



Terms of Reference (TOR)

Steering Committee

Quality Equity and Systems Transformation in Primary Health Care (QUEST PHC): Developing and testing a tool to measure quality in Australian general practice

Primary Function

The Steering Committee (SC) is accountable to the research team of DHCRC Project 0102: QUEST PHC: Developing and testing a tool to measure quality in Australian general practice for the successful delivery of the project.

The SC will offer strategic direction and advice to the research team on matters relating to measurement of quality in Australian general practice as it relates to this project, including:

- Provide advice and feedback on current and proposed research design and dissemination activity
- Promote collaboration and research activity across industry partners
- Support access to relevant stakeholder groups when applicable

Membership

The DHCRC QUEST PHC SC will be chaired by the Professor Jennifer Reath and be made up of nominated representatives from across all the relevant partner organisations.

Each member of the SC facilitates the Research Team and the QUEST PHC project by providing direction and advice, by assisting to clear obstacles to the project's success and by championing the projects across their PHN and health system partners.

Actions and accountabilities may be delegated to individual SC members but they remain accountable to the entire SC.

In the absence of a member, a deputy can be nominated to attend meetings in their place.

The Chair may invite other attendees to meetings, or for specific items at a meeting to assist the SG in its deliberations. If other Committee members would like to invite people to the Committee meetings, this should be cleared with the Chair in advance of the meeting.

The Membership will include:

Western Sydney University
WentWest (Western Sydney PHN)
WA Primary Health Alliance (WAPHA)
Nepean Blue Mountains PHN

Prof. Jennifer Reath, Dr Phyllis Lau, Samantha Ryan
Ray Messom / Jane Assange
Chris Kane / Mel Chatfield
Lizzy Reay / Kate Tye

South Western Sydney PHN
 North Western Melbourne PHN
 Western NSW PHN
 Brisbane North PHN
 Central & Eastern Sydney PHN
 Royal Australian College of General Practitioners
 Australian College of Rural and Remote Medicine
 NSW Justice Health and Forensic Mental Health
 Network
 SA Prison Health Service

Keith McDonald / Kristen Short
 Emma McKeown / Janelle Devereux industry partner
 Daniel Belshaw, industry partner
 Joanne Dieudonne, Amanda Queen, industry partner
 Brendon Goodger, industry partner
 Paresh Dawda
 Marita Cowie
 Rose Lougheed
 Tom Turnbull

Quorum:

The quorum for meetings shall be the nearest whole number above one half of the membership.

Meetings:

The SC will meet about every six weeks – immediately after each quarterly Project Control Group (PCG) meeting and at mid-point between PCG meetings. The Chair is responsible for determining if more meetings are required to enable the SC to perform its responsibilities.

Dates	Times
Tue 13/7/2021	12-12:30pm (immediately after PCG meeting)
Tue 24/8/2021	11am-12pm
Fri 22/10/2021	2-2.30pm (immediately after PCG meeting)
Fri 3/12/2021	1-2pm
Tue 18/1/2022	12-12.30pm (immediately after PCG meeting)
Tue 1/3/2022	11am-12pm
Fri 22/4/2022	2-2.30pm (immediately after PCG meeting)
Fri 3/6/2022	1-2pm
Tue 19/7/2022	12-12.30pm (immediately after PCG meeting)
Tue 30/8/2022	11am-12pm
Fri 21/10/2022	2-2.30pm (immediately after PCG meeting)
Fri 2/12/2022	1-2pm
Tue 17/1/2023	12-12.30pm (immediately after PCG meeting)

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