

Terms of Reference

SI Bariatric Surgery Service Establishment Steering Group

Purpose

The establishment Steering Group (the Group) will oversee the implementation, ongoing monitoring, review and development of the South Island Bariatric Surgery Service.

The Group will have oversight of the other services patients may need before and after surgery, e.g. plastic surgery, re-admission rates, psycho-social care, follow up care.

Objectives

The Group's objectives are to:

1. Oversee the implementation of the South Island Bariatric Surgery Service, providing advice, direction and support as necessary to ensure that the local and regional pathways and processes align to achieve a cohesive, consistent service
2. Review and refine the development of the South Island Bariatric Surgery Service to achieve a quality sustainable service: clinically and financially. Note that the SI GMs Planning & Funding will determine annual service funding and volumes
3. Receive quarterly reports from the Independent Multi-disciplinary Selection Committee and assure themselves that the Committee has acted within the delegations granted to it by the Steering Group
4. Monitor performance against the service specifications and ALT/MOH expectations
5. Coordinate SI DHB reporting about the service to the SI DHBs and to the MOH as required
6. Provide feedback on service aspects such as use of the national CPAC tool and contribute to ongoing refinement of the services nationally using best practice evidence
7. Work within the requirements of the Health Information Privacy Code and other relevant legislation.

Anticipated Timeframe

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

Accountability

The Group is accountable to the GMs Planning & Funding (until a review at the end of 2014) and through them will report through to SPaIT and ALT.

Reporting

The Group will receive quarterly reports from the Multi-disciplinary Selection Committee.

The Group will provide quarterly progress reports to the Elective Services Workstream and a final report making recommendations about the future structure of the SG by 30 June 2015.

Roles and Responsibilities

Membership

The Group will comprise up to 5 members with the following expertise:

- a. Physician or Surgeon with interest in obesity (but not a surgeon who will be involved with FSAs or treatment of patients)
- b. Primary care

- c. Secondary care manager
- d. Planning & Funding manager

Members appointed to the Establishment Steering Group are:

Bruce King	Medical Surgical Services	NMDHB
Margaret Hill	General Manager Strategy Planning & Accountability	SCDHB
Graham McGeoch	GP, Canterbury Initiative	CDHB
Lynley Irvine	Surgical Services Manager	SDHB
Margaret Bunker	Programme Coordinator (Establishment Chair)	SIAPO

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 Group's structure and processes.

The Group may link with like groups across NZ and seek external opinion in order to develop its reports and recommendations where the required expertise is not available on the Group. The Group cannot co-opt additional members and members cannot delegate their role and responsibilities or have a delegate attend a meeting in their stead.

Meetings

Face to face quarterly meetings will be held in the first year, with the provision for the first and possibly the fourth meetings to have some combined time with the Multidisciplinary Selection Committee.

The meetings will be held quarterly.

Date	Steering Group
24 June 2014	✓
23 September 2014	✓
20 January 2015	✓
7 April 2015	✓
7 July 2015	✓
6 October 2015	✓

Members are expected to attend all scheduled meetings, unless otherwise discussed and agreed with the Chair. The quorum for meetings is four 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 Group 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.