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| Example Organisation Readiness Checklist |
| Appendix 7 – Criteria Led Discharge toolkit |
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# CLD Steering Committee Terms of Reference

**Title of department or area here**

**Role**

The role of the XXXXXXXX is to provide direction and leadership for the introduction of Criteria Led Discharge (CLD) into XXXXXXXXXXX and future direction of general discharge processes across XXXXXXX.

**Objectives**

The objectives of the group are to guide:

* Decisions and activities undertaken by the group are aligned to best practice evidence and research, and through communication, collaboration and consensus with stakeholders.
* Develop consensus for integration of Criteria Led Discharge processes into the wider discharge processes.
* Provide direction and support for safe continuous improvement in safe discharge processes.
* To identify and respond to emerging issues that are raised through the membership and other forums.
* Provide an opportunity for sharing information on policies and processes, professional issues for the continuous improvement.

**Operating Principles**

* The XXXXX group will report to XXXXXXXXX

**Membership and Responsibilities**

**Membership**

Membership of the XXXXX group will include representatives from key stakeholder groups. Membership will be multi-disciplinary and, where possible, include at least one member representing each core area below:

Executive leadership

Surgical speciality where CLD is being implemented

Preadmission services

Allied health

Nursing

Consumer

Also consider

Data specialists

IT – in particular EMR representation

Quality improvement specialist

(Refine this list to meet local needs)

The group may co-opt subject matter experts to attend meetings as required

Committee members will cease to be a member of the XXXXXXXX Group if they:

* Resign from the Group
* Fail to attend three consecutive meetings without providing notice to the Chair
* Resign from their employment

**Members**

Members are responsible for:

* Share relevant communication and information to all members
* When requested, providing feedback to colleagues and relevant staff within their organisation or representative group on meeting action and outcomes
* Action the allocated meeting task(s) and completing the tasks within the agreed timeframe
* Distribute the summary reports of the meetings to relevant staff with representative groups.

**Chair**

* The Chair is appointed by XXXXX

The chair is responsible for:

* Scheduling meetings and notifying Committee members
* Inviting specialists/subject experts to attend meetings when required
* Guiding the meeting according to the agenda and time available
* Ensuring all discussion items end with a decision, action or definite outcome
* Delegating members for working groups
* Reviewing and approving the draft minutes before distribution

**Secretariat**

The secretariat is responsible for:

* Preparing agendas and issuing notices for meetings, and ensuring all necessary documents requiring discussion or comment are attached to the agenda
* Distributing the agenda and meeting materials X days prior to the meeting
* Taking notes of proceedings and preparing minutes of the meeting
* Distributing minutes to all Group members one week after the meeting. The minutes should be checked by the Chair and accepted by Committee members as true and accurate record at the commencement of the next meeting.

**Meeting Schedule**

**Quorum**

* A meeting quorum will be X members of the meeting or their nominated representatives.
* Where quorum is not achieved, a meeting can progress with decision making held for the next quorum meeting.
* Internal or external specialists/subject experts may be invited to attend the meeting at the request of the Chair on behalf of the Group to provide advice and assistance where necessary. They have no voting rights and may be required to leave the meeting at any time by the Chair.
* Decision will be made by consensus. If consensus cannot be reached, the Chair may elect decision to be made by voting or referring the matter to the Executive Director XXXXX,

**Meeting frequency**

Meetings will be held XXXX, with opportunity for additional meetings in the event of increased workload. Subgroup meetings may be required and will be arranged at a time convenient to subgroup members

**Amendments**

The terms of reference will be reviewed annually from the date of approval.

**Stakeholders**

List stakeholders here

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