

Queensland Divisions Network eHealth Steering Group

For more information about
the eHealth Steering Group
contact:

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**A proud member of
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Network**

Terms of Reference 4.0

Goals:

1. To guide the implementation of the Queensland Divisions Network eHealth Strategic Framework
2. To provide strategic advice to the Queensland Divisions Network and other key stakeholders in relation to eHealth priorities
3. To inform eHealth policy development including the development of related position statements for the Divisions Network
4. To seek funding for the development and promotion of sustainable eHealth solutions for general practice and primary health care

Membership:

Membership of the group will be by invitation and will be subject to endorsement by the GPQ Board. The group will be comprised of GPs and Executive Staff from across the Queensland Divisions Network. Division CEOs may select an alternate representative, either a GP or a senior Division staff member. It is expected that this representative will have a demonstrated knowledge of the complexities of the eHealth environment.

Members of the group are:

- o Ann Maree Liddy (GPQ, chair)
- o Ann McBryde (GPQ Board)
- o John Kastrissios (GPQ Board)
- o David Millichap (GPQ, secretariat)
- o Brett Silvester (GPpartners)
- o Julie Scheuber (TGPN)
- o Shane Dawson (Wide Bay)
- o Paul Sutton (Moreton Bay)
- o Brenda Tait (RHealth)
- o Ian Landreth (Sunshine Coast)
- o Matt Carrodus (Gold Coast)
- o Leonie Dooley (Capricornia)

The GPQ Board reserves the right to review and alter membership of the eHealth Steering Group as appropriate.

Objectives:

The eHealth Steering Group will:

- o Contribute to and promote the development of a Queensland Divisions Network eHealth Action Plan based on the goals, strategies and outcomes contained in the Queensland Divisions Network eHealth Strategic Framework

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- Monitor the implementation of the Queensland Divisions Network eHealth Action Plan
- Contribute to the identification of emerging areas of eHealth where the Queensland Divisions Network may take a strategic role.
- Act as a conduit for strategic advice about eHealth across the Queensland Divisions Network
- Facilitate the development of eHealth solutions and promote their value
- Identify gaps or areas of innovation and provide recommendations to Queensland Health or other key stakeholders and funding bodies regarding proposed eHealth solutions

Principles:

The eHealth Steering Group embraces and promotes the following principles:

- *Working as a Network:* Through greater collaboration and sharing of ideas
- *Value for Money:* Minimising duplication and maximising scalability
- *Consistency and Credibility:* Balancing alignment, innovation and independence
- *Efficiency and Effectiveness:* Leveraging off existing activity
- *Quality and Safety:* Adherence to standards and quality frameworks
- *Change Management:* Choosing the right messages that will positively influence knowledge and behaviour
- *Building Capacity:* Through development and shared experience



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Values:

The eHealth Steering Group values:

- Mutual respect
- Honesty
- Robust debate
- Accountability
- Transparency
- Integrity

Chairperson:

Initially the Chairperson of the eHealth Steering Group will be the GPQ CEO, Ann Maree Liddy. This arrangement will be subject to review as appropriate.

Invited members:

Representatives from Queensland Health, NeHTA, AGPN, DoHA and other key stakeholders may be co-opted by the Chair from time to time to address particular issues.

Meetings:

The eHealth Steering Group will meet on the last Wednesday of every second month commencing in January 2010. Meetings will be held from 12:30pm to 3:00pm with lunch available from 12:00 midday. The meeting schedule for 2010 will be sent to all members. This meeting schedule will

alternate with the Data Quality Group. Each meeting's duration shall not exceed 2.5 hours.

Venue:

The venue for the first meeting will be GPQ, Level 12, 410 Queen St, Brisbane. Consideration will be given to holding meetings in other locations. Group members from regional centres may dial-in to the meeting via teleconference. GPQ will organise and pay for these teleconferences.

Quorum:

The quorum for the eHealth Steering Group will be attendance by six members.

Secretariat Support:

The GPQ eHealth team will provide secretariat support for the eHealth Steering Group. Such support will include coordination of meetings, preparation of agenda, papers and recording of meeting minutes.

Funding:


The eHealth Steering Group will be a self-funding entity and members will be responsible for meeting the costs of their participation in the meetings of the group.

Minutes:

The eHealth Steering Group must keep minutes and these are to be available for the GPQ Board and Data Quality Group. The Data Quality Group will provide an update of relevant information at each eHealth Steering Group meeting to ensure alignment between the two groups.

Review of Terms of Reference:

This Terms of Reference is a living document which may need to be updated and reinterpreted by the GPQ Board and/or the members of the eHealth Steering Group. Changes made by the eHealth Steering Group will need to be endorsed by the GPQ Board.



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