

# Mansfield District Hospital

## Community Member

### Community Advisory Committee (CAC)

#### **Role Description**

Public hospitals deliver health, mental health and aged care services in rural and regional Victoria and are integral parts of the Victorian health system which promotes and protects Victorians' health.

Community members are engaged to help to create an environment that helps drive performance in a way that places patients at the centre of everything the organisation within a culture of safety and quality.

#### **General attributes of the role**

To provide a community perspective presenting how communities think and feel about issues involving Mansfield District Hospital.

The community perspective differs from a bureaucratic, service provider, industry, academic or professional perspective, the role of the community perspective involves:

- Voicing community perspectives, protecting the interests of communities
- Presenting how community members of Mansfield District Hospital may feel
- Contributing community experiences relevant to Mansfield District Hospital
- Ensuring Mansfield District Hospital Committees understand and recognize and consider community concerns
- Providing information about any relevant issues affecting the community in relation to Mansfield District Hospital services.

#### **The community member will not be expected to;**

- Have a technical or clinical background in health service provision.
- Undertake community consultations
- Undertake individual work related to Mansfield District Hospital.

#### **REPORTING RELATIONSHIPS**

This position is overseen by the Chief Executive Officer

#### **TERM OF APPOINTMENT**

This role is recruited to for a 3 year term, and will require a commitment of approximately two hours every 2 months.

#### **PURPOSE**

##### **Community Advisory Committee:**

The purpose of the Community Advisory Committee is to provide advice to the Board of Management and advocate for the community on a broad range of issues. This is particularly relevant given the introduction of the Clinical Services Plan, a five year plan outlining the nature and type of services to be provided by Mansfield District Hospital.

## KEY ACCOUNTABILITIES

### Position Accountabilities:

- Attend Community Advisory Committee (minimum 75% attendance)
- Understand and adhere to Community Advisory Committee terms of reference, including reading and becoming familiar with meeting agenda and reports prior to meetings
- Be involved in the review of relevant MDH reports and ask questions from a community perspective to ensure that the voice of the community is heard and understood
- Maintain confidentiality regarding sensitive information and organizational matters discussed within the committee (requirement to sign a confidentiality agreement).
- Declare when he/she has an interest, financial or personal in a certain outcome, and that, in such circumstances, will be prepared to remove themselves from the decision-making process, if asked.
- Understand the view of the community accessing Mansfield District Hospital
- Adhere to the Mansfield District Hospital's code of conduct

The community representative will:-

- Participate in an induction program provided by MDH staff
- Identify where professional growth can occur to ensure maximum participation in the role of the community members
- Consistently acting in ways which have a positive effect on other community members; and
- Actively participate in committee meetings.

Community members are expected to demonstrate a high standard of personal and professional behaviour exhibiting:

- Honesty;
- Integrity;
- Community focused service; and
- Impartiality.

### Termination of role as a community member

- **If not able to full their role as per the position description**
- **In ability to attend the minimum number of meetings**

Reference documents

- 1 induction material
- 2 signed confidentiality agreement