


*To serve the community by fostering safety and quality patient care in anaesthesia, intensive care and pain medicine.*

	<b>ANZCA Mortality Sub-Committee</b>	Version No: 2 (amended)
	<b>Terms of Reference</b>	Date of issue: 30 April 2011

## **PURPOSE**

The Mortality Sub-Committee reports through the ANZCA Quality and Safety (Q&S) Committee to Council on matters related to anaesthetic mortality reporting in Australia and New Zealand.

## **TERMS OF REFERENCE**

The roles of the Mortality Sub-Committee are:

1. To support the collection of accurate data on all forms of anaesthesia related mortality at state, territory, and national levels in Australia and New Zealand.
2. To promote the maintenance or establishment of appropriately resourced and protected anaesthesia mortality committees in all states and territories of Australia and in New Zealand.
3. To develop and promote the use of standard definitions for anaesthesia-related mortality in Australia and New Zealand.
4. To promote effective uniform reporting mechanisms for anaesthesia-related mortality in Australia and New Zealand.
5. To identify opportunities for improved anaesthesia-mortality data collection and reporting in Australia and New Zealand.
6. To receive, collate, and classify de-identified data on all forms of anaesthesia-related mortality identified at state, territory, or national levels in Australia and New Zealand.
7. To obtain accurate data on the number of anaesthetics, procedural sedations, and pain-related interventions in Australia and New Zealand.
8. To prepare national reports on anaesthesia-related mortality in Australia and New Zealand, to calculate accurate anaesthesia mortality rates, and to disseminate information to promote improved safety of anaesthesia, procedural sedation, and pain management in Australia and New Zealand
9. To respond to requests from the ANZCA Q&S Committee for information or advice.
10. To seek the assistance of the ANZCA Q&S Committee and the ANZCA Council in initiatives to promote the increased safety of anaesthesia, procedural sedation and pain management in Australia and New Zealand.

The roles of the Mortality Sub-Committee do NOT include:

1. The collection of individual patient or region mortality data
2. Direct correspondence with government or external agencies or organisations other than through the Q&S Committee, the President, or the Council

The following are delegated roles from the Q&S Committee and Council:

1. Collation of anaesthetic mortality data from anaesthetic mortality committees.
2. Publication of triennial reports on anaesthetic mortality

The following require approval of Council:

1. Appointment of committee members.
2. Unbudgeted expenses

3. Partnership or other arrangements with external organisations in relation to the work of the sub-committee (such arrangements would require consideration of memoranda of understanding).

The important groups/roles for coordination/communication for the Mortality Sub-Committee are:

1. Council
2. Q&S Committee
3. Australian and New Zealand Tripartite Anaesthesia Data Committee (ANZTADC)
4. Regional and national mortality committees
5. ANZCA Policy Unit

### **MEMBERSHIP**

The membership of the Mortality Sub-committee will include

1. Chair appointed by Council
2. Chair of Q&S Committee (or nominee)
3. Chairs of state, territory and national anaesthesia mortality committees (or nominees)
4. In regions where there is no established anaesthesia mortality committee, a nominee of the ANZCA Regional/National Committee in that region
5. Director of Professional Affairs (Professional Documents)

Past state anaesthetic mortality committee chairs or past ANZCA Regional/National Committee nominees may be invited to attend as observers at the discretion of the Chair.

### **MEETINGS**

The Mortality Sub-committee will meet face-to-face once a year and at other times as required by teleconference.

Questions arising at a meeting of the Mortality Sub-Committee (either in person, by teleconference or webinar) are decided by a majority of votes of voting members present and voting, with abstentions not being counted in the total number of votes. The Chair has a casting vote in addition to a deliberative vote where there is an equality of votes.

For an electronic vote, questions are decided in the affirmative if at least 75% of all voting members (other than any member on a leave of absence or any member abstaining in writing) vote in favour.

A quorum for a meeting of the Mortality Sub-committee will be a simple majority.

The discussions of each ANZCA committee, subcommittee and working group are confidential to its members.

Conflicts of interest will be managed in accordance with the ANZCA conflict of interest policy.

The members of the Mortality Subcommittee will undertake their work in accordance with relevant ANZCA policies, including the Policy on bullying, discrimination and harassment for Fellows and trainees acting on behalf of the College or undertaking College functions.

### **REPORTING**

Meetings will be minuted with the minutes being forwarded to the Q& S Committee. Decisions made electronically will be recorded in the minutes of the next Mortality Sub-Committee meeting. The Mortality Sub-committee will receive updates from state, territory and national mortality committees but those committees do not report to the Mortality Sub-Committee.

### **ADMINISTRATIVE SUPPORT**

Administrative support for the Mortality Sub-committee will be provided by the Quality and Safety administrative officer.

**FINANCIAL REPORTING AND PLANNING**

1. Each ANZCA committee will have 'financial report' as a standing agenda item and will receive regular financial reports.

2. The roles of the committee include:

- a. to develop an annual activity plan
- b. to be familiar with the approved annual budget
- c. to oversee the financial results of budgeted activities
- d. to support ANZCA management in decision making, in order to ensure the best possible financial outcome.

3. The roles of the committee do not include the day-to-day financial management of the College (which is the role of ANZCA management).

**CHANGE CONTROL REGISTER**

Version	Author	Reviewed by	Approved by	Changes
1	K Leslie	L Roberts, N Gibbs, B Baker	Council	Creation
2 (amended)	L Roberts	Executive	Council Oct 2011	Addition of confidentiality & conflict of interest clauses
2 (amended)	L Roberts	Executive	Council Nov 2011	Addition of bullying, harassment policy etc.
2 (amended)	L Sorrell	Executive	Council Feb 2012	Addition of financial reporting and planning

Date of next review	2014
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