

Terms of Reference

Youth Advisory Group

Vision

To engage with and represent the voice and interest of young people engaged with the South Australian healthcare services.

To inform, advocate, and collaborate to improve health outcomes, services, and consumer engagement for youth in South Australia.

Effective Date	July 2023
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Document Prepared	June 2023
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Review Date	July 2024
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Easy Read Guide:

1. YAG's vision is to engage with and represent the voice and interest of young people engaged with the South Australian healthcare services.
2. Meetings are conducted in a safe, supported, and respectful environment.
3. Meetings are held monthly for 1.5 hours.
4. The chair/ co-chairs will support the meeting and will summarise action items.
5. Action items after each meeting will be shared to members, and an action item log will be used to track the action items.
6. YAG will be mentored by the CEIH team.
7. Participants will be reimbursed for their time according to the SA Health Reimbursement Policy.

Background

The Commission on Excellence and Innovation in Health (CEIH)

The CEIH provides Chairership and advice on excellence and innovation in healthcare. We partner with clinicians, consumers, carers and other collaborators to maximise health outcomes for patients, improve care and safety, monitor performance, and champion evidence-based practice to improve health outcomes.

Our vision is, "Together, let's create better healthcare for South Australians".

In doing this we will:

- Bring together expertise from clinicians, consumers, health partners and other stakeholders to maximise health outcomes and experience.
- Be a Centre for excellence, a strong partner for clinical improvement and innovation and have expertise which can influence design.
- And drive safer, more innovative, and efficient healthcare by empowering clinicians and consumers.

Purpose

The overarching purpose of the group is to:

- Provide advocacy to ensure high quality care that is evidence-based.
- Provide advice, guidance, and community voice for the Minister of Health and Wellbeing.
- Represent the voice and lived experience of young people in South Australia.
- Provide youth an opportunity to advocate, advise and provide youth/peer support in the healthcare sector.
- Provide youth representation on the Statewide Adolescent Transition Care Clinical Network.
- Work in collaboration with the Statewide Adolescent Transition Care Clinical Network to engage in and provide advice on projects/research, development of a transition framework and to provide representation on the Steering Committee.

- Provide advice, participate and have input into the Commission on Excellence and Innovation in Health (CEIH) initiatives (i.e., projects, meetings, research, planning and development).
- Collaborate with the Statewide Clinical Networks to identify and address key system priorities related to the Clinical Network.

Responsibilities

Chair/ Co-Chairs

- The Chair/ Co-Chairs will chair the meetings or appoint a substitute chair. It is the chair's/ co-chairs' responsibility to make arrangement for meeting chairing in their absence.
- Ensure the effective conduct of each meeting.
- Encourage broad participation from all members
- Keep the meeting moving by putting time limits on each agenda items and ensure meetings run on time.
- End each meeting with a summary of decisions and actions.
- Follow up with absent members to determine if they wish to continue membership as per the terms of reference.
- Review and approve meeting papers, communications and correspondence.
- Indicate which meeting discussions or decisions are to remain confidential.
- In consultation determine whether meetings are face-to-face or via an electronic/digital platform
- Work collaboratively with the CEIH team.
- Monitor and document the action items from each meeting.

Network Advisor

A CEIH-appointed Network Advisor for the Statewide Clinical Network will attend meetings as an impartial participant.

The role supports the group by:

- Working in partnership with the Chair/ Co-Chairs and the members to achieve and deliver on the priorities of the group.
- Proactively facilitating and building effective relationships, interactions and collaborations with Clinical Network Consumer/ Carer/ Clinician stakeholders.
- Linking the group with CEIH/Departmental resources as required or appropriate.
- Facilitating the work of the group through the CEIH or Department for Health and Wellbeing endorsement processes if required.
- Being the initial point of contact for the group inquiries within the CEIH.
- Using the project management skills of communication, facilitation, risk management, report writing, project planning, and stakeholder consultation and negotiation.
- Monitoring the performance/progress of the group in achieving its agreed goals/projects.

Principles and conduct

The Working Group will adhere to the following:

- Trigger warnings are to be included as a standard agenda item.
- Prior warning is to be given if any content of discussions may be triggering for members.
- If members are triggered by a discussion, they can raise their concern or leave the room if they feel uncomfortable. If attending online, members may choose to switch off their cameras and mute the conversation. They will be advised in the chat when the topic has closed. If someone leaves the meeting, a member of the group will check in on them.
- Maintaining a safe environment for all members where they can seek support if needed.
- Maintaining an environment of respect where everyone's opinions are listened to and considered.
- Members will be conscious of language and topics of conversation during meetings.
- Members will be respectful to each other in their conduct.

- The Clinical Lead and the Network Advisor may represent the members' voices in a meeting should members be absent but will not make any decisions on their behalf without prior consultation.
- Members will conduct themselves in a manner which promotes confidence in the integrity of the work being undertaken as part of the group.
- Members of the group are appointed for their personal skills, knowledge, experience, and passion and are required to exercise these for the benefit of the group as a whole.
- It is each member's responsibility to canvas views and provide feedback to their peers and appropriate others except for confidential matters as described above.
- Members are expected to complete agreed action items from each meeting in the agreed timeframe.
- Feedback and/or review of documentation responses are to be provided within requested timeframes.
- Decisions made by the group (see [Voting](#)) are binding. Members of the group will comply with the decisions of the group and will not participate in dissent outside of the meetings.
- The Chair/ Co-Chairs reserve the right to review the membership of any member who acts contrary to the above.
- When speaking on behalf of the group (e.g., at conferences, gatherings, workshops etc.) approval must be obtained from the Chair/ Co-Chairs prior to speaking. Re-imbursing of time invested will be agreed upon with the Executive Director of the CEIH prior to the event.

