

# AUSTRALIAN COMMISSION ON SAFETY AND QUALITY IN HEALTH CARE

TRIM: D22-37546

Ms Marita Cowie  
Chief Executive Officer  
Australian College of Rural and Remote Medicine

Via email: [m.cowie@acrrm.org.au](mailto:m.cowie@acrrm.org.au)

Dear Ms Cowie

## **Request for Nomination to the Emergency Triage Education Kit (ETEK) Project Advisory Group**

I am writing to seek a nomination from the Australian College of Rural and Remote Medicine for a senior representative to join the Emergency Triage Education Kit (ETEK) Project Advisory Group, for the period 1 September 2022 to 31 December 2023.

A senior representative from the Australian College of Rural and Remote Medicine on the ETEK Project Advisory Group would provide valuable insight into the current challenges and experiences of rural and remote emergency departments across Australia. This unique perspective will enable a comprehensive update and review of the ETEK and its supplementary resources.

The Australian Commission on Safety and Quality in Health Care (The Commission) was established under the *National Health Reform Act 2011* as an independent corporate Commonwealth entity. The role of the Commission is to lead and coordinate improvements in safety and quality in health care in Australia by identifying issues and policy directions, and recommending priorities for action.

### **Background**

The ETEK was published in 2009 by the Australian Government Department of Health and Aged Care (the Department), to provide a nationally consistent training framework for triage to support emergency clinicians. To ensure relevance and continued value for Australian emergency clinicians, the Commission will review and update the ETEK, funded by the Department. The project will take approximately 12 months, commencing in August 2022.

Dr Carolyn Hullick is a Clinical Director at the Commission and will be Chair of the ETEK Project Advisory Group. Dr Hullick is an Emergency Physician in Newcastle, New South Wales and a Fellow of the Australasian College for Emergency Medicine.

The Commission is establishing a Project Advisory Group to provide strategic guidance, leadership, and clinical input to support the review of the ETEK. The Group will be comprised of representatives from key Emergency Department stakeholder groups, including clinical, academic, specialist college sectors and consumer advisors.

## Objectives

The Project Advisory Group will provide:

- Technical and operational advice to support the project
- Guidance to ensure alignment of the ETEK project with current safety and quality risks
- Advice on potential risks and mitigation strategies
- Support for engagement with relevant stakeholders (e.g., clinicians, consumers, government agencies, academic institutions and software vendors)
- Feedback on draft content, including supplementary resources and materials
- Advice on the practical application of the ETEK
- Advice on the development of project plans and processes, as applicable
- Advice about stakeholder engagement and communications
- Leadership and executive support to ensure the project meets agreed timeframes.

## Proposed meeting dates

At this stage it is anticipated that the ETEK Project Advisory Group will meet approximately 8 times over the following year. The draft terms of reference for the ETEK Project Advisory Group are enclosed and will be discussed at the initial meeting (see Attachment A).

The first meeting will be held in late September or early October 2022. Members will be contacted with the proposed date and time of the first meeting following acceptance of nomination. Meetings will run for approximately 2 hours and will be held virtually.

## Nomination

It would be appreciated if you could provide your nomination to the Commission by Monday 29 August 2022, as this will allow formalisation of your nominee on the ETEK Project Advisory Group. Please forward your response to:

Olivia Armitage  
Senior Project Officer  
Australian Commission on Safety and Quality in Health Care  
Email: [olivia.armitage@safetyandquality.gov.au](mailto:olivia.armitage@safetyandquality.gov.au)

Thank you for your support of the Commission. Please do not hesitate to contact Olivia by phone on 02 9126 3571 or email [olivia.armitage@safetyandquality.gov.au](mailto:olivia.armitage@safetyandquality.gov.au) if you have any questions in relation to this invitation.

Yours sincerely



Chris Leahy  
Chief Operating Officer  
Australian Commission on Safety and Quality in Health Care  
22 August 2022

**Cc:** Juleen Schneider, Executive Assistant, Office of the CEO via [J.Schneider@acrrm.org.au](mailto:J.Schneider@acrrm.org.au)

## Attachments

Attachment A – ETEK PAG Terms of Reference - DRAFT

**AUSTRALIAN COMMISSION  
ON SAFETY AND QUALITY IN HEALTH CARE**

TRIM: D22-31812

**Project Advisory Group**

**Emergency Triage Education Kit  
Review**

**Terms of Reference**

August 2022

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## Introduction

The Australian Commission on Safety and Quality in Health Care (the Commission) officially commenced operation on 1 July 2011. The Commission has been created under the provisions of the *National Health Reform Act 2011*. The Commission's role is to lead and coordinate national improvements in the safety and quality of health care.

