

COUNTIES MANUKAU DHB

Primary Health Organisation Group (GPHO) Terms of Reference

19th January 2005

1. Objectives

To support the sustainable development of primary care and further development of integrated care in Counties Manukau by:

- providing advice to DHB management on matters relating to planning, co-ordination, leadership in primary health care
- providing advice to DHB management on planning, co-ordination, implementation and maintenance of integrated care programmes and initiatives
- fostering collaboration across primary health care provider organisations and professional groups
- fostering collaboration between primary and secondary health care.

Note that in respect of its work on DHB related matters, the Group will have an advisory role to the DHB rather than any delegated authority. The DHB intends to form a “Clinical Governance Forum” which in addition to providing clinical input to the above objectives (where appropriate) shall also operate as a governance group to the Chronic Care Management programme.

2. Purpose

- Contribute to development of policies and implementation plans to give effect to CMDHB’s Strategic Plan, the Counties Manukau Primary Health Care Plan, integrated care initiatives, and other local and national strategies, including the national Primary Health Care Strategy and He Korowai Oranga
- Provide a forum for CMDHB and PHOs to obtain consistent and co-ordinated advice including but not limited to advice on specific health issues in order to optimise the sector’s response to local needs and reduce health inequalities
- Identify opportunities for synergies between the various projects and programmes that primary health care providers and the DHB are involved in (including intersectoral programmes)
- Support effective change management within primary health care in order for PHOs to become more effective
- Identify and mitigate risks in funding and delivery of primary health care services
- Provide feedback on the impact of policy and strategy implementation.
- Ensure effective communication and information provision to support:
 - ⇒ Counties Manukau DHB management and clinical staff to be aware of primary health care perspectives, including the role primary health care services can play in achieving health gain, and the issues facing providers
 - ⇒ Primary health care providers to be aware of DHB perspectives, including priorities, processes and imperatives.

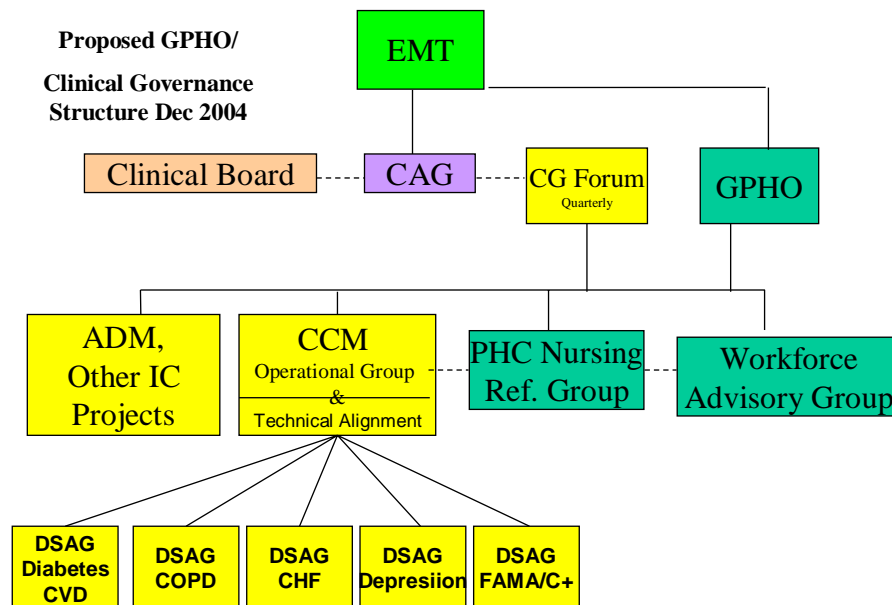
3. Guiding Principles

- Operating within the policies and strategies of the DHB to ensure a shared strategic direction and shared priorities across the primary health care sector and the DHB
- The commitments the DHB and PHOs have to the Treaty of Waitangi
- A collaborative approach that uses consensus decision-making to promote group accountability and positive relationships
- A transparent process open to scrutiny
- Clinical governance lying with the providers
- Alignment of clinical and financial accountabilities
- Reduction of health disparities by improving health outcomes for Maori and Pacific peoples and other communities with health disparities
- A total system of healthcare incorporating both primary and secondary healthcare, and recognising the impact that other sectors have on health outcomes
- Openly acknowledging areas in which the parties have different perspectives and imperatives should they not be able to reach a consensus
- Collaboration between PHOs will be essential to deliver gains in quality, efficiency and health outcomes.

4. Structure

GPHO will provide the overarching leadership for primary care and integrated care advice to the DHB. GPHO will be supported to achieve its objectives by a number of sub-groups; initially these sub-groups will include the primary care nursing sector reference group and the chronic care management group(s), with others being added as required.

GPHO will also have the ability to establish working groups to meet specific objectives, eg to provide input into the workforce development plan, the information services strategic plan, the Maori Health plan, and the Pacific Health plan.



