**XXX Local Health District/Specialty Health Network**

**Clinical Review/Investigation: Enter Review Name**

**Terms of Reference**

**Date**:

1. **Review Requested by:**

Name and title

**Nominated Clinical Excellence Commission Nominated Officer**

Name and title

1. **Purpose of the Review/Investigation:**

Briefly state the main purpose of the Review.

Examples: To review xxx service following some client complaints. To review the circumstances and contributory factors relating to xxx adverse event.

1. **Background**

Provide sufficient detail of the known circumstances leading up to commissioning of the Review to place the Scope below in context.

1. **Scope**

State what is to be investigated/reviewed. The Review team needs to know precisely what they are to investigate/review. This sets the boundaries of the review and issues to be considered, with the findings to be included in the final report. If, during the Review, it becomes clear that other aspects need to be included in the Review, the team leader can approach the commissioning person to revise these Terms of Reference.

1. **Review team:**

Details of the participants of the review (include, name and title).

1. **Conduct of the review**

Are there relevant policy directives or issues around methodology that the team need to be cognisant of during their Review?

1. **Resources:**

List any resources (specific staff or other resources) outside the team that may be available to the team to assist with its functions.

1. **Outcome of the Review**

A written report, including methodology, findings and recommendations, will be provided to Nominated Officer by: Date due

These Terms of Reference are authorised by:

|  |  |
| --- | --- |
| **CEC Nominated Officer:** |  |
| **Date** |  |
| **Signature** |  |

**Note 1: Reportable behaviour**

If during this Review it appears that the matter under consideration result from intentional unsafe acts or the behaviour of any individual involved constitutes a “reportable behaviour”, the team leader will notify the relevant organisational manager to undertake the action(s) required by the relevant policy directive. See Fact Sheet, Clinical Expert Doc 3.2

**Note 2: Legal Liability**

In undertaking this Review, Section 133B of the Health Services Act 1997 provides that persons acting under the directions of the board of a statutory organisation may not be personally subject to any action, liability, claim or demand if action was undertaken in good faith. However, this does not protect a person from giving evidence unless the review was a RCA or serious adverse event review (Division 6C of the *Health Administration Act 1982* provides Statutory Privilege for RCA team member and documents & communications prepared for the RCA investigation).

**Note 3: Confidentiality**

Clinical Experts are required to keep any information obtained or records created during a review confidential and not disclose the information to other parties. This is over and above privacy afforded to patients and clients of services under Commonwealth and State privacy legislation.