

Queensland Divisions Network Data Quality Group

DRAFT Terms of Reference 3.0

Goal:

- To support quality improvement by providing strategic advice and direction to the Queensland Division's Network in relation to the collection and utilisation of quality data in general practice and primary health care

Membership:

Membership of the Data Quality Group will comprise one or two representatives from each Division, following an Expression of Interest sent out by GPQ. One key contact from each Division should be nominated. And this person should attend meeting consistently.

The GPQ Board reserves the right to review and alter membership of the Data Quality Group from time to time.

Objectives:

The Data Quality Group will:

- Identify data quality solutions appropriate for Divisions, general practice and primary health care
- Develop a Data Quality Framework for the Queensland Divisions Network
- Guide the implementation and uptake of the Data Quality Framework across Queensland Divisions
- Identify support and training needs to facilitate the implementation of the Data Quality Framework
- Identify data aggregation solutions

Principles:

The Data Quality Group will embrace and promote 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 continuous quality improvement frameworks and minimum standards
- *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 Data Quality Group values:

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

Chairperson:

GPQ will seek the appointment of a suitably experienced Chair from the nominations received from the Queensland Divisions Network. The Chair of the Data Quality Group will also be a member of the eHealth Steering Group, to ensure two-way communication and alignment of the two groups.

Invited members:

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

Meetings:

The Data Quality Group will meet on the last Wednesday of every second month commencing in February 2010. Initially meetings will be held from 12:30pm to 3:00pm with lunch available from 12 midday. The meeting schedule for 2010 will be sent to all members. This meeting schedule will alternate with the eHealth Steering Group. Each meeting's duration shall not exceed 2.5 hours.

Venue:

The venue for 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 via teleconference. GPQ will organise and pay for these teleconferences. Travel and other costs associated with attendance at meetings will not be reimbursed by GPQ.

Quorum:


The quorum for the Data Quality Group will be participation by six members.

Secretariat Support:

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

Funding:

The Data Quality 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.



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Minutes:

The Data Quality Group must keep minutes and these will be made available to the eHealth Steering Group. Similarly, minutes from the eHealth Steering Group will be made available to the Data Quality Group. An update of relevant information will also be provided at eHealth Steering Group meetings by the Chair of the Data Quality Group to ensure alignment of the two groups.

Review of Terms of Reference:

These 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 Data Quality Group. Changes made by the Data Quality Group will need to be endorsed by the GPQ Board.

Term:

The Data Quality Group will meet for a twelve month period, after which time the future need and functions of the group will be reviewed.



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