

QEMS AEROMEDICAL SUB-COMMITTEE

Policy Guidelines

Queensland Health
Emergency Services
Final
V: 23/11/2004

Application: These policy guidelines apply to all Departmental officers and associated persons, including:

- Public Service officers employed under the *Public Service Act 1996*;
- Health Service employees, employed under the *Health Services Act 1991*.
- Ambulance Service officers employed under the *Ambulance Service Act 1991*;
- Contractors or persons / agencies subject to agreements with by Queensland Health.
- Contractors or persons / agencies subject to agreements with Department of Emergency Services.

Purpose:

The purpose of these policy guidelines is to:

- Establish a Aeromedical Sub-Committee of QEMSAC;
- Describe the terms of Reference of the sub-committee; and
- Describe the membership criteria and support structure for the sub-committee.

Rationale:

On the advice of QEMSAC the Queensland Government will implement a significant number of recommendations as detailed in reviews into various aspect of the provision of aeromedical services in Queensland undertaken between 2000-2004. The implementation requires a multi-disciplinary multi-agency approach. Queensland Health (QH) and the Department of Emergency Services (DES) have primary carriage for the provision of aeromedical services through a set of arrangements, which include government aviation services, contracted services, and community based operations. As the interdepartmental committee with responsibility for advising the Queensland Government on emergency medical services systems QEMSAC has determined that an aeromedical sub-committee be established specifically to oversee the implementation of these recommendations.

Responsibilities:

These guidelines identify the responsibilities of agencies, departmental officers and sub-committee members under this policy.

Policy:

1. Establishment and Function of the QEMS Aeromedical Sub-Committee

The QEMS Aeromedical Sub-Committee (sub-committee) is to manage the implementation of recommendations arising out of the:

- a. *Aeromedical Services Review of the Torres Strait and Northern Peninsula Area;*
- b. *Independent Review of Queensland's Aeromedical and Air Rescue Helicopter Network;* and
- c. *Independent Review of the Clinical and Operation aspects of the Aeromedical Retrieval System in Queensland.*

The sub-committee will be responsible for:

- a. The management and oversight of the implementation of agreed recommendations;
- b. The allocation of resources to undertake various tasks necessary to meet agreed outcomes;
- c. Monitor performance in the achievement of outcomes; and
- d. The preparation of reports to and on behalf of QEMSAC in relation to compliance with review recommendations and progress in implementation.

2. Terms of Reference

In managing the implementation of review recommendations the sub-committee will:

- a. Establish an implementation prioritisation schedule and determine timeframes for the completion of tasks.
- b. Identify resources needed and negotiate the allocation of resources accordingly to ensure completion of all tasks associated with the implementation of agreed recommendations.
- c. Undertake inter-agency collaboration and ensure that stakeholders are engaged throughout implementation processes.
- d. Ensure that outcomes associated with the implementation of recommendations are consistent with Government priorities, outcomes and targets.
- e. Report to QEMSAC on progress and prepare for QEMSAC reports to relevant Ministers and departmental CEOs.
- f. Consider and provide advice on interagency, and service provider relationships, compliance with standards and policies, and future directions for aeromedical services in Queensland.

3. Authorisation

The sub-committee is established by QEMSAC with the agreement of QH and DES. The sub-committee is authorised to undertake tasks, allocate resources and incur expenditure to the limit of delegations of its members and/or as approved by the CEO of Queensland Health and the Department of Emergency Services.

4. Membership

Members of the sub-committee will be drawn from QEMSAC. Additionally, QEMSAC will invite a person representing Queensland Rescue, The Royal Flying Doctor Service and Community Helicopter providers to be members of the sub-committee. QEMSAC will also invite QH and DES to nominate officers of each department to form an implementation working party to assist the sub-committee.

The members of the sub-committee shall be: (***to be confirmed by QEMSAC***)

Chair Representing QH (3) Representing DES (3)	<i>Jim Higgins Mr Dan Bergin Dr Mark Elcock Dr Steve Rashford Russell Bowles Michael Metcalfe TBA</i>
Representing The Royal Flying Doctor Service Representing Queensland Rescue Representing Community Helicopter Providers	<i>Mr Bruce Maguire Chief Pilot TBA</i>

The Working Party members shall be:

From QH (at least 2) From DES (at least 2)	<i>Therese Lee Noel Gillard Ross Buchanan Jackie Malone Bryan Evans</i>
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The QEMS Secretariat will administratively support the sub-committee and working party.

5. **Responsibility of the Chair**

The chairperson is responsible for the following tasks:

- a. Chair meetings of the sub-committee;
- b. Develop meeting agendas in consultation with the secretariat;
- c. Confirm accuracy of minutes prior to distribution;
- d. Development of the annual work plan in consultation with the members;
- e. Delegate and coordinate sub-committee activity to meet the objectives of the work plan;
- f. Ensure that an annual report is completed in a timely fashion; and
- g. Implement strategies to enable all members to actively participate.

6. **Responsibility of Departmental Agencies**

Departmental agencies with primary responsibility for aeromedical services are QH and DES. These agencies will commit to the implementation of agreed strategies, develop work plans and allocate sufficient resources to tasks to ensure timely completion.

7. **Responsibilities of Departmental Officers**

Departmental officers appointed to the sub-committee working party are to ensure they undertake tasks as directed by the Chair of the sub-committee. Primary duties will include the preparation of work plans, manage or undertaking projects related to the work of the sub-committee, and prepare reports for the sub-committee.

Relevant Legislation:

Health Act 1937

Health Services Act 1991

Ambulance Services Act 1991

For Assistance Contact:

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