in RiskMan for SAC3 and SAC4 incidents for more efficiencies
* Development and implement an alternative methodology/methodologies, based on current evidence, to investigate and analyse clinical incidents, inclusive of a quality improvement approach
* The review and development of educational resources and tools for clinical incident management

Role of consumer 1 (participate on the Clinical Incident Reform Group (CIRG) committee)

* The attendance of all CIRG Committee meetings and active participation in all Committee activities such as pre-meeting reading, discussions and decision making
* The review, appraisal and evaluation of relevant CIM documents to provide feedback (verbal and written)
* The advocacy for the consumer (in the CIM process) providing their informed perspective

Role of consumers 2 and 3 (review educational resources and tools that are being developed)

* The ability to review educational resources and tools in logical manner with high attention to detail
* Provide sound, clear written and verbal feedback to PSQIS Project Officer

Who is it for?

For consumer 1, the opportunity for membership of the CIRG committee would suit a consumer with past committee experience, either at the Hospital and Health Service, or Statewide level who has experience with reviewing, appraising and evaluating documents/papers and who may have experience / knowledge of patient safety reports and/or clinical incident management.

For consumers 2 and 3, it is desirable to have some past experience in reviewing documents in general but not required to have knowledge or experience with clinical incidents

The successful applicants will need own computer and some level of computer literacy to review Microsoft word documents online and communicate via email, teleconference and directly.

Time and location

Meetings are held monthly – Monday 4:00-5:00pm with options to attend in person at 15 Butterfield St or via video / teleconference. Parking is available on site.

Remuneration and Support

The successful applicants will be remunerated for their time in line with [Health Consumers Queensland’s remuneration position statement](http://www.hcq.org.au/wp-content/uploads/2015/12/Consumer-Remuneration-Rates-Dec-2015.pdf). Parking and travel expenses will be covered

PSQIS staff will provide an orientation to clinical incident management and the CIRG role within the PSQIS setting.

How to apply

**Please complete this consumer application form and return to**[**consumer@hcq.org.au**](mailto:consumer@hcq.org.au)by **5pmThursday 26th** **March.**

For assistance please contact Health Consumers Queensland via [consumer@hcq.org.au](mailto:consumer@hcq.org.au) or by phone on 07 3012 9090.

**Consumer Application Form**

**Consumer representatives for the Clinical Incident Reform Group Project**

Full name:

Preferred phone number:

Email:

Postal address:

Postcode:

* By completing this application, I consent for my details to be added to the Health Consumers Queensland network database YES | NO
* I would like to receive email updates from Health Consumers Queensland YES | NO
* Are you happy for Health Consumers Queensland to share this form with Queensland Health as part of the process for this application? YES | NO
* Would you like us to retain this application for future vacancies? *(Applications not retained are destroyed once the application process is complete.)* YES | NO

Please highlight any group you identify as being a part of:

* Living with a disability/chronic condition
* Caring for someone with a disability
* Physically isolated or transport disadvantaged
* Culturally or linguistically diverse
* From a non-English speaking background

Do you identify as: Aboriginal | Torres Strait Islander | Both | Prefer not to state

Are you a: Consumer | Carer

Age range: 16-24 25-29 30-39 40-49 50-59 60-69 70+

Please describe any support you need to take part in this activity *(examples include support person, hearing loop, dietary requirements)*

*Your responses to the following questions only need to be a brief sentence or two*

* Please describe any experience you have had with patient safety systems and/or clinical incident management and/or review of quality and safety reports (Consumer 1)
* Please describe your experience/ knowledge of reviewing discussion papers, reports and education material (Consumers 2 and 3)
* Please describe your experience as a health consumer representative including committees, focus groups, surveys, governance roles, etc.

*Tip: Past consumer representative positions that have similar requirements to the opportunity you’re expressing interest in. Give an indication of how long each position was for, and any relevant highlights.*

* **Please describe any connections you have to your community (e.g. networks, groups)***Tip: Think about how this relates to the role you’re applying for.*
* Please provide contact details for a staff member from a health service or department you are currently partnering with. (we will advise if you are shortlisted before we contact your referee).

Full name:

Staff Role:

Partnering Activity (eg. Committee Chair):

Organisation:

Phone number:

Email:

Applicant Role: