

Clinical Quality & Safety Committee (CQSC) Charter

Aged Care Services

Applicable to:	Aged Care Services
Authorised by:	CQSC Mission Australia Board
Approved date:	CQSC - 30 November 2023 Mission Australia Board – 13 December 2023
Review Date	November 2024
Charter owner:	Executive Practice, Evidence & Impact

INTRODUCTION

Mission Australia exists to meet human need and to spread the knowledge of the love of God. Mission Australia has as its dominant purpose to provide for the relief of poverty, sickness, suffering, distress, misfortune, disability or helplessness of people in Australia. In conducting its affairs and services to reduce homelessness and to strengthen communities across Australia it is guided by the values of Mission Australia: Compassion, Integrity, Respect, Perseverance and Celebration.

Mission Australia is a company limited by guarantee, is registered as a charity with the Australian Charities and Non-for-profits Commission, is an approved provider of aged care services under the Aged Care Act 1997 and Aged Care Quality and Safety Commission Act 2018 and is committed to proper and effective corporate, clinical and care governance, including in relation to the delivery of its aged care services.

PURPOSE

The Clinical Quality and Safety Committee (**CQSC**) is appointed by the Mission Australia Board (**Board**) to assist the Board with carrying out its clinical and care governance responsibilities initially in relation to Mission Australia's aged care services, which includes ensuring that effective and accountable systems are in place to monitor and improve the quality and safety of aged care services in accordance with Mission Australia's Clinical and Care Governance Framework and relevant aged care legislation, principles and standards.

It is intended that, in the future, the CQSC's scope will expand to cover clinical and care governance for other services with a clinical component delivered by Mission Australia (e.g. mental health and alcohol and other drug services).

The CQSC is appointed by the Board to act as Mission Australia's quality care advisory body, as required and defined under the relevant aged care legislation including the *Aged Care Act 1997*, the *Aged Care and Other Legislation Amendment (Royal Commission Response) Act 2022* and other relevant aged care legislation.

This CQSC Charter (**Charter**) sets out the authority, roles and responsibilities, structure and processes of the CQSC.

AUTHORITY

The Board has authorised the CQSC, with the scope of its duties, roles and responsibilities set out in this Charter to:

- Make recommendations to the Board.
- Approve any professional advisers that the CQSC may require to assist in its duties.
- Report and provide advice to the Board on the quality of Mission Australia's aged care services, as required under aged care legislation, including a six-monthly written Quality of Aged Care Report.
- Report and provide advice to the Board on the aged care services' compliance with legislative and regulatory requirements.
- Investigate other matters relating to clinical quality and safety in Mission Australia's aged care services, that are brought to its attention or requested by the Board.

All members of the CQSC function in an advisory capacity in providing advice and recommendations to the Board and have no management role, other than those members of the CQSC that are also Mission Australia Executives or senior leaders.

ROLES AND RESPONSIBILITIES

The CQSC has the following roles and responsibilities:

General

- Oversee and monitor the quality of care provided to aged care consumers including clinical care, personal care and services and support for daily living.
- Review accountability mechanisms for the quality of care provided to aged care consumers.
- Drive and support continuous improvement of clinical quality and safety systems in place for Mission Australia's aged care services, in line with strategic objectives, consumer expectations and regulatory requirements.

Clinical and Care Governance Framework

- Oversee and monitor application of the Clinical and Care Governance Framework in Mission Australia's aged care services, including the Five Domains set out in the Framework.
- Oversee the application of the Quality Improvement Cycle (Plan, Do, Check, Act) as they support the Five Domains.

Aged care legislative requirements

- Oversee and monitor compliance with requirements of the Aged Care Quality and Safety Commission and other requirements under aged care legislation, principles and standards.
- Report to the Board on the quality of aged care provided through Mission Australia's aged care services, in accordance with the requirements set out in aged care legislation (**Quality of Aged Care Reports**).
- Request the Board to consider the CQSC's Quality of Aged Care Reports and advise on their consideration of those Reports, as required aged care legislation.
- Provide advice to the Board on the quality of aged care provided through Mission Australia's aged care services.

REPORTING

CQSC will:

- Provide the Board with regular updates on the CQSC's activities, including copies of agendas, CQSC papers and minutes of its meetings.
- In accordance with aged care legislation, give the Board a written Quality of Aged Care Report at least once every 6 months, in the form required by aged care legislation.
- Provide the Board with feedback on the quality of aged care, at any time, at its discretion or at the request of the Board.

MANAGEMENT ACCESS

The CQSC Secretary and Company Secretary shall have direct access to the CQSC on an as needs basis.

MEMBERSHIP

The Mission Australia Board will appoint the CQSC members and the Chair of the CQSC.

