1. PURPOSE AND SCOPE
This policy defines the structure and scope of the South Australia Audit of Surgical Mortality (SAASM) Management Committee. As a Fellowship based organisation, the Royal Australasian College of Surgeons (RACS) commits to ensuring the highest standard of safe and comprehensive surgical care for the community we serve through excellence in surgical education, training, professional development and support.

2. KEYWORDS
SA, Audit, Australasian, Mortality

3. BODY OF POLICY
The RACS Council, in 2004 endorsed coordinating the national roll out of Audits of Surgical Mortality. To ensure appropriate governance, standardisation and consistency, SAASM is a component of a national approach and is a member of the Australian and New Zealand Audit of Surgical Mortality (ANZASM) Steering Committee which assists in managing and coordinating the roll-out and maintenance of the audits. The South Australian (SA) Department for Health and Ageing provides funding for the SAASM project, and has representation on the SAASM Management Committee. This Management Committee will monitor the structures and processes involved in the SAASM quality assurance activity.

3.1 SAASM Management Committee – responsibilities:
- To undertake assessment or evaluation of the quality of services provided by SAASM.
- To analyse and review data obtained in relation to the safety and quality of services with the objective of recommending quality improvement initiatives.
- To monitor the implementation of any recommendations or other initiatives that are relevant to improving the quality of services provided by SAASM.
- To promote systemic improvements in the safety and quality of health care in the South Australian health system both in hospitals and other health care settings.
- To support a culture of safety and quality where analysis of adverse events and continuous improvement are central.
- To analyse data and information about systemic safety and quality issues and provide advice on strategies for system improvement.
- To conduct safety and quality research.
- Review recommendations and action taken to respond to relevant safety and quality issues as identified and disseminate recommendations to health services state-wide.
• To support and assist in the process to produce the annual patient safety report.
• To undertake quality improvement work which forms part of the organisation’s overall quality assurance plan.
• To ensure there are strategies in place for implementing the committee’s findings.

3.2 Membership of the SAASM Management Committee: RACS – South Australia

• South Australian State Chair or appointed Representative of the RACS SA Regional Committee.
• Appointed Surgical Specialty Representatives – the number and specialty being determined by local conditions.
• SAASM Clinical Director (Chair).
• Appointed SA Department of Health representatives (maximum of two).
• Appointed Australian and New Zealand College of Anaesthetists (ANZCA) representative.
• Appointed Royal Australian and New Zealand College of Obstetricians and Gynaecologists (RANZCOG) representative.

In attendance - SAASM Project Manager and Project Officer and ANZASM Manager (non-voting membership).

SAASM project staff will provide secretarial support and services to the Committee.

Membership will be on an ongoing basis for a period of up to three years with ability for two further periods of three years. Membership of the Committee as described above will be on the recommendation of the Chair.

The Committee may invite other people with relevant expertise to attend meetings for the purpose of providing technical advice. An invited technical expert will be made aware of confidentiality requirements prior to commencing participation and will be required to sign a confidentiality agreement prior to attending each meeting.

In accordance with the requirements of Part 7 of the Health Care Act 2008:

• All members will be advised of their responsibility under Part 7 of the Health Care Act and will acknowledge their obligations under Part 7 in writing at the commencement of their appointment to the Committee.
• A formal process of appointment for persons providing expert advice will be conducted by the Chair, the Chair ensuring that experts are made aware of the responsibilities regarding confidentiality under Part 7 of the Act. Experts will sign an undertaking of confidentiality at every meeting they attend.
• Any sub-committee to the authorised South Australia Audit of Surgical Mortality (SAASM) Management Committee will seek separate authorisation. Committee members shall not make a record of information or make use of or disclose information gained as a result of, or in connection with, an authorised activity, except:
  o To the extent necessary for the proper performance of the authorised activity; or
  o In pursuance of any reporting requirements of a prescribed kind to a governing body of an entity; or
  o As part of making a disclosure to another authorised person; or
  o To the extent allowed by the regulations.

• Printed confidential material will be stored securely (in a locked drawer or cabinet) and electronic material will be password protected and only accessible by committee members and SAASM staff.

3.3 Meetings

The SAASM Management Committee will meet at least every six months. Meeting dates will be determined in advance and agendas will be available at least three clear days prior to meeting. Minutes will be available within five clear days of meeting. Attendance may be by teleconference. Specific issues may be advised to members and decided by an electronic poll of members outside of the Management committee meetings.

A quorum will consist of half the number of permanent appointments plus one member. Committee decisions (either during scheduled meetings or out-of-session) will require approval by a quorum.

Members who are absent for three consecutive meetings may have their position reviewed to be relieved of their duties or replaced.

There is no provision for proxies should members be unable to attend the meeting unless the person is formally acting in the member’s position.

3.4 Reporting

The committee provides an Annual Report to the Safety and Quality Unit, Department for Health and Ageing, SA Health. Any reports, communication and/or advice given to unauthorised persons/groups/bodies will not contain identifying information.
4. **PROCEDURES**

4.1 **Access**

College staff (including Fellows and Trainees) have access to this policy.

4.2 **Communication**

The SAASM Management Committee members will be notified of any changes to this policy via mail or email.

**Approver** CEO

**Authoriser** Council