The Commission will deliver, for the Australian Government Department of Health and Aged Care (the Department), a review and update of the Emergency Triage Education Kit (ETEK). The purpose of the ETEK is to provide a set of learning resources that supports nationally consistent Emergency Department (ED) triage education.

The main deliverable of this project is the publication of an updated ETEK and supplementary resources. The Department published the current version of the ETEK in 2009. A refresh of the ETEK will ensure its continued value for Australian emergency clinicians, particularly for those in a triage role, such as registered nurses, and allow for state and territory health department work to be included. The ETEK will continue to be applicable to public and private ED settings, across metropolitan and rural locations.

Having undertaken previous work relating to the ED setting and clinical care at triage, including extensive work on recognising and responding to the deteriorating patient, the Commission is well placed to lead this review and update. The Commission will establish this Project Advisory Group to provide strategic guidance, leadership, and clinical input to support the review of the ETEK.

### 1. Purpose of Project Advisory Group

The purpose of the ETEK Project Advisory Group is to provide project and strategic advice for the review and update of the ETEK.

The Group will be comprised of representatives from key ED stakeholder groups, including clinical, academic, specialist college sectors and consumer advisors.

### 2. Role, Function and Deliverables

Project objectives:

1. Review and update the ETEK and any associated supplementary resources
2. Collect high-level information about any existing evaluations or reviews conducted by states and territories
3. Ensure alignment of the ETEK with current safety and quality risks in Australian EDs
4. Consider the practical implementation of the ETEK within health service organisations
5. Embed a regular review process of the ETEK to ensure relevance and applicability.

Key roles and responsibilities for members include providing:

- Technical and operational advice to support the project
- Guidance to ensure alignment of the ETEK project with current safety and quality risks
- Advice on potential risks and mitigation strategies

- Support for engagement with relevant stakeholders (e.g., clinicians, consumers, government agencies, academic institutions, and software vendors)
- Feedback on draft content, including supplementary resources and materials
- Advice on the practical application of the ETEK
- Advice on the development of project plans and processes, as applicable
- Advice about stakeholder engagement and communications
- Leadership and executive support to ensure the project meets agreed timeframes.

### 3. Membership (to be finalised)

The ETEK Project Advisory Group will feature representation from the following stakeholder groups;

Stakeholder Groups
Australian Commission on Safety and Quality in Health Care (Chair)
Department of Health and Aged Care
ACSQHC Interjurisdictional Committee
ACSQHC Private Hospital Sector Committee
Australasian College for Emergency Medicine (ACEM)
College of Emergency Nursing Australasia (CENA)
Australian College of Emergency Nursing (ACEN)
Council of Remote Area Nurses Australia (CRANA)
Australian College of Rural and Remote Medicine
Nurse education academics and/or subject matter experts
Mental health ED liaison specialist
Paediatric ED specialist
Congress of Aboriginal Torres Strait Islander Nurses and Midwives
Consumers Health Forum of Australia

Smaller topic working groups will be established as required to provide specialised input for specific modules of the ETEK.

In addition, a smaller working group comprised of jurisdictional representatives from the Australian states and territories will be formed.

### 4. Terms of Appointment

Each member is appointed on the basis of their nomination / individual skills, knowledge and expertise and holds their appointment at the discretion of the Commission.

Members may resign from Group at any time by providing a letter stating the intention to resign to the Commission (copied to the Chair and Secretariat) at least four weeks prior to the date of resignation.

The Commission may appoint a member to the Group at any time, where there is an identified gap in expertise or experience

The Commission retains the discretion to terminate a member's appointment to the Group.

## 5. Confidentiality

Group members may, on occasion, be provided with confidential material. Members will be asked to sign a Deed of Confidentiality and Conflict of Interest form on appointment to this Group.

Members are not to disclose confidential material to anyone outside of the Group and are to treat this material with the utmost care and discretion and in accordance with the terms of their Deed of Confidentiality.

## 6. Conflict of Interest

Conflict of interest is defined as any instance where a Group member, partner or close family friend has a direct financial or other interest in matters under consideration or proposed matters for consideration by the Group.

A member must disclose to the Chair any situation that may give rise to a conflict of interest or a potential conflict of interest and seek the Commission's agreement to retain the position giving rise to the conflict of interest. Where a member gains agreement to retain their position on the Group, the member must not be involved in any related discussion or decision-making process.