The CQSC will comprise a minimum of three members, which must include:

- one member who is a member of Mission Australia’s key personnel (as defined in the Aged Care Act) and has appropriate experience in the provision of aged care; and
- one member who is directly involved in the delivery of aged care or clinical care; and
- one member who represents the interests of care recipients,

as required under the Aged Care Act and Accountability Principles.

Mission Australia Directors may be members of the CQSC provided that the majority of CQSC members are not directors of the Mission Australia Board.

People external to Mission Australia with relevant expertise can also be a member of the CQSC including those who:

- have expertise in clinical governance; and
- have an appreciation of Mission Australia’s work, our values and founding purpose.

Membership of the CQSC will expire if the relevant person:

- Is an external member and takes up a position where there is a direct conflict of interest for example as a decision maker for funding decisions; and
- If the Board, at its discretion, chooses to end the term of office for any member.

Any Mission Australia Director may at any time attend a CQSC meeting but will not be entitled to vote.

The CQSC Secretary will be the Executive Practice, Evidence and Impact or such other person as nominated by the Board.

Mission Australia is responsible for providing new members with an appropriate induction program and educational opportunities related to the scope of the CQSC. The skills and performance of all committee members will be reviewed annually by the Mission Australia Board.

MEETINGS

Attendance

Only CQSC members will be entitled to attend and vote at meetings. The CQSC may invite other persons to its meetings as attend as guests (but not vote) as it considers necessary.

Invited attendees to the CQSC to provide support, advice and assist the committee as required may include:

- General Manager Enterprise Risk and Assurance
- National Manager Practice Quality
- Director of Nursing and Operations Aged Care
- Directors of Care

Other Invitees

- Mission Australia Directors
- General Counsel & Company Secretary
- Any other person may be invited by the Chair to attend CQSC meetings.

Frequency

The CQSC shall hold at least four meetings per year and such additional meetings as the Chair shall decide in order to fulfil its duties.

An alternate member may be elected amongst the Chair to attend the CQSC meetings in the absence of one of the CQSC members.

The Chair of the Board, any CQSC Member, the CQSC Secretary or the Company Secretary may call a meeting of the CQSC. Any of the MA Executive Committee may request the Chair or a CQSC Member to call a meeting. Under such circumstances the five working day notice period may be waived if agreed by all parties.

At the discretion of the Chair, private sessions may be held with individual Executives or management.

Annual Plan

CQSC will establish an annual work plan which will inform each meeting agenda. The annual work plan will cover matters aligning to the roles and responsibilities of the CQSC, as set out in this Charter.

In particular, the annual work plan will set out the legally required reporting obligations that the CQSC must comply with in its capacity as Mission Australia's clinical quality advisory body.

Agenda

Notice of each meeting with a detailed agenda together with supporting documentation must be circulated to CQSC Members and other attendees at least five working days before each meeting.

Members must be fully prepared for CQSC meetings to be able to provide appropriate and constructive input on matters for discussion.

Quorum

Three members attending constitute a quorum.

Voting

Each member present may vote on any matter raised before the CQSC for resolution. In the event of a tied vote, the Chair has a right to a second vote as a casting vote.

Minutes

The CQSC Secretary, Company Secretary or delegate will prepare the minutes of the CQSC meeting to be circulated to the Chair to give preliminary approval. The draft minutes will be provided at the subsequent CQSC meeting for approval and may be presented to the Board.

The minutes are to accurately record the resolutions of the CQSC, key reasons for those decisions (where appropriate) and actions with accountabilities and timings noted. The minutes of the meetings are to be confirmed and signed by the Chair at the subsequent CQSC meeting.

REVIEW

The CQSC will undertake an annual self-evaluation of their performance against this Charter and report the evaluation findings to the Board.

The CQSC will undertake an annual review of the Charter and make a recommendation to the Board regarding any proposed amendments.

REFERENCE DOCUMENTS

Key Legislation, Principles and Standards

Aged Care Act 1997

Aged Care Quality Standards (Aged Care Quality and Safety Commission)

Aged Care Quality and Safety Commission Act 2018

Quality of Care Principles 2014 (including

- User Rights Principles 2014
- Accountability Principles 2014

Aged Care and Other Legislation Amendment (Royal Commission Response) Act 2022 NDIS Practice Standards and Quality Indicators (NDIS Quality and Safeguards Commission)

Clinical Governance for Boards in the Aged Care Sector (Australian Institute of Company Directors)

Community Services Quality Governance Framework (Health and Human Services Victoria)

Australian Open Disclosure Framework

Code of Conduct for Aged Care

Mission Australia Documents

Mission Australia Strategy

Clinical and Care Governance Framework

Risk Management Framework

Complaints Policy

Corporate Governance Statement