

# **Victorian Collaborative Healthcare Recovery Initiative (VCHRI)**

## **Project Steering Committee:**

### **TERMS OF REFERENCE**

#### **BACKGROUND**

The Victorian Translation Centres include Monash Partners, Melbourne Academic Centre for Health both NHMRC accredited and Western Alliance which links across rural and regional Victoria. Over 95% of health and medical research occur in these Centres and their role is to embed research into healthcare to improve health outcomes. The Centre Alliance has been tasked with contributing to the Victorian healthcare recovery efforts through identifying priorities, supporting research and evidence translation and improving outcomes.

#### **Purpose**

The Committee will deliver on the proposed Research Translation Collaboration project – the Victorian Healthcare Recovery Initiative- as a pilot of the Learning Health System Framework.

#### **Objectives:**

- Establish transparent governance and agree on pragmatic coproduction methodology to develop and deliver projects in priority areas
- Build stronger collaboration statewide connecting researchers, clinicians, government and community for better health in the Victorian Healthcare Recovery Initiative
- Engage stakeholders and optimise communication
- Determine priorities from across stakeholders, integrating those to determine two – three agreed priorities
- Assemble multidisciplinary project teams from across the Centres to bring project proposals together
- Enhance and support project development and endorse to progress to the Alliance Executive Committee
- If approved and funded, assist delivery of the project on time and budget, addressing stakeholder needs
- Collaboratively support research and translation projects to improve health services and outcomes
- Capture learnings on how the Learning Health System and Framework was operationalised and can be improved

#### **Role and responsibilities of Chair**

It is proposed that this be chaired by one of the Centre directors linking back to the Executive Steering Committee. This role should be an academic and clinician and as such it is proposed to be the current Director of Monash Partners.

They will:

- Preside as Chairperson at all committee meetings
- Certify that the meeting occurred and log attendance
- Present reports and recommendations as required
- Comply with the roles and responsibilities of a general member of the committee

#### **Term of office for the Chair**

The chair will be in position for the duration of this pilot project

#### **Role and responsibilities of members**

Committee members are expected to:

1. Members are expected to commit to attending a minimum of 75% of meetings each year
2. Work together, share learnings, collaborate and oversee the initiative that addresses priorities from our communities, health services, stakeholders and policy makers.
3. Work together to deliver the objectives noted above
4. Consult and communicate with the Executive Committee on a regular basis
5. Identify and engage expert members from across the Centres with skills to deliver on identified priority areas

6. Provide strategic advice and feedback on proposals
7. Nominate and appropriately brief a proxy if unable to participate in a meeting
8. Advance integration and embedding of research into healthcare to deliver impact
9. Assist in delivery of this collaborative initiative and projects on time and on budget

**MEMBERSHIP**

Members of the committee will include two nominated academic leads from each of the Centres (chairs of the data and health services research committees), an academic GP, and a consumer. The members will have responsibility to oversee the Victorian healthcare recovery Initiative.

Others may attend meetings where appropriate, with prior notice and as required, and be included in the circulation of information, but will not be members of the Committee.

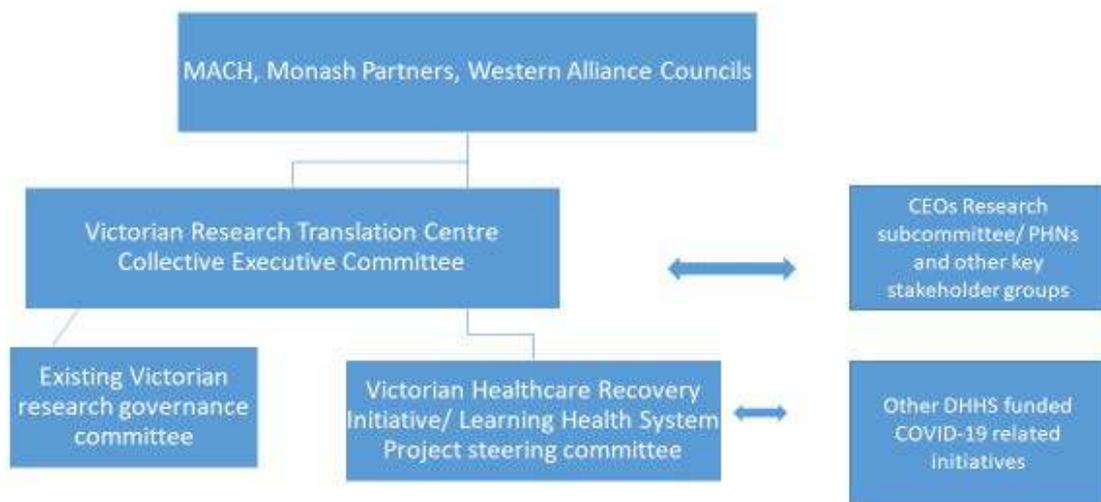
**QUORUM**

A quorum will be 50% of the committee members plus 1.

**RESPONSIBILITIES**

The Committee, will work together to achieve the outcomes in good faith and collaboration.

Figure 1:Governance



**REPORTING**

The Committee will report via the Chair to the Executive Committee. Reports will be prepared by the administrative support and approved by the Committee and provided against objectives, deliverables and milestones of specific collaborative initiatives

**Conflicts of interest**

These will be declared and management will follow NHMRC processes.

**MEETING FREQUENCY**

The Committee will meet bimonthly or as required, with meetings largely conducted via videoconference

**CONFLICT RESOLUTION**

All parties agree to work in good faith but where conflict occurs this will be escalated to the Executive Committee