A member is not to participate in any Group business until the Deed of Confidentiality and Conflict of Interest form has been completed.

## 7. Timeframes and meetings

The Group will be established in August 2022 and will run up to December 2023.

The Group is expected to meet **bi-monthly** over the course of the project. Meetings will be held over video or teleconference.

If possible, and where safe to do so, the Commission is able to host face-to-face meetings, which will be held at the Commission's offices in Sydney, NSW.

Additional out-of-session meetings may be scheduled if needed.

## 8. Reporting and Evaluation Mechanisms

Advice, feedback and outcomes of the meeting will be reported to the CEO of the Commission.

At the completion of the project, it is expected that the ETEK Project Advisory Group will have:

- Provided relevant technical and strategic advice to inform the project
- Supported engagement with all relevant stakeholders and groups
- Advised on potential project risks and potential mitigation strategies

- Provided guidance on the impact of the project and its deliverables on all major stakeholders
- Actively supported the project and acted as an advocate for its deliverables.

## 9. Support for Project Advisory Group

Secretariat support is provided by the Commission.

The Secretariat will:

- develop agendas, papers and/or briefs for Group meetings
- arrange meetings for the Group to discuss issues
- distribute relevant information in a timely manner to promote robust discussion and feedback
- ensure all members are kept informed of issues and information relevant to the work of the Group
- incorporate Group advice into the development of materials, where possible
- provide feedback to the Group on outcomes of discussions and progression of work
- arranging venues and catering for meetings, if needed.

A list of staff members to contact within the Secretariat is available at **Appendix 1**.

## 10. Operation of the Project Advisory Group

### ***The Chair***

The Chair is ultimately responsible to the Commission for the operation of the Group. The Chair will preside at all meetings at which they are present. If the Chair is absent from a meeting, a nominee of the Chair will preside.

Carolyn Hullick, Clinical Director, Australian Commission on Safety and Quality in Health Care will be Chair of the Project Advisory Group.

### ***Members' obligations and expectations***

1. Members are to actively participate in all meetings and share information that is not limited by confidentiality at the project advisory group, noting that individual members may advise their organisations, where appropriate.
2. Members are nominated for their expertise and individual skills, knowledge and expertise, representing the organisation nominated in the instrument of appointment
3. Members will be part of the Group until the end of the project.
4. Individuals on the Group will declare any potential competing interests with the Commission.
5. Where members are unable to attend meetings, the Chair must be advised of an alternate nominee
6. Members will sign a deed of confidentiality
7. Members will be remunerated according to Commission's Committee Travel and Remuneration Policy. Members will not be eligible to be remunerated under any



Remuneration Tribunal determination if they hold an office or are a full-time employee of the Commonwealth, a state or a territory or a state or territory authority or instrumentality.

### ***Meetings***

It is intended that the Group will meet bi-monthly over the course of the project. Meetings will be held via teleconference or video conference. Any face-to-face meetings will be held in Sydney at the Commission's office.

Additional out-of-session meetings may be held via teleconference or video conference.

### ***Proxies***

Due to the specific nature of the Group, the Chair must be advised of any proxies for meeting attendance prior to each meeting.

### ***Quorum***

A quorum for a meeting is half the committee membership plus 1. Any vacancy on the Committee will not affect its power to function.

### ***Remuneration***

Members will be remunerated according to Commission's Committee Travel and Remuneration Policy. Members will not be eligible to be remunerated under any Remuneration Tribunal determination if they hold an office or are a full-time employee of the Commonwealth, a state or a territory or a state or territory authority or instrumentality. Representatives from organisations who continue to receive a salary for attending meetings will not be eligible for sitting fees.

### ***Travel***

Travel related expenses, if relevant, will be the responsibility of each member.

### ***Agenda***

The agenda and related papers are normally circulated to members two weeks prior to the meeting.

### ***Meeting minutes***

The minutes of the meeting will be prepared by the Secretariat. They will provide a concise and focused report of decisions and actions taken. Minutes will be made available to members in a timely manner.

## **11. Personal Information**

The personal information a committee member provides to the Commission will be kept in compliance with relevant privacy and confidentiality legislation.

## Appendix 1: List of Secretariat Staff Members

Name	Position	Organisation
Gillian Giles	Director, Healthcare Variation	Australian Commission on Safety and Quality in Health Care
Paul Miles	Director, eHealth and Medication Safety	Australian Commission on Safety and Quality in Health Care
TBC	Senior Project Officer	Australian Commission on Safety and Quality in Health Care

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