

Independent Chair – Community Advisory Group

Independent Chair Position Description

- Primary Health Networks (PHNs) have been established with the key objective of increasing the efficiency and effectiveness of health services for patients, particularly those at risk of poor health outcomes. Their aim is to improve coordination of care and ensure patients receive the right care, in the right place, at the right time, as well as to undertake population health planning to identify and address local needs.

Community Advisory Group Independent Chair	
Position reports to	NQPHN Board through Clinical Governance Committee
Key Relationship	Community Advisory Group Chair / Executive Director Health System Integration and Innovation
Term of appointment	The Independent Chair may be appointed for a minimum of 12 months and up to 3 years by the NQPHN Board who reserves the right to review, amend or terminate the appointment at any stage.
Location	NQPHN Region – The Independent GP Community Advisory Group Chair can be based in the Mackay, Townsville, Cairns, and Cape and Torres regions
Meetings	The NQPHN Community Advisory Group meets three times per year for up to two hours per meeting. Meetings will alternate between Mackay, Townsville and Cairns and videoconferencing capabilities will be made available to members located offsite at each meeting. The Independent Chair is not required to travel to each location to attend the meeting in person, with virtual attendance being satisfactory.
Remuneration	<p>The role is voluntary (preparation and sitting fees will be paid). Outside of this, any expenses associated with the activities of the Independent Chair to attend meetings (for example travel and accommodation if required – all travel will require approval from the NQPHN Chief Executive Officer, prior.) will be met by NQPHN.</p> <p>As per NQPHN's Stakeholder Reimbursement and Remuneration Policy and Procedure, the Independent Chair may claim Preparation time of \$100/hr (up to 2 hours per meeting), and a Sitting Fee of \$120/hr (up to 2 hours per meeting). Three meetings are scheduled per year.</p>
Key Responsibilities	<p>The Independent Chair will guide and direct participation in the NQPHN Community Advisory Group, which includes a membership base comprised of health service users, consumers, carers, and community members, and act as a critical friend to NQPHN by bringing community perspective to advise the planning of activities and priorities. The Group's advice is aligned with NQPHN's Health Needs Assessment and local and Commonwealth priorities.</p> <p>The chair is responsible for leadership of the Community Advisory Group meeting including:</p> <ul style="list-style-type: none"> – facilitating proper information flow to and from the Consumer Advisory Group – facilitating the effective functioning of the Consumer Advisory Group including managing the conduct, and length of Consumer Advisory Group meetings (in consultation with the NQPHN Consumer Advisory Group secretariat):



NQPHN acknowledges the Aboriginal and Torres Strait Islander peoples as Australia's First Nation Peoples and the Traditional Custodians of this land. We respect their continued connection to land and sea, country, kin, and community. We also pay our respect to their Elders past, present, and emerging as the custodians of knowledge and lore.





Community Advisory Group Independent Chair	
	<ul style="list-style-type: none"> – seeking to ensure that the information provided to the Consumer Advisory Group is relevant, accurate, timely and sufficient to keep the Consumer Advisory Group appropriately informed of the performance, finances, affairs, opportunities, and challenges of the organisation – facilitating open and constructive communications amongst Consumer Advisory Group members and encouraging their contribution to board deliberations – liaising with and counselling, as appropriate, Consumer Advisory Group members.
Key Selection Criteria	<ul style="list-style-type: none"> • Experience in facilitating meetings and encouraging and facilitating contributions from all committee members. • Ability to support the NQPHN Community Advisory Group by representing their communities and networks. • The ability to promote a culture that implements best practice based on person-centred care. • The ability to consider the diverse needs of the North Queensland community. • Knowledge and experience working in primary care in North Queensland. • The ability to make recommendations on health needs and priorities of North Queensland. • Living in the NQPHN geographical area.
The Community Advisory Group	<p>The NQPHN Community Advisory Group (CAG) ensures that practical recommendations and advice from a local North Queensland perspective are included as part of NQPHN's review of investment decisions and to progress outcomes in accordance with the strategic intent of NQPHN.</p> <p>The aim of the Group is to enable health system improvement and reform in local regions and for identified community groups. The Group ensures that community ideas drive improvements in person-centred care to deliver better health outcomes that are locally relevant and aligned to local care experiences and expectations.</p> <p>The Group also guides and advises NQPHN to improve its social impact, cultural security, and patient safety of programs it commissions throughout the region.</p> <p>As champions of change, Group members maximise and leverage their own community networks to improve health outcomes through coordinated care.</p> <p>The Community Advisory Group plays a key role in helping to guide NQPHN in ensuring activities are connected to and supported by the communities it serves. The Group provides an excellent opportunity to help shape the delivery of primary health care in North Queensland</p>