4.1 Linkages

Group / Committee	Linkage
Clinical Advisory Group (CAG)	Clinical Governance Forum nominates members on CAG
Clinical Board	Clinical Governance Forum nominates member on the Clinical Board
Clinical Board sub-committees	GPHO nominates member on sub-committees as required
Elective Services Steering Group	GPHO nominates required members
Well Child Implementation Group	GPHO nominates required members

In addition to the above there will be ad hoc advisory and steering groups that may request primary care representation from GPHO, e.g. implementation of various plans: Sexual & Reproductive Health, Child & Youth Health etc.

5. Membership

The members of GPHO are nominated by the PHOs and the DHB for their individual expertise and relevant competencies that will contribute to the group's purposes. Individuals will be appointed to GPHO by the CEO of CMDHB in consultation with the parties nominating them. Generally, the management of PHOs should be represented on GPHO, with clinical input occurring through the Clinical Governance Forum and Clinical Advisory Group.

Essential 'relevant competencies' for representation on GPHO will include the ability to influence / represent:

- the current and emerging PHOs
- Maori Health
- Pacific Health
- the related primary care groups that will work closely with/be part of PHOs in the future
- Counties Manukau DHB

Other 'relevant competencies' will include:

- Clinical knowledge
- Business management
- Communication.

The group will be chaired by the Director Primary Care Development.

5.1 Membership Responsibilities

GPHO membership responsibilities include:

- affording the activities of the group the necessary priority and attention
- agreeing to work collectively to fulfil all the purposes of the Group, and work within its guiding principles as outlined above
- communicating with, and gaining feedback from the sector regarding the activities of GPHO
- reporting back to the organisation(s), members represent, on the activities of GPHO
- developing effective relationships, and facilitation of meaningful Maori and Pacific participation
- ensuring alignment of the activities of the group with national and local strategies and policies e.g. the New Zealand Health Strategy, the Counties Manukau Primary Health Care Plan.

5.2 Core Membership

Organisation Group	Requirements	Number of appointees
Primary care	<p>Requires ability to provide Nursing, Medical and Management skills and perspectives to issues and programmes considered by the group. One nominee from each of the following organisations:</p> <p><i>Current PHOs</i></p> <ul style="list-style-type: none"> • TaPasefika • Te Kupenga O Hoturoa • The Primary Health Network for Manukau • Total Healthcare Otara • Mangere Community Health Trust • Peoples' Healthcare Trust • East Health Trust <p>Primary health care nursing group nominee</p> <p>Pharmacy nominee</p>	<p>Seven</p> <p>One</p> <p>One</p>
Other participants	<p>Mental Health and Addiction Network nominee</p> <p>Well child services group nominee</p>	<p>One</p> <p>One</p>
Counties Manukau DHB	<p>Requires ability to provide Nursing, Medical and Management skills and perspectives to issues and programmes considered by the group, including alignment with CMDHB's direction and policy. Suggested membership of the Chief Planning & Funding Officer, Director of Nursing and Director Primary Care Development</p>	Three
TOTAL		14

In addition to the core membership described above it may be appropriate at times to include additional invitees to the meetings.

6. Work programme

- GPHO will develop a prioritised work programme at the beginning of each year that will help inform the agendas and align the priorities with CMDHB's District Strategic Plan and District Annual Plans.

7. Meetings

- The group will meet a minimum, of monthly for at least ten months of the year..
- Additional meetings held will be authorised by the Chair of the Group.
- Meetings will be conducted only where a quorum is present within 30 minutes of the designated start time of the meeting.
- In the event that they are not able to be present at a meeting, members of the Group will only have the ability to appoint alternates at the discretion of the Chairman. However, it will be the responsibility of the member to ensure that the alternate is adequately briefed and supplied with the relevant documentation.
- Decision making shall be by consensus at meetings where a quorum is present.
- Minutes of the meetings will be approved by the Chair and circulated to members within 5 working days of the meeting. Secretarial support for the GPHO will be provided by the DHB.
- Recommendations from the GPHO will be forwarded to the identified decisionmaker(s) by the Chair in liaison with DHB funder arm representatives.

8. Quorum

The quorum for GPHO shall be at least four nominated primary care representatives and one CMDHB nominated representative.

9. Reporting and accountability

Members of GPHO will be accountable to the CEO of Counties Manukau DHB via the Chair of the Committee.

10. Payment

PHO and DHB members shall be funded by their respective organisations. Other members shall be remunerated according to CMDHB's 'Remuneration Policy'.

11. Confidentiality

Agenda papers and minutes will be confidential only if specifically noted as such by the DHB or author of the paper or as agreed by consensus at the GPHO meeting, otherwise they should be treated as in the public domain. [CMDHB's media policy](#) will apply to GPHO members.