

OFFICIAL

SA Health

Clinical System Support & Improvement

# SA Health Clinical Placement LHN Group

Terms of Reference

2023



Government  
of South Australia

SA Health

## Table of Contents

TERMS OF REFERENCE .....	3
PURPOSE .....	3
MEMBERSHIP .....	4
MEETING TIME .....	5
EXECUTIVE SPONSOR .....	<b>Error! Bookmark not defined.</b>
WORKGROUP MEMBERSHIP .....	<b>Error! Bookmark not defined.</b>
REPORTING RELATIONSHIPS .....	6
PROXIES TO MEETINGS .....	<b>Error! Bookmark not defined.</b>
EVALUATION CRITERIA .....	<b>Error! Bookmark not defined.</b>
WORKING METHODS .....	<b>Error! Bookmark not defined.</b>
CONFLICT OF INTEREST .....	6
RESOLUTION .....	6

## TERMS OF REFERENCE

The SA Health Clinical Placement LHN Group aims to be an effective operational group to enhance the quality and capacity of clinical placements within SA Health. Having appropriate governance structures including risk management and internal audit processes is one way of achieving this.

### Objective

The objective of the group is to provide a forum for those involved in the daily operations of clinical placement processes and planning processes for upcoming academic years, to achieve a shared, transparent, consistent, and professional participation in administering clinical placements in South Australia managed by SA Health. The *SA Health Clinical Placement LHN Group* (LHN Group) has a focus primarily on professional-entry health students. Should issues be raised concerning post-graduate students these may be brought to the attention of the SA Health Clinical Placement Education Lead. Medical post-graduate students are not in scope.

### PURPOSE

SA Health, in collaboration with its clinical placement partners, has established governance arrangements to ensure the effective management of clinical placements.

This group's specific function is to identify/report and offer solution(s) for enhancing the quality and capacity of clinical placements within SA Health.

This will be achieved by:

- Facilitating cross professions collaboration and participation in specified clinical placement initiatives and activities.
- Identifying issues, gaps, and opportunities in clinical placement and capacity and providing recommendations for the relevant executive officer (CASHO, CNMO, CMO) within the Clinical System Support & Improvement Division to action as appropriate.
- Ensuring one key contact point for clinical placements per profession for each LHN.
- Enhancing communication and information flow across and between organisations to facilitate the implementation of an improved clinical placement management system.
- Promoting accountability and shared best practices across LHNs, education providers and all professions to build clinical placement capacity and quality.
- Fostering innovation in clinical placement models within LHNs in accordance with *Better Placed* goals.
- Facilitating a strategic approach to clinical placement planning including determination of annual clinical placement targets by profession.
- Strengthening partnerships between health service providers, education providers and the professions in the provision of high-quality clinical placements.
- Supporting the implementation and operation of a clinical placement management system at the local health network level
- Optimising utilisation of clinical placement capacity within SA Health LHN health services to maximise clinical placement capacity.
- Exploring alternative training opportunities/modes for clinical supervision including evidence-based innovations and practices for clinical education in partnership with education providers.

## Responsibilities

- Inform the relevant executive officer (CASHO, CNMO, CMO) on clinical placement issues, gaps, and opportunities and capacity and provide recommendations for action as appropriate.
- Recommend and/ or support implementation of strategies to improve clinical placement activity at the Local Health Network (LHN) level.
- Provide reports on activities and outcomes to the Local Health Networks (LHNs).
- Establish processes for prioritising placements and management of clinical placement cancellation.
- Provide clear articulation and communication of pre-placement requirements for all health profession students undertaking placements across SA Health services and implement processes to support compliance.
- Recommend clear processes for the management of clinical placement administration, including clinical placement requests.

