

# Terms of Reference

## ? Aged Care Providers' Meeting

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### **PURPOSE**

1. To encourage effective communication between the acute care and residential aged care facilities in order to improve linkages. It is envisaged that this strategy will improve understanding and communication and establish points of contact between the facilities resulting in a sharing of resources and expertise.
2. To improve the transfer processes of our elderly and palliative clients and reduce the number of presentations and re presentations to the Emergency Department.
3. To provide a forum to facilitate discussion and liaison between service providers in Mid North Coast Local Health District who provide health care to persons living in residential aged care facilities;
4. To identify issues and trial possible solutions to problems that arise between service providers that impact on continuation of care of residents / patients, so that optimum care and improved outcomes for the resident / patients can be achieved.

### **FUNCTIONS**

1. Maintain effective and cordial relationships between acute care services, residential aged care facilities, Medicare Local, NSW Ambulance and other relevant service providers.
2. Identify issues which impact on the health care of residents of aged care facilities, and consider solutions to improve the outcomes for residents / patients.
3. Trial possible solutions to problems evaluate and implement effective solutions to enhance resident / patient care.
4. Monitor resident outcomes and report to appropriate bodies to increase awareness of the issues and seek further resources to improve resident / patient outcomes.
5. Build the capacity of all sectors to provide health care to people living in residential aged care facilities.
6. Provide a forum to discuss issues and provide peer support.

## MODUS OPERANDI

<b>Venue:</b>	? Hospital
<b>Chair:</b>	Rotational between committee members
<b>Frequency:</b>	Monthly
<b>Secretariat:</b>	? Hospital – Admin Officer. Meeting participants are responsible for bringing a copy of the agenda, minutes and other information supplied by the secretary to the meeting.
<b>Agenda, Minutes and Papers:</b>	Agenda to be distributed to members 1 week prior to meeting date. Pre-reading material and new agenda items to be relayed to the secretary at least 10 days before the agenda is due to be circulated. Minutes and Actions to be finalised and distributed within 2 weeks of each meeting
<b>Quorum:</b>	50% of membership plus 1
<b>TOR Review Frequency:</b>	Review annually

## MEMBERSHIP

Local Health District, Local Aged Care Providers', Medicare Local and NSW Ambulance

Meeting will be comprised of the following members:

- Director of Nursing (or equivalent) of each residential aged care facility in the ? LGA;
- Representative from Medicare Local
- Staff from relevant acute care services at ? Hospital;
- Health care community staff who interface with the participating residential aged care facilities;
- NSW Ambulance

### **Additional Membership:**

The committee can invite other members as required.

### **Correspondence:**

To DON ? Hospital

### **Responsibility of members**

- Attend all meetings.
- Actively consult and communicate with their respective management structures eg Board of Directors, Clinical Networks and services.
- Establish and foster linkages between broader stakeholder groups in the community as well as among the meeting membership.