

# Refugee Health Partnership Advisory Group Queensland

## Terms of Reference (TOR)

July 2020



### OUR VISION

Our vision is that all people from a refugee background living in Queensland have access to the right care, at the right time and in the right place to ensure they have the best possible health and wellbeing.

### BACKGROUND

The Refugee Health Partnership Advisory Group Qld (RH PAGQ) was established in November 2016 and is a key mechanism to enable RHNQ and its partners to collaborate on the actions outlined in the Queensland Refugee Health and Wellbeing Policy and Action Plan (2017-2020) (the Policy).

### GUIDING PRINCIPLES

The RH-PAGQ is guided by Queensland's refugee health and wellbeing principles as outlined in the Policy:

- **Collaboration and partnerships** recognising that refugee health and well-being is best addressed through a collaborative and integrated approach between health, settlement agencies, communities, government and non-government sectors.
- **Cultural responsiveness** of service providers including access to language services will improve health service accessibility.
- **Consumer and community voice** is central to ensuring needs are met and effective partnerships with communities are sustained.
- **Continuous improvement** that reflects research and evaluation.
- **Clinical excellence** will promote high quality health outcomes.
- RH PAGQ will also be guided by a holistic view of health to recognise social determinants which emphasise the importance of prevention, health promotion and community development as critical for the protection, sustainability and enhancement of refugee health and well-being.

### FUNCTIONS

To provide a forum for key stakeholders to communicate and collaborate in order to:

- Support services and systems to integrate and provide appropriate and timely healthcare to refugees and asylum seekers in Queensland
- Develop sustainable and flexible models of care which respond to changes in the Australian Humanitarian Program and asylum seeker context
- Strategically co-ordinate projects and programs addressing the health & wellbeing of people from refugee backgrounds and develop joint funding submissions as needed
- Build the capacity of the health sector to respond to health concerns experienced by people of refugee backgrounds via coordinating and delivering education and training
- Identify and support research and quality improvement initiatives
- Identify emerging health issues and document the nature of issues facing people from refugee backgrounds
- Develop systems focussed strategies and seek solutions to issues identified including developing policy submissions and influence refugee health policy at a State and National level
- Support the delivery of key activities identified in the [Qld Refugee Health and Wellbeing Action Plan](#) (2017-2020)

## GOVERNANCE FRAMEWORK

### Membership

Membership of RH PAGQ reflects a cross-section of geographical regions and sectors; including senior representation from each settlement regions, health services, refugee settlement agencies, refugee communities and the non-government community sector.

A representative and proxy will be nominated from a variety of relevant services and sectors. Current membership:

Access Community Services Ltd	Metro North Hospital and Health Service
Australian Red Cross	Metro South Hospital and Health Service
Brisbane North PHN	North Qld PHN
Brisbane South PHN	Multicultural Australia
Cairns and Hinterlands Hospital and Health Service	Queensland Health - Strategy, Policy and Planning Division
Centacare Multicultural Services Cairns	Queensland Health: Mental Health Alcohol and Other Drugs Branch
Children's Health Qld Hospital and Health Service	Queensland Health: Communicable Diseases Branch
Darling Downs Hospital and Health Service	Queensland Health: Office of the Chief Dental Officer
Darling Downs West Moreton PHN	Gold Coast Health Service
Department of Local Government, Racing and Multicultural Affairs (Multicultural Affairs)	Queensland Program of Assistance to Survivors of Torture and Trauma (QPASTT)
Department of Home Affairs (DoHA)	Qld Transcultural Mental Health Centre
Ethnic Communities Council Qld (ECCQ)	Refugee GP Clinical Leads and GP Fellows
Mater Refugee Health	Townsville Hospital and Health Service
	Townsville Multicultural Support Group Inc

### Key roles and responsibilities of members:

- Active engagement, strategic advice and input to achieve the identified objectives
- Where appropriate provide reciprocal information sharing and representation on other identified groups or networks e.g. RHeANA (Refugee Health Network of Australia), RNA (Refugee Nurses Australia), Local HSP networks, FASSTT (Forum of Australian Services for Survivors of Torture and Trauma).
- Where appropriate participate/oversee and strategically support working/advisory groups established to operationalise objectives
- As appropriate provide written updates to secretariat for circulation prior to meetings
- Attendance at minimum 3 meetings per annum, including reading all pre and post meeting correspondence, providing responses as needed and completing action items as agreed.

