



Department of Obstetrics & Gynaecology Engagement and Clinical Partnerships Committee (ECP) (Updated 02/02/23)

Purpose

The Department of O&G Engagement and Clinical Partnerships Committee is an advisory committee of the Department of O&G Executive which has overall responsibility for the ongoing engagement and relationship building with our hospital and healthcare partners. These include Western Health, Northern Health, Mercy Hospital for Women (MHW), Royal Women's Hospital (RWH), St. Vincent's Private Hospital, The Royal Children's Hospital (RCH), The Epworth Hospital, and rural healthcare settings as part of the Department of Rural Health.

The Committee aims to strengthen a departmental culture that encourages:

- Research Collaboration within and between clinical services in women's and newborn health colleagues
- Learning and Teaching excellence in healthcare settings
- Strong engagement with health services and/ or government as they make plans for capital works, major appointments or service planning with direct relevance to UoM Dept. O&G
- Engagement with Melbourne Academic Centre for Health (MACH) women's health committee
- Wider community engagement and the creation of multidisciplinary networks

Values

The Department of O&G Engagement and Clinical Partnerships Committee is committed to ensuring that all Committee activities are carried out in a manner consistent with the Faculty values of **Respect, Accountability, Compassion, Collaboration and Teamwork, and Integrity.**

Terms of Reference

- To facilitate communication and provide input to plans for the strategic future of the Department of O&G's activity at each of our healthcare partners. Align with research priorities and other strategies at each site.
- To establish a plan for linkage opportunities
 - Improve involvement and communication by UoM Dept. O&G in annual Hospital research showcases/symposiums.

- Improve awareness of funding opportunities that hospital relationships may present.
 - Identify and foster existing and new interdisciplinary relationships.
- To be a 2-way conduit for ensuring that hospital and University matters of relevance to the Department of O&G (UoM) are communicated and discussed, including:
 - Space allocations
 - Capital works
 - Occupational health and safety
 - Major appointments
 - Partnerships with government
 - Relationships with Foundation/ fundraising
 - Improve research pathway between clinical staff and UoM.
 - Identify enablers and barriers to fostering the clinical academic workforce, including clinical early/mid-career hospital staff, to be more involved with the University
- To identify and communicate infrastructure and resource needs or deficiencies as part of shared/leased space arrangements.
- To liaise with the MACH women's health committee and escalate cross site engagement issues.
- To assist Dept O&G members to identify community engagement opportunities through hospitals and the University.
- Strengthen ties with paid and honorary academics in clinical partnerships by,
 - Identifying ways to increase private hospital teaching and research opportunities.
 - Finding ways to better engage hospital clinicians who do teaching, including supporting clinical staff wanting honorary appts.
 - Improve relationship and resources with clinical trainees needing to do research.
- Need to be pragmatic – recognise the roles other Exec committees.

Membership Proposal

- Chair
- Deputy Chair
- A volunteer representative from each site as far as practicable
- Administrative assistant

Membership 2022

- Peter Rogers
- Jo Said
- Stefan Kane
- Yasmin Jayasinghe
- Sam Mooney

The Engagement and Clinical Partnerships leadership portfolio Chair and Deputy Chair position have been formally appointed by the Head and Deputy Heads of Department for a term of 2 years, commencing 2022, with the option for a third year.

From 2024: Subsequent memberships will be advertised by call for nominations for vacancies from the Head of Department and/or Engagement and Clinical Partnerships Committee. Candidates will be selected by the Head of Department and the Committee Chair.

The Engagement and Clinical Partnerships Committee should aim to comprise a minimum of one representative from each precinct within the Department of O&G, including our smaller sites as far as practicable.

Reporting line

- Chair reports via O&G Executive Committee to the HoD

Meeting cycle

- Bi-Monthly for one hour via Teleconference

Reports for tabling bi-monthly

- Research Leadership Portfolio Reports
 - to provide a detailed report to the O&G Executive Committee twice per year as follows
 - Engagement and Clinical Partnerships– March and August
 - To provide a short report on current actions within Portfolio bi-monthly.
 - Reports to be submitted to the Secretariat of O&G Executive Committee no later than 7 days prior to the meeting to enable consolidation and circulation with other meeting papers.

Meeting procedures

- **Quorum**
 - A majority of current members.
 - Members participating by videoconference or teleconference will be deemed to be in attendance
- **Standard agenda items**
 - Attendance and Apologies
 - Actions Arising
 - Chair report against portfolio initiatives and action plan
 - Matters for discussion
 - Any matters raised prior to meeting by attendees
 - Other business
 - Reports for information tabled bi-monthly
- **Meeting process**
 - Items must be submitted one week before meeting date
 - Agenda items will be allocated set times by the Chair

- Priority will be given to matters for decision rather than just discussion
- Decisions will be by majority vote
- The Chair may be rotated
- Other staff may be invited to attend meetings to present matters as required
- Communications between meetings will be by email
- All committee members will have the opportunity to contribute to the setting of the meeting agenda; a call for agenda items will be made at least one week prior to the forthcoming meeting
- **Secretariat**
 - EA to HoD/DHoD will provide secretariat support to the committee.
 - Minutes will only record attendance, key decisions and items for action (including staff responsible and timelines)

Review

The Terms of Reference is a live document and will expire on 31 December 2023. They are then to be reviewed every two years by the Engagement and Clinical Partnerships Committee, and upon finalisation, will be reported to the Department Executive by the Chair.

ToR updated 2nd February 2023