

# Expression of Interest: Consumer Representative – Paediatric Minor Injury and Illness Clinic Project Governance Committee

**We are currently inviting applications for Consumer Representatives to join our Paediatric Minor Injury and Illness Clinic Project Governance Committee.** We especially encourage applications from consumers with experience accessing the Queensland Children's Hospital Emergency Department, and their local General Practitioner. A key area of focus will be supporting lower acuity patients to be streamed to a GP-led clinic on the Queensland Children's Hospital campus for safe, appropriate and timely assessment, management and treatment (as required).

Children's Health Queensland (CHQ) has a long history of partnering with consumers and recognises the benefit of involving both consumers and community representatives in health care planning, delivery and review of services.

## Paediatric Minor Injury and Illness Clinic Project Governance Committee

The purpose of the Paediatric Minor Injury and Illness Clinic Project Governance Committee is to provide high-level strategic, operational and clinical governance to the Paediatric Minor Injury and Illness Clinic's project implementation. The functions of the Paediatric Minor Injury and Illness Clinic Project Governance Committee include:

- Overseeing the high-quality, timely project management, implementation and evaluation of the Paediatric Minor Injury and Illness Clinic within the Queensland Children's Hospital precinct.

## Why become a Consumer Representative with the Paediatric Minor Injury and Illness Clinic Project Governance Committee?

- Enhance your corporate and career portfolio;
- Gain valuable experience in health governance; and
- Provide a consumer perspective to improving health services and the experience of families using CHQ services.

## The aims of the Paediatric Minor Injury and Illness Clinic Project Governance Committee Consumer Representative role are to:

- Ensure the perspectives of children, young people and families are considered;
- Work collaboratively with all members to influence planning, policy, service development and improvement;
- Uphold the vision of CHQ: *Leading life-changing care for children and young people – for a healthier tomorrow;*
- Support CHQ in delivering requirements of the National Safety & Quality Health Service (NSQHS) Partnering with Consumers Standard and providing care in line with the Planetree International philosophy.

## Key responsibilities of the Paediatric Minor Injury and Illness Clinic Project Governance Committee Consumer Representative role

- Contribute to the provision of advice and guidance to the Committee, particularly to ensure alignment with family-centred care;
- Provide input and feedback from a consumer's perspective, including raising issues and prompting the Committee to debate matters from a difference experience base;



- Review meeting papers in preparation for meetings and reply to emails and other requests for advice within the requested timeframes;
- Attend meetings either by tele/videoconference or in person, according to Terms of Reference (TOR);
- Provide an apology via the Secretariat if unable to attend a meeting;
- Undertake any background checks required by CHQ;
- Adhere to the Code of Conduct for the Queensland Public Service; and
- Maintain confidentiality at all times.

## Skills and experience

This position would be best suited to applicants with the below skills and experience:

- Experience with paediatric health services as a parent, carer or past patient – particularly the Queensland Children’s Hospital Emergency Department
- Strong commitment to positive patient experience and safe, high quality, family-centred care
- Ability to communicate in a clear, calm and collaborative manner
- Ability to articulate a consumer perspective, and appreciate different perspectives expressed within the Committee
- Ability to think and act strategically, and understand and contribute to the strategic direction of CHQ
- Experience on high level committees or working groups
- Understanding of the challenges that may be faced in a consumer role and working in a complex health care system.

## Time commitment

The average monthly time commitment is:

- 1-hour monthly meeting – attendance either in person, via teleconference or via videoconference. At present all meetings are held via Microsoft Teams. The option to participate face-to-face may change in future; however, virtual attendance via Microsoft Teams will always be an option.
- Between 1 and 2 hours of pre-reading, preparation and feedback out of session (between meetings).
- Appointments will be for the duration of the Project Governance Committee period. At this point, meetings are being scheduled for the next approximately 6-8 months.

## Remuneration and reimbursement

This role is eligible for reimbursement and/or remuneration in accordance with the CHQ Procedure: *Engaging consumers – Remuneration payment of engagement fee and reimbursement of expenses*. Further information will be provided with an offer of appointment to the role.