### Executive Team (Chair, deputy chair and Network Staff):

Chair and Deputy Chair are two year positions with the possibility of re-nominating.

- The Chair, as well as fulfilling the expectation for general membership, is expected to:
  - chair the quarterly meetings,
  - sign off all official Network correspondence,
  - represent RHNQ at meetings with senior staff and officials, and
  - lead a review of RH PAGQ Terms of Reference and membership annually
- The Deputy Chair, as well as fulfilling the expectation for general membership, is expected to:
  - Deputise as needed
  - Provide support to the Chair
- The Network Team (Network Coordinator/s, Supervisor)

- Provide secretariat support
- Prepare reports and submissions as required to facilitate RH-PAGQ objectives
- Management of publication and social media requests
- 2020 Executive members:
  - Chair: Donata Sackey
  - Deputy Chair: Leeanne Schmidt
  - Network Staff: Vicky Jacobson, Dr Rachel Claydon, Ally Wakefield
- Role of Executive Members:
  - Represent the Network and RH PAGQ
  - Make out of sessions decisions on behalf of the network that are concordant with the policy and action plan

### **Executive Sponsor**

The purpose of the Executive Sponsor is to provide a link between the Network and Qld Department of Health and ensure ongoing strategic support for the Network.

The Executive Sponsor is responsible for:

- providing open and objective communication between the network and executive level of Qld Department of Health
- providing guidance about executive and strategic decision making
- advocating for, supporting and where necessary, facilitating the network to achieve its agreed goals
- representing the network at executive management level with in Qld Department of Health
- providing advice on the resource implications of network activity
- providing advice and input into action planning and any recommendations of the network.
- Attendance at all network meetings is highly desirable.

Executive Sponsor: Jasmina Joldic – Executive Director, Office of the Director-General Dept. of Health

### **Other Participants**

Other participants may be identified as required and invited to participate as a guest or invited to participate as an ongoing member

### **WORKING GROUPS, ADVISORY GROUPS AND REGIONAL NETWORKS**

Topic Specific Working Groups will be established on an as needed basis to operationalise the actions of the Policy and Action Plan. RH PAGQ will monitor outputs of working groups to ensure strategic consistency with the Policy and Action Plan.

Advisory Groups including the Primary Care Clinical Advisory Group (CAG), auspiced by BSPHN and the Refugee Health Advisory Group (G11) auspiced by Mater are ongoing and provide guidance to RH PAGQ.

The regional networks and/or identified region representatives feed information to and from RH PAGQ highlighting the needs of their region.

Representatives from Working Groups, Advisory Groups and regions provide an update including health needs/issues, local initiatives and areas of concern for discussion at RH PAGQ.

### **QUORUM AND DECISION MAKING**

- 50% of the member organisations plus the chair is required to form a quorum for the meeting
- The RH PAGQ will not have decision making power as each partner organisation is autonomous with its own organisational structure. Discussions do not necessarily reach consensus, minutes will document key points and options.

### **MEETING SCHEDULE**

RH PAGQ meets quarterly and provides video and phone conference link options for attendees outside of Brisbane.

## **OUT-OF-SESSION PAPERS**

There may be a requirement for RH PAGQ members to respond to out of session papers.

## **PERFORMANCE**

The Qld Refugee Health and Wellbeing Policy and Action Plan identifies the development and implementation of the Network as a key performance indicator. RH PAGQ is a mechanism to ensure the objectives of the Network as per the Action Plan are supported. RH PAGQ group reviews outcomes of Network against the Policy and Action Plan with support from the Research and Evaluation Working Group.

## **CONFLICT OF INTEREST**

Any conflicts of interest to be identified at the beginning of the meeting

## **CONFIDENTIALITY**

Minutes are confidential and are not to be circulated by members. A public summary of RH PAGQ meetings will be made available on the network website.

## **SECRETARIAT**

- Secretariat support is provided by the Network team
- Agenda to be sent out one week in advance of meeting
- Minutes to be sent out as a draft two weeks after meeting
- Dissemination: The Network Coordinator will prepare a report of key issues and learnings from RH PAGQ for members representing other networks/groups to share with other networks
- The Network team will keep publicly available information up to date through the Network's e-Bulletin and website

**Date TOR confirmed:** July 2020

**Date TOR review:** July 2021