

## Terms of Reference

### SI Bariatric Surgery Service Establishment Multi Disciplinary Selection Committee

#### Purpose

The SI Bariatric Surgery Service Multi-Disciplinary Establishment Selection Committee (the Committee) will determine a patient's acceptance for funding for surgery and the surgery site.

#### Objectives

The Committee will:

1. review clinical information about candidates for bariatric surgery including their GP's referral, the record of the first specialist assessment, national CPAC score results and the report provided by the specialist after the assessment about the patient's fitness for, and capacity to benefit from bariatric surgery, and preferred surgical intervention
2. undertake its patient selection procedures in accordance with the SI Bariatric Surgery Service HealthPathway, which will be reviewed from time to time, and Elective Services Performance Indicator requirements
3. determine whether a patient meets the clinical and capacity thresholds for surgery
4. determine the site of surgery taking into account the patient's domicile and surgical expertise
5. provide quarterly reports to the SI Bariatric Service Establishment Steering Group (Steering Group) regarding the Committee's decision making about surgery acceptance and surgery site within the delegations provided to them by the Steering Group
6. provide advice to the Steering Group about refinements need to ensure a quality sustainable South Island service, clinically and financially, is achieved and the local and regional pathways and processes align to achieve a cohesive, consistent overall service
7. provide feedback to the Steering Group on service aspects such as use of the national CPAC tool and best practice evidence
8. receive and respond to complaints in conjunction with the Steering Group, DHB of domicile and other involved agency
9. work within the requirements of the Health Information Privacy Code and other relevant legislation.

#### Out of Scope

The Committee will not have any role in providing advice about or making decisions about funding and contracting.

#### Anticipated Timeframe

The Committee will perform its functions from June 2014 to 30 September 2015 (or completion of the HealthPathways review process, whichever is earlier).

#### Accountability

The Committee is accountable to the Steering Group and operates within the delegations provided to them by the Group and contained in these Terms of Reference.

## Reporting

The Committee will report quarterly to the Steering Group, to coincide with that group's meetings in January, April, July and October.

## Roles and Responsibilities

### **Membership**

The Committee will have up to 6 members, including the Chair who will be appointed from within the Committee's membership by the Steering Group.

Membership will include suitably qualified people with expertise in the following areas:

- Surgeons with an interest in obesity surgery from each surgery site: Chief of Surgery (or delegate), General Surgeon
- Physician interested in obesity surgery
- GP with elective services experience
- Secondary care manager

### **Members appointed to the Establishment Committee are:**

Mark Smith	General/Bariatric Surgeon	SDHB
Richard Flint	Bariatric Surgeon	CDHB
Juliet Berkeley	Clinical Director, Endocrinology	CDHB
Rod Bird	GP	NMDHB
Marilyn Ollett	Service Manager, General Surgery	CDHB
Margaret Bunker	Programme Coordinator [Interim Chair]	SIAPO

An Anaesthetist is to be added to the membership. Planning & Funding has been deleted from the membership on the advice of Planning & Funding and agreement of other members. Planning & Funding advice is available on the Steering Group if required.

Members will initially be appointed by the SIA until 30 September 2015, or earlier if the review process is completed earlier. Members will be eligible for reappointment following a review of Committee's structure and processes.

The Committee cannot co-opt additional members and members cannot delegate their role and responsibilities or have a delegate attend a meeting in their stead.

### **Meetings**

Quarterly meetings will be held quarterly to enable reports to be written for the Steering Group to coincide with their planned meeting schedule. There will be provision for the first, and possibly the fourth meetings, to have some combined time with the Steering Group.

Meetings will be face-to-face in Christchurch or videoconference if required.

**The initial meeting schedule is:**

Date	MDSC
24 June 2014	✓
12 August 2014	✓
23 September 2014	✓
9 December 2014	✓
17 March 2015	✓
16 June 2015	✓
15 September 2015	✓
17 November 2015	✓

Committee members are expected to attend all meetings, unless otherwise discussed and agreed with the Chair. The quorum for meetings is four Committee members from the total number of members.

***Facilitation and Administrative Support***

The Host will provide facilitation support to the Group, including administrative and project management support. DHBs and other participating organisations may be required to provide additional resources.

***Member Interests***

A register of member interests will be collated and reviewed prior to the start of the Committee meetings and any conflicts managed accordingly.

***Amendments to Terms of Reference***

Given the fixed term nature of the Group, it is not anticipated that the terms of reference will be reviewed.