



Service Coordination and Integrated Care (SCIC) Steering Committee

Purpose

The purpose of the Steering Committee is to influence and provide direction for the implementation of the broad SC and ICDM elements of the Southern Melbourne Primary Care Partnership (SMPCP) Strategic plan

Function and Responsibilities

1. *To identify, as a partnership, Service Coordination and Chronic Disease Management practice and service improvement opportunities and in turn capacity building needs of local agencies so that they can effectively engage and participate in Service Coordination and Chronic Disease Management activities*
2. *To develop an annual Service Coordination and Chronic Disease Management action plan to address identified improvement opportunities.*
3. *To provide a forum to:*
 - *discuss current and proposed initiatives with a focus on integrating work across the Southern Melbourne PCP catchment*
 - *identify and develop solutions to service coordination and chronic disease management issues*
 - *disseminate information related to the implementation of the Department of Health and Human Service’s Statewide Service Coordination/Integrated Chronic Disease Management strategies including the SCTT/VSRF, the Statewide SC survey, DH reporting and other related activities*
4. *To provide a forum to discuss and implement agreed practices between member agencies and across Primary Care Health Networks*
5. *To establish working groups for specific projects as required*
6. *To consider working group recommendations and forward proposals to the SMPCP Executive Governance Group*

Current Member agencies

Access Care Southern	Community Representative
Alfred Health	City of Kingston
Bentleigh Bayside Community Health	City of Port Phillip
Bayside City Council	Inner South Community Health Services
Bethlehem	Monash Health
Cabrini Hospital	Royal District Nursing Service
Central Bayside Community Health Services	SMPCP
Commonwealth Respite and Carelink Centre Southern Region	

Member Agency Representation

Each agency will provide a nominated representative

Role of Nominated Representative

Each nominated representative will attend meetings and provide advice from their agency's perspective. Representatives will also be responsible for communicating SCIC's activities within their agency. If unable to attend a meeting the nominated representative will nominate a substitute. The nominated representative will brief the substitute member prior to their meeting attendance.

Other agencies and/or individuals may be invited to join the group or attend meetings for a specific purpose as deemed appropriate.

Chair:

The chair will be rotated on an annual basis

Meetings:

Meeting will be held monthly on the third Wednesday of each month

Quorum

The quorum will be a majority of members i.e. seven members

Documentation:

The SMPCP Service Coordination and Integrated Care Coordinator in conjunction with the Chair, will produce an agenda for each meeting which will be circulated via email no less than one week before the meetings.

Minutes will be taken by SMPCP Service Coordination and Integrated Care Coordinator and distributed within two weeks of the meeting.

Reporting:

The SCIC Steering Committee reports directly to the Executive Governance Group.

Evaluation and Revision:

The effectiveness of the group will be evaluated on an annual basis and the TOR adjusted accordingly