

## PSANZ Policy Sub-Committee

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### Terms of Reference (May 2016)

#### Purpose

The PSANZ Strategic Plan 2013 identified the need to strengthen PSANZ's contribution to Australian and New Zealand national policies, practice standards and guidelines relating to maternal and newborn care establishing PSANZ as a peak body on matters relating to perinatology. This subcommittee meets this requirement as outlined in Issue 7 of the Strategic Plan.

#### Responsibilities and Activities

1. To collaborate with key stakeholders to identify priority topics relevant to Australia and New Zealand where best practice recommendations or guidelines are required in maternity and newborn care
2. To develop best practice and policy recommendations or guidelines for the identified priority areas in consultation with relevant stakeholders, and to seek opportunities for dissemination
3. To respond to relevant invited comment from external bodies on guidelines or policy ensuring appropriate multidisciplinary consultation
4. To maintain oversight of the Australian and New Zealand perinatal landscape with respect to policy announcements, reports, guidelines and recommendations relevant to perinatal care and to provide PSANZ commentary or feedback as appropriate
5. To seek opportunities for national and international collaboration in guideline development
6. Through the above activities, to identify gaps where further research is required
7. To prepare an annual activity plan of work for endorsement by the Board
8. To assist the Board in identifying resources required for subcommittee activity
9. To provide regular reports on activity to the Board
10. To seek endorsement of the PSANZ Board on best practice standards/policy emanating from the sub-committee
11. To manage conflicts of interest in a way that ensures there is public and professional confidence in policy or position statements that are proposed by the sub-committee.

#### Membership and Roles

The membership will aim to include:

- Chairs (or delegate) of each of the PSANZ Special Interest Groups, IMPACT Committee and Consumer Advisory Panel
- At least one member of the PSANZ Board of Directors
- Other members of PSANZ to ensure representation from as many of the following major PSANZ disciplines as possible i.e.
  - Obstetrics, Midwifery, Basic Science, Neonatal Nursing, Neonatology, Epidemiology, Allied Health, Consumer/Lay and Other
- Representation from colleges and organisations relevant to perinatal care
- The option of co-opting other individuals relevant to specific topics being addressed
- Members will be invited from the PSANZ membership to serve for a term of 2 years. The sub-committee will identify a chair. The PSANZ Board will approve membership.

### Quorum

- A quorum will be half the membership plus one. Meetings may be conducted when fewer members are present but a quorum is required to endorse completed policy statements, guidelines or reports for forwarding to the PSANZ Board. If a quorum is not available for time-critical business of the Subcommittee, endorsement may be obtained by “flying minute” (i.e. e-mail polling of members) at the discretion of the chairperson.

### Frequency of Meetings

- • Meetings will be held by teleconference or face-to-face at least six times per year. Members are expected to attend at least four meetings per year, although the chairperson can excuse a lower level of attendance in extenuating circumstances.

### Reporting Lines

- The minutes of the sub-committee will be forwarded to the PSANZ Board of Directors
- The sub-committee will review and recommend Board endorsement of guidelines, reports and activities of working parties as required
- An annual report will be prepared outlining sub-committee activities:
  - Development of guidelines and position statements
  - Contribution to the review and/or endorsement of guidelines and position statements and reports relevant to perinatal care written by other groups (including reviews undertaken, resources developed, liaison with identified stakeholders and groups)

### Confidentiality

Matters discussed at sub-committee meetings are confidential and must be treated as such by members. At such times, to protect confidentiality, individual members must destroy all information provided in a secure way once the purposes for which it was provided have been fulfilled. Matters that require discussion with other sub-committees or organisations represented within the policy sub-committee membership will be identified and the importance of maintaining confidentiality highlighted.

### Declarations of Interest

Members have a responsibility to declare competing interests. Declaration of interest will be managed by the Chair of the sub-committee at each meeting.

## Evaluation/Key Performance Indicators

The effectiveness of the subcommittee will be measured by:

- Development of or substantial progress in the development of at least one guideline/position statement annually
- Provision of timely responses to invited comment/requests for commentary from relevant external bodies
- Collaboration in national and international guideline development
- Distribution of meeting minutes and annual report to the PSANZ Board of Directors
- Publication of annual report via PSANZ website
- Meeting frequency and attendance in accordance with terms of reference

## Review

The terms of reference will be reviewed annually

## Current Members of the Policy Sub-committee

Representation	Committee Member	Affiliations
Chair	Dr Lynn Sinclair	NSW Pregnancy & newborn Services Network; University of NSW; University of Technology Sydney
Deputy Chair, PSANZ SANDA	A/Prof Vicki Flenady	Mater Research Institute, Brisbane, The University of Queensland
IMPACT Network, PSANZ Past President	Prof Frank Bloomfield	Liggins Institute, University of Auckland, New Zealand
Epidemiology/maternal health	Dr Julie Brown	Liggins Institute, University of Auckland, New Zealand
Epidemiology/indigenous health	A/Prof Stephanie Brown	Murdoch Children's Institute, Victoria
IMPACT Network	Dr Carmel Collins	South Australian Health and Medical Research Institute, Adelaide, South Australia
NZ College of Neonatal Nurses	Paula Dellabarca	Wellington NICU, New Zealand
Fetal & Neonatal Workshop	Dr Robert de Matteo	Monash University, Victoria
Midwifery (PSANZ)	Prof Christine East	Monash University & Monash Health, Victoria
IMPACT Network	A/Prof Philippa Middleton	South Australian Health and Medical Research Institute, Adelaide, South Australia
Australian College of Neonatal Nurses	Dr Kim Psaila	Western Sydney University
Royal College of Pathologists of Australasia	Dr Diane Payton	Royal Brisbane & Women's Hospital, Queensland
Obstetrics/Maternal Fetal Medicine	Dr Antonia Shand	University of Sydney, NSW
RACP Paediatric Policy &	A/Prof John Sinn	University of Sydney, NSW

Advocacy Committee		
PSANZ Fetal Therapy SIG	Dr Glenn Gardener	Mater Centre for Maternal Fetal Medicine, Queensland
Australian College of Midwives	Angela O'Conner	
Australian Resuscitation Council	A/Prof Helen Liley	Mater Health Services; The University of Queensland
PSANZ Consumer Advisory Panel	Natasha Donnelly	University of New South Wales
PSANZ Palliative Care SIG	Dr Vicki Xafis	Sydney Children's Hospitals Network; University of Sydney