

ROLE AND TERMS OF REFERENCE NT AHKPI STEERING COMMITTEE, TECHNICAL WORKING GROUP AND CLINICAL REFERENCE GROUP

Proposed Role of the NT AHKPI Steering Committee (SC)¹

- Provide high level advice to the NT Aboriginal Health Forum with the overall aim of improving the generation and strategic use of NT AHKPI data to improve health outcomes through the Aboriginal PHC system. Advice to the NTAHF to include:
 - Advice on sensitive or critical issues relating to the NT AHKPI system, data and reports and recommended ways forward
 - Recommended NT AHKPI-related policy and protocols
 - Recommendations relating to expansion, improvement or alignment of the NT AHKPI system, indicators and reports
 - Recommendations relating to issues arising from emerging national data sets or other information needs.

- Maintain and monitor the KPI Issues Register, and refer to the Technical Working Group or Clinical Reference Group as appropriate for their consideration and action or advice.

- Facilitate communication with and between the Technical Working Group, Clinical Reference Group and other relevant groups.

- Facilitate and promote the use of NT AHKPI data and reports in Continual Quality Improvement activities at all levels of the NT PHC system.

- Act as NT AHKPI Data Management Committee by considering, and, where appropriate, approving, requests for:
 - Access to KPI data and reports
 - The public release of any of reports based on analysis of summary level NT AHKPI data sets aggregated at an HSDA or Territory level

(All requests are to be handled in accordance with Data Management Strategy- currently under review.)

Role of the NT AHKPI Technical Working Group (TWG)²

To review the implementation of the NT AHKPIs, and make recommendations to the NTAHKPI Steering Committee on technical issues or needs that must be addressed in order to ensure that funders, health boards and management can receive timely and accurate reports from data extracted from all PIRS across the NT.

Terms of Reference of the TWG

The TWG will:

- Review the implementation of the KPIs into Patient Information Record Systems (PIRS) used to record data
- Review technical problems arising from sending of extracted data from the services PIRS systems to the DHF Data Warehouse
- Review reports that are returned by DHF to the services as to their relevance, ease of reading by proposed audience, accuracy of data, confidentiality of data

¹ Role is subject to review through the Data Management Strategy.

² Approved by the NTAHF in 2009

- Make recommendations to the NTAHKPI Steering Committee on PIRS modifications or resource allocation where there are issues with running accurate KPI reports, whether they be due to report parameters, recording of data, incorrectly written reports within the PIRS, training or inability of services to analyse data due to resource or staff shortages TWG with input from CRG reps
- Develop mechanisms to systematically capture interpretation and commentary on reports to ensure that local level knowledge and expertise is harnessed to build a body of understanding about the indicators and the issues that are influencing them at the local, regional and jurisdictional levels.
- Report activities and outcomes, and provide recommendations on a 2-monthly basis to the NTAHKPI Steering Committee.

Composition of the TWG

The NT AHKPI TWG will include the following representatives:

- 1 clinician each from ACCHS and DHF services who report back from the Clinical Reference Group (see below)
- 1 AMSANT PIRS Officer
- 1 CQI Facilitator
- 2 IT Business Analysts (1 from ACCHS and 1 from DHF)
- 1 DHF System Analyst
- 1 OATSIH Representative

Role of the NT AHKPI Clinical Reference Group (CRG)³

To review the results of the NT AHKPIs in regards to their clinical relevance and as a tool in clinical CQI activities and make recommendations to the NT AHKPI Steering Committee on changes needed to ensure that the NT AHKPIs provide the required feedback to clinicians, funders, health boards and management.

Terms of Reference of the CRG

The CRG will:

- Review the parameters of the KPIs as to their accuracy in obtaining the data required This would include the clinicians assessing whether the KPIs are
 - capturing the correct clinical indicators
 - whether the results that come back are able to be used to improve clinical outcomes
 - whether the definitions need modifications
 - recommendations on the use of the data both regionally and NT
 - whether there needs to be modifications in health practice or clinical guidelines as a result
 - what issues or recommendations should be forwarded to the CQI Planning Committee based on the data outcomes- especially those issues that are evident across the service system
 - review the impact of KPI data collection on clinical and administrative processes, and identify good practice or lessons learnt that can be shared across the PHC service sector or promoted through CQI activities.
- Review the format of the Community-level reports as to their relevance, ease of reading by proposed audience, and accuracy and confidentiality of data.
- Recommend PIRS modifications or resource allocation where there are issues with running accurate KPI reports, whether they be due to report parameters, recording of data, incorrectly written reports within the PIRS, training or inability of services to analyse data due to resource or staff shortages

³ Approved by NTAHF.

- Report activities and outcomes, and provide recommendations on a 2-monthly basis to the NTAHKPI Steering Committee.
- Monitor national Performance Indicator development and recommend modifications to, or new KPIs based on these Indicator developments.
- Liaise with the DHF Acute Care CRGs and other relevant Clinical Working Groups to ensure that issues arising are addressed in the NTAHKPI data set. (eg WHO Growth Chart Committee, the Under 5 Working Group)