## Application process

Please submit an expression of interest by 1st October either by:

- Completing the online form at <https://www.childrens.health.qld.gov.au/chq/get-involved/register-your-interest/> – noting that you would like to apply for the Paediatric Minor Injury and Illness Clinic Project Governance Committee Consumer Representative role; or
- Completing the attached form, and emailing to [CHQ\\_ConsumerEngagement@health.qld.gov.au](mailto:CHQ_ConsumerEngagement@health.qld.gov.au).

Your application will be reviewed by the Committee Chair, and suitable candidate/s selected based on demonstrated skills and experience.

Pre-appointment screening including a Criminal History Check will be undertaken for the applicant recommended for this role. A valid Blue Card will also be required.

If you have any questions about the role, please contact the Perrin Moss via [Perrin.Moss@health.qld.gov.au](mailto:Perrin.Moss@health.qld.gov.au).

# Expression of Interest: Consumer Representative – Paediatric Minor Injury and Illness Clinic Project Governance Committee

---

## Contact Details:

<b>Name:</b>	
<b>Postal address:</b>	
<b>Email address:</b>	
<b>Phone number:</b>	

Children’s Health Queensland Hospital and Health Service (CHQ) values the voice of children and families in the planning, delivery, evaluation and improvement of our services. Your experience and perspectives as a consumer can help us to make positive and meaningful changes.

Providing the following information will help us to make sure that we have a range of consumer representatives with different backgrounds and experiences, and allow us to consider your suitability for this particular role.

## Information about you:

**Are you a**  Patient  Parent  Carer  Relative  \_\_\_\_\_

**Gender** (optional)  Female  Male  Non-binary or gender fluid  \_\_\_\_\_

**Date of Birth** \_\_\_\_\_

**Are you of Aboriginal or Torres Strait Islander origin?** (optional)

Yes, Aboriginal  Yes, Torres Strait Islander  Yes, Aboriginal and Torres Strait Islander  No

**Is English your first language?** (optional)  Yes  No

If no, please provide details:

---

**Do you identify as a member of a cultural or ethnic group?** (optional)  Yes  No

If yes, please provide details:

---

**Do you have a disability?** (optional)  Yes  No

If yes, please provide details:

---

**Are you currently employed by CHQ, or another Hospital and Health Service?**

---

**Please list services you or your child/children have used, continue to use or may use in future at CHQ.**

---

---

**Please list any other background or experience you have (e.g. committee member, advisory group, other).**

---

---

**How do you think you can make a difference by being involved?**

---

---

**Do you have a specific area of interest?**

---

---

**There are many other ways consumers can be involved with CHQ. Please tell us if you would also like to be involved in one or more of the following:**

- Joining a committee, working group or project team
- Participating in focus groups or forums
- Being involved in staff education and training
- Completing surveys
- Joining selection panels for staff recruitment
- Reviewing and providing feedback on written information for patients and families
- Joining an online community of interest (providing feedback or suggestions electronically)
- Other (please provide details): \_\_\_\_\_

**Thank you for taking the time to complete this form.**

**Please send to the CHQ Consumer Engagement Officer via:**

**Consumer Engagement Officer, Patient Safety and Quality Service (PSQS)  
Children's Health Queensland  
PO Box 3474, South Brisbane QLD 4101**

**e [CHQ\\_ConsumerEngagement@health.qld.gov.au](mailto:CHQ_ConsumerEngagement@health.qld.gov.au)**

The personal information you supply on this form is collected for the purposes of Consumer Engagement activities coordinated by CHQ HHS. By supplying the form, you have consented to having your personal details added to the CHQ Consumer Engagement Register and being contacted via the contact details provided by CHQ HHS with offers of participation in Consumer Engagement activities.

We comply with the National Privacy Principles in the Information Privacy Act 2009.

We will not disclose your personal information to anyone else unless you consent or the disclosure is allowed, authorised or required by law.

You can apply to access or amend documents held by us under the Information Privacy Act 2009 and the Right to Information Act 2009.

You can accept or decline any offer to participate and at any time your details can be removed from the Register on your request.