## MEMBERSHIP

Representation	Current Member
Chair	Rotated bi-annually from list below.
Deputy Chair	Rotated bi-annually from list below.
<b>NALHN</b> Allied Health Nursing and Midwifery Medicine	Allied Health Director of Operations Nursing Director Director Medicine Education
<b>SALHN</b> Allied Health Nursing and Midwifery Medicine	Allied Health Director Nursing Director Director Medicine Education
<b>CALHN</b> Allied Health Nursing Medicine	Allied Health Director Nursing Director Director Medicine Education
<b>WCHN</b> Allied Health Nursing and Midwifery Medicine	Allied Health Director Director Nursing Education Director Medicine Education

## OFFICIAL

<b>Regional LHNs</b>	
Allied Health	Allied Health Director
Nursing and Midwifery	Nursing Director
Medicine	Director Medicine Education
Statewide Clinical Support Services	Clinical Placement Coordinator
SA Dental Service	Clinical Director
SA Ambulance	Operations Manager
Director, Better Placed Clinical Placement Coordination	Director

Membership includes representatives from key SA Health staff and includes representatives from key professions where possible; composition (professions) and number of representatives from each LHN may vary. The current membership will consist of SA Health staff only with education providers requested to join working groups when appropriate.

### LHN GROUP WORKGROUP MEMBERSHIP

Workgroups (time limited) will be developed as required. Workgroup members will be nominated by the LHN Group based on skill sets required to obtain appropriate advice and to undertake enabling work. Education providers can be requested to join working groups when appropriate.

### MEETING TIMES AND PROTOCOL

- > Meetings of 2 hour's duration per meeting on a quarterly basis.
- > Where deemed appropriate by the Chair, business of the Group may be conducted either wholly or partly by meeting, either in-person or teleconference or out-of-session.
- > Papers shall be circulated no less than one week in advance of meetings, and members shall have no less than one week to consider out-of-session business.
- > Extra meetings may be called if required.
- > Teleconference facilities are available for all meetings.

### DURATION

The duration of the group will be ongoing unless notified otherwise. Membership and terms of reference will be reviewed in twelve months' time or as required.

### CHAIR

Members of the group may nominate for the position of Chair when the position is available. Membership of the Chair will be up to 24 months. The Chair will attend SA Clinical Training Council meetings to represent the views of the LHN Group.

### EXECUTIVE SPONSOR

Deputy Chief Executive, Department of Health and Wellbeing.

## **REPORTING RELATIONSHIPS**

The LHN Group reports to SA Clinical Training Council and Chief Officers in the Clinical System Support & Improvement division on activities and outcomes.

## **PROXIES TO MEETINGS**

Members of LHN Group shall nominate a specified person as proxy to attend a meeting if the member is unable to attend. It is the responsibility of the member to ensure their proxy is up to date with current topics and to inform the administrative support officer when they are unable to attend.

## **BRIEFING DOCUMENTS AND AGENDA ITEMS**

Items for the agenda and any associated documentation should be supplied to the Chair at least 7 working days prior to the meeting. The agenda will be provided to members with supporting documentation at least 7 days prior to meetings.

Draft minutes will be distributed via email within 10 working days from the meeting. Amendments to the minutes should be forwarded to the administrative support officer within 10 days of receipt of the draft minutes.

## **ADMINISTRATIVE SUPPORT**

Secretarial support will be provided by the Allied and Scientific Health Office.

## **CONFLICT OF INTEREST**

A declaration of conflict of interest is required on discussion of matters where a member has a competing professional or personal interest such as services that can only be provided by a member. The member will absent themselves from the room until a decision is reached on the item under discussion.

## **RESOLUTION**

The resolution of issues shall be achieved by democratic consensus. Consensus is defined as members being able to support or 'live with' the decision/recommendation. If a matter remains undecided and consensus cannot be achieved, then the matter can be referred to the SA Health Clinical Placement Executive Group for decision.

## **QUORUM**

There must be at least 50% attendance and one representative from each LHN and Health Network. It is the responsibility of the members from the LHN to ensure that if no representatives can attend the meeting at least one proxy must be arranged to represent the LHN.

---

## For more information

### **SA Health Clinical Placement Local Health Network Group**

Terms of Reference

Clinical System Support & Improvement

GPO Box 287

**Rundle Mall Adelaide 5000**

**Telephone: 08 8226 6406**

[www.sahealth.sa.gov.au/betterplaced](http://www.sahealth.sa.gov.au/betterplaced)



[www.ausgoal.gov.au/creative-commons](http://www.ausgoal.gov.au/creative-commons)

© Department for Health and Wellbeing Government of South Australia. All rights reserved