

West Coast District Health Board and Ministry of Health Sustainability Project

Terms of Reference

Purpose

To define, develop, and implement a model of service for the West Coast region that is a clinically and financially sustainable. This includes capital development requirements that will align with the chosen models of care for the West Coast District Health Board.

The project will be a joint initiative between the West Coast District Health Board and the Ministry of Health to ensure that local, regional, and national considerations are met.

To ensure that expertise is allocated appropriately within the workstreams of the project, this will be drawn from directorates within the Ministry of Health, the District Health Board and external resources.

Scope

The scope of the project will include, but not necessarily be restricted to, examining the current service delivery model of care and considering service reconfiguration across the DHB, which will lead to a clinically and financially sustainable service in:

- Primary and Community Care
- Mental Health
- Disability Support
- Health of Older Persons
- Secondary Care
- Tertiary Care referral
- Relationships with neighbouring DHBs

The following will be expected from the project.

- Optimal models of care for the West Coast which are clinically and financially sustainable.
- Models of care will align with the service needs of the neighbouring population, and encompass the requirements of the Operational Performance Framework.
- Facilities development which demonstrates utilisation of efficiencies, and fits with the optimum models of care for future generations on the West Coast.
- Outcomes from the project which are beneficial to the sector are disseminated appropriately.
- A clear timeline and implementation plan for agreed recommendations

Timing

To ensure that all areas of the project requirements are addressed, significant time should be allowed for the project to achieve its outcomes. In order to map the requirements of the project, the following indicative high level milestones are set:

31 July 2007 – The Sponsor and Steering Groups will have met to discuss workstreams, prioritisation, allocation of personnel, and assign responsibility to those workstreams.

31 August 2007 – Actions initiated on workstreams agreed upon.

1 December 2007 – Interim hybrid funding agreement for 2008/09 District Annual Plan and Statement of Intent.

31 December 2007 – Framework for future delivery and options assessment completed in order to inform subsequent workstreams.

April 2008 – Interim District Annual Plan proposal, outlining proposed reconfiguration of services and models of care.

30 June 2008 - 2008/09 DAP agreed with Ministry and Minister of Health

August 2008 – West Coast District Health Board submits final business case for capital development arising from proposed reconfiguration of services.

March 2009 – West Coast District Health Board's draft 09/10 DAP implementing the 'year-one phases' of service provision according to an agreed service delivery model and funding agreement.

Sponsor Group

To ensure an overarching view is maintained of the project, a small group will form to offer guidance and prioritisation. They will receive monthly progress reports from the Steering Group and will meet on a regular basis either by teleconference or face to face. The Sponsor Group will consist of:

- Anthony Hill – Deputy Director-General, DHB Sector Accountability and Funding or their nominee
- Kevin Hague – Chief Executive Officer, West Coast District Health Board or their nominee
- Gregor Coster – Chair, West Coast District Health Board

Steering Group

To manage and ensure appropriate participation and input into ongoing work by each of the various project work-streams. To acknowledge the joint venture between the District Health Board and Ministry of Health, the

responsibility for coordinating the Steering Group will be held by Wayne Turp and Lee Taylor.

Steering group will call on additional expert clinician advice and other members as required as part of the Steering Group remit.

This group will consist of:

Wayne Turp – General Manager Planning & Funding	Lee Taylor – Account Manager
Wayne Champion – CFO/CIO/Facilities	John Hazeldine – Manager, Group Finance
Jane O'Malley – Director of Nursing and Midwifery	Astrid Koorneef – DHB Relations Senior Medical Advisor (Ministry)

Project Support

To ensure that continuity is maintained throughout the project, there will be a Project Manager assigned within the DHB and Ministry as project support. The Project Managers will work with the Steering Group and Working Parties as required and coordinate workstream updates.

Working Parties

In order to deliver on each workstream and objective decided upon throughout the project, joint DHB and Ministry working parties will be required to be formed. This will consist of a base group of personnel from the Ministry and District Health Board but will be fluid to enable expertise to be utilised on the project where necessary. It will be expected that the fluid element of this group will include clinical and sector based specialists.

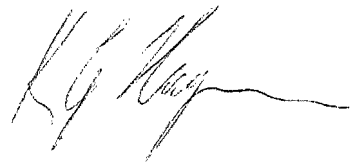
Membership within the working parties will derive from the DHB, Ministry of Health, and external consultants where appropriate. This will be determined according to workstreams and level of expertise required.

Communications

The Project Managers will be responsible for ensuring that regular and effective information sharing occurs between the project sponsors, steering group (and its expert advisory members) and the individual project teams to ensure the DHB/MoH joint working programme is operational at all levels and allow discussion and decision making to occur at an appropriate level. In addition they will manage the wider communications to both internal and external stakeholders to ensure all are well informed about the project and its outcomes. A variety of methods will be used to communicate about the DHB/MoH joint working programme including routine progress reports and updates plus briefing papers and focus groups and other consultation meetings as required.



Anthony Hill
Deputy Director-General
Sector Accountability & Funding
Directorate
Ministry of Health



Kevin Hague
Chief Executive Officer
West Coast District Health
Board

19 July 2007