

DRAFT GP reference group Terms of Reference

Chair	Executive Director Strategy, Planning and Improvement
Secretary	Development Lead – Integrated programs
Terms of reference approval date	
Terms of reference review date	

1. PURPOSE

The purpose of the Austin Health GP Reference Group (the Group) is to contribute to improved outcomes and experiences of Austin Health patients by improving collaboration between Austin Health and general practice.

Establishment of the GP reference group aligns with delivery of the Austin Health Primary Care Strategy 2023-27 (Annexure 1), whose vision is ‘Shaping the future of patient care in unison with our primary care partners’.

2. OBJECTIVES AND ROLE

The objective of the Reference Group is to gain advice and input from General Practitioners working in the Austin Health local community on strategic and operational initiatives that interface with or may impact general practice.

The Reference Group is a key mechanism for Austin Health to consult about programs and services that interface with or may impact general practice, how we communicate with and share information with general practice, and how we partner with general practice in delivering care to our community.

Specifically, the roles of the Reference Group are to:

1. Provide advice and feedback on topics that may impact general practice, including:
 - development, implementation and evaluation of integrated care models, and
 - communication and information sharing, including discharge summaries, digital care portals and eReferrals.
2. Provide advice on the planning and delivery of a targeted GP education program.
3. Provide advice on Austin Health GP engagement activities, including an annual GP survey.
4. Identify issues facing general practice that relate to Austin Health.

3. EXPECTED OUTCOMES

It is expected that the advice and guidance provide the GP reference group will:

- influence implementation of relevant initiatives at Austin Health
- provide guidance and direction on the GP engagement plan and GP education plan, and
- provide a mechanism by which major issues facing local general practice and that are relevant to Austin Health can be raised and addressed.

4. REPORTING

The Reference Group will report to the Austin Health Primary Care and Population Health Board Advisory Committee, which has oversight for implementation of the Primary Care Strategy 2023-27. Reporting will be through the Chair by provision of minutes and by an annual progress report.

5. MEMBERSHIP

The GP reference group will comprise key Austin Health staff, 5 - 8 general practitioners who work in the local community.

The following members will constitute the GP reference group:

Name	Position	Role on Committee
Charlie McArthur	Chief Strategy & Sustainability Officer Executive Director, North East Metro Health Service Partnership	Chair
Rebecca Hurley	Development Lead - Integrated Programs; Strategy and Planning	Secretary
Wendy Fisher	Austin Health GP Liaison Officer	Member
General Practitioner		Member
General Practitioner		Member
General Practitioner		Member
General Practitioner		Member
General Practitioner		Member
General Practitioner		Member
General Practitioner		Member
General Practitioner		Member

Membership will be by the person's role as agreed by the committee. The Committee may invite any person to attend a committee meeting in order to facilitate its business.

Members will:

- Actively contribute to the work of the Committee – including reviewing any papers prior to meetings; representing the views of themselves, their workplace, profession and community; and participating in decision-making.
- Attend a minimum of 50% of meetings per year. Should a member be unable to attend at least 50% of meetings and have not provided a delegate to represent them, the member will be asked to resign their membership on the Committee and a replacement will be nominated.

5. MEETINGS

- 5.1. Meeting frequency: The Reference Group will meet three times per year.
- 5.2. Meeting format: Meetings may take place in person, virtually or via a hybrid model. Format to be determined by the meeting Chair in consultation and agreement with the members.
- 5.3. Agenda and papers: The agenda, copies of the minutes from the previous meeting and other relevant documents will be distributed to all members prior to the meeting date by the reference group Secretary. The Secretary is responsible for taking of minutes.
- 5.4. Quorum: A quorum shall exist of no less than 50% of members.

6. REMINBURSEMENT

GP reference group representatives will be reimbursed for their time as per the 'GP reimbursement policy'. (Annexure 2)

Additionally, reasonable expenses (as agreed in advance and approved by the Committee chair) including:

- a) transport and parking costs
- b) other out of pocket expenses, and
- c) childcare or expenses associated with carer responsibilities to attend meetings.

7. EVALUATION

The Committee will conduct an evaluation and review its Terms of Reference on an annual basis, and submit a copy to the OPPIC system.

8. ENDORSEMENT: