

Terms of Reference

Queensland Child and Youth Clinical Network
Statewide School Based Youth Health Nurse
Line Manager's Network Meeting
May 2020



Improvement |



Transparency |



Patient Safety |



Clinician Leadership |



Innovation



Queensland
Government

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Purpose

The purpose of the State-wide SBYHN Line Managers' Network Meeting is to establish strong links across HHS boundaries to:

- facilitate collegial support with SBYHN practice and professional issues;
- promote knowledge of evidence-based service innovations and quality initiatives;
- contribute to the development of targeted professional development opportunities;
- facilitate the promotion of practice standardisation;
- support service evaluation strategies to facilitate best practice in SBYHN across the state.

Guiding principles

My Health, Queensland's future: Advancing health 2026 (Queensland Health, 2026) outlines that collaboration with a common purpose will help to make Queenslanders among the healthiest people in the world.

The Queensland Department of Health Strategic Plan 2019-2023 identifies the vision of Healthier Queenslanders, and the Department of Health's purpose being the provision of leadership and direction, and to work collaboratively to enable the health system to deliver quality services that are safe and responsive for Queenslanders. In line with this mandate, the State-wide SBYHN Line Managers' Network will foster collaboration to support and improve SBYHN service delivery across participating HHSs.

Functions

The functions of the State-wide SBYHN Line Managers' Network Meeting include:

- discussion of SBYHN practice/professional issues to support local level problem-solving;
- review of relevant policies and guidelines to promote a shared interpretation and standardised implementation;
- sharing of documentation, resources and initiatives to facilitate best practice SBYHN service delivery, fostered through rotational presentations by members;
- collaboration surrounding partnership opportunities with state-wide stakeholders;
- participation in the development and implementation of SBYHN service evaluation initiatives
- contribution to the coordination of professional development opportunities for SBYHNs (including orientation and engagement activities for newly appointed SBYHNs).

Authority

The State-wide SBYHN Line Manager Network operates in accordance with the agreed Terms of Reference. Participants have no collective authority and do not constitute an endorsing body relative to SBYHN service planning or delivery within individual Hospital and Health Services.

The State-wide SBYHN Line Manager Network and the SBYHN Clinical Collaborative Steering Committee form the collective School Based Youth Health Sub-Network, which operates under the auspices of the Queensland State-wide Child and Youth Clinical Network (QSCYCN). A separate Terms of Reference outlines the parameters for this collective group.

Meetings

Meetings will be held via videoconference once every two months (on the third Tuesday of the month) for a duration of 1 ½ hours.

SBYHN practice and policy documents may be periodically circulated out of session for review and comment.

Membership

The SBYHN Line Manager Network will comprise staff members from participating HHSs who have professional and/or operational responsibility for SBYHNs.

SBYHN Line Managers may periodically appoint a proxy should they be unavailable to participate in Network meetings. Line Managers will liaise with the SBYHN Line Manager Network Chairperson a minimum of 24 hours prior to the meeting, and before confirming the proxy will attend.

The CHQHHS Nursing Director for Youth Health will serve as Chairperson for the Network and the Nurse Manager, State-wide SBYH will assume secretariat responsibility.

Quorum

Bi-monthly meetings will proceed with the participation of SBYHN Line Managers from a minimum of four HHSs.

Reporting

The Clinical Collaborative will report to the subnetwork via the State-wide Nurse Manager and minutes of the meetings can be accessed on SharePoint.

The State-wide Line Managers' Subnetwork meeting minutes will be emailed to the members and will be available on the SharePoint.

An Action Plan relating to the collective activities of the School Based Youth Health Sub Network will be provided to the Queensland Child and Youth Clinical Network on an annual basis.

Monthly reports based on the Subnetwork Action Plan are provided to the Queensland Child and Youth Clinical Network.

Performance

The performance of the SBYHN Line Manager Network will be reviewed annually through:

- evaluation of activities against the Terms of Reference;
- review of participation records and administrative processes; and

implementation of a member satisfaction survey.

Risk Management

Nil risks were identified by the group members.

Document history

Version	Date	Changed by	Nature of amendment
1.0	15.08.2014	Lisa Hutchison	Frist draft developed
	16.09.2014		Ratified during the inaugural statewide videoconference
2.0	10.06.2015	Lisa Hutchinson	Modified to reflect endorsement of this group by the QSCYCN under the collective banner of School Based Youth Health Sub-Network
3.0	19.04.2017	Michelle Clekovic	Modified to include The Strategic Plan 2016-2020 and My Health Future: Advancing health 2026. Addition of access to Clinical Collaborative minutes
4.0	16.10.2018	Lisa Hutchinson	Modified to include reference to promotion of a more interactive forum with rotational sharing of initiatives
5.0	21.05.2020	Gabrielle Nolan	Modified to update page template to align with SBYH Sub Network relationship to QCYCN Modified to update reference to Queensland Department of Health Strategic Plan to 2019-2020 plan Modified to clarify process around proxy delegation
6.0	19.08.2020	Rena Kennedy	Modified to new CEQ template

Previous versions should be recorded and available for audit.