Conflict of Interest

- Conflict of interest is to be included as a standard agenda item.
- Members will declare any conflict of interest prior to commencing on the group which will be documented in a Conflict of Interest Register.
- Members will also declare any new conflict of interest related to group duties as soon as practical after such conflict arises.

- If there is a declaration of conflict of interest the member will, on advice of the Chair, either refrain from voting or participating in discussions or absent themselves from the room at that point.

Confidentiality

- Where particular discussions are deemed to be confidential, members will not disclose such information to any persons outside of the Group without the support of the Group
- If confidential information is shared within the group, this will be identified as such by the Chair/ Co-Chairs.
- As the meeting nears its end, the group will determine if any of the meeting discussions should be kept confidential.

Accountability

The group reports through the Chair/ Co-Chairs to the Executive Director, Clinical Partnerships, who is accountable to the Commissioner of the CEIH. The group may be requested to provide updates and reports on projects/ initiatives they are engaged with.

Membership

Members

Membership of the group will be determined by the Chair/ Co-Chairs in conjunction with the Network team and Executive Director, Consumer and Clinical Partnerships.

Membership is open for people aged 12-25. If under the age of 16, members must have a parental/ carer consent to attend.

Members must be regularly engaged with health care services and/or have experience transitioning from youth to adult health services.

Members who resign mid-tenure will be replaced through an expression of interest process, or direct appointment. We will ensure that culture and diversity is represented within the membership.

The group through or at the direction of the Chair/ Co-Chairs can add additional members to group to achieve the purpose of the Group.

The group, through or at the direction of the Chair/ Co-Chairs, is able to seek expert advice or input on an as-needed, time limited basis to progress work against specific priorities.

Tenure

Membership tenure will be for a period of one-two years at the discretion of the Chair/ Co-Chairs or until they reach the age of 25. Subsequently, extension of membership beyond 2 years is at the discretion of the Chair/ Co-Chairs in conjunction with the Networks Program Director, Clinical Partnerships.

Operating procedures

Meeting frequency

Meeting frequency is held monthly. It is expected that at least six meetings are held each year.

Attendance

Meetings will be held face-to-face where possible with online teleconference or digital platform option available to support participation of members living in regional and rural areas. It is the responsibility of members using these facilities to ensure they are in a private location where information/discussions can remain confidential.

Members who are frequently absent will be followed up by the Chair/ Co-Chairs and asked to assess their capacity to be able to continue.

Apologies must be provided prior to each meeting. The group will discuss on the continuation of members who have not attended three consecutive meetings without providing apologies.

A leave of absence must be sought from the Chair/ Co-Chairs when a member is unable to attend two or more consecutive meetings.

Quorum

The quorum necessary for decision making will be greater than 50% of members.

A meeting may proceed if a quorum is not present. In this instance, voting will either be held over until the next meeting when a quorum is present, or via an out-of-session vote (at the Chair/ Co-Chairs’ discretion).

Voting

Decisions will be sought on a consensus basis. If a vote is necessary, a majority vote is sufficient. If an equality of votes applies, then the matter will remain undecided and either considered at the next meeting and/or escalated to the co-chairs, before being escalated to the Clinical Lead, and Executive Director, Consumer and Clinical Partnerships.

A quorum must be present to enable voting. Votes by proxy will not be accepted.

SECRETARIAT

The secretariat function for the Group will be provided by the CEIH. The secretariat will:



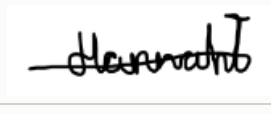
- Prepare and circulate agendas and supporting material for meetings at least three working days in advance.
- Prepare action log from each meeting and circulate within three working days.
- Ensure all files are stored in accordance with the SA Health Care Act.
- Arrange teleconference/video conference and/or book facilities for meetings.
- Ensure conflict of interest forms have been completed every 12 months by each member and prior to the new member’s initial meeting.

Approvals and review

These Terms of Reference shall be reviewed annually by the group. If changes need to be made to the Terms of Reference, the suggested changes will be raised with the group and only if consensus is given, where quorum applies, can the Terms of Reference be changed.

Any changes to the Terms of Reference are subject to the endorsement of the Executive Director, Consumer and Clinical Partnerships.

ENDORSEMENT

Member	Mackenzie Gow
Signature	
Date	8 August 2023
Member	Isobella Barrett
Signature	
Date	12 September 2023
Member	Hannah Joseph
Signature	
Date	19 September 2023

Member Benjamin Aurthur Paior-Smith

Signature 

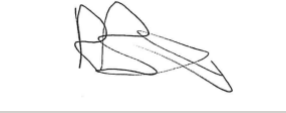
Date 10 October 2023

Member Aeisha Wood

Signature 

Date 31 October 2023

Member Roman Pikusa-Bishop

Signature 

Date 18 December 2023

Member Zac Chu

Signature

Date

Director Madeleine Baillie

Directorate CCP

Signature 

Date 18/7/2023

REVISION DATES:

No.	Date	Nature of change(s)
0.1	Jun 2023	First draft
0.2	Jul 2023	Terms of Reference endorsed by members



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