

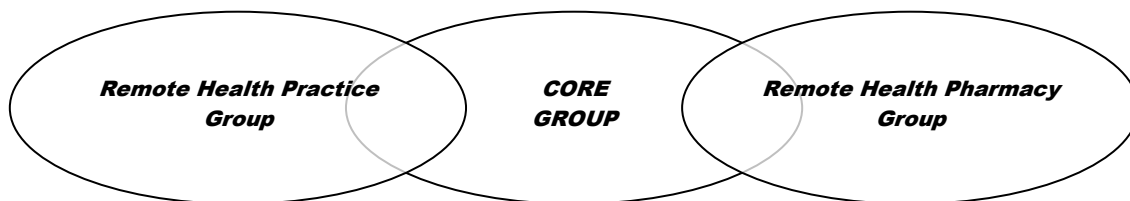
BEST PRACTICE GROUP

Overview:

The Best Practice Group is a multi-disciplinary forum forming an official part of the Remote Health Branch. It draws on the contribution and expertise of clinical and management staff and other specialists as required to investigate, critically review and endorse, proposed changes to processes, systems and standards affecting the Branch.

The business of the group is managed by two subgroups including a Remote Health Practice Group and Remote Health Pharmacy Group*. A core membership group common to both subgroups ensures continuity and progresses most out of session work.

* The Pharmacy Group also functions as a subgroup of the NT Drugs & Therapeutics Group



Aims:

- Assess, report on, and promote innovative practice with a view to service improvement, establishment of new standards, and promotion of learning
- Act as a conduit and forum for addressing practice queries
- Maintain an open and broad agenda in relation to proposals, without assuming responsibility for items that belong to other recognised groups (e.g. CARPA, OH&S, Management Teams, NT Drugs & Therapeutics)
- Utilise the input of the multi disciplinary team to critically explore proposed practice
- Promote consistent practice wherever possible, across the Northern Territory
- Produce and maintain Standard Lists for Remote Health
- Provide accessible information on Best Practice decisions

Membership:

Remote Health Practice	Core Group	Remote Health Pharmacy
SRMP(Ops) rep x2	Quality & Safety Manager (chair)	Remote Health Pharmacist
AHW Management x2	Quality & Safety Nurses x2	S100 Pharmacist x 1 each Contractor
Nursing Management x2	Chief Rural Medical Officer	Hospital Pharmacist ASH / RDH
Clinical rep x1 for each HSDA	Remote Area Educators x2	DHF Remote Area Nurse
Atlas Development Officer		DHF Aboriginal Health Workers
Experts/colleagues as required		DHF Medical Officer
Open meeting for others to attend		

Membership implies a priority view of the importance of the Best Practice Group and it's purpose. All members are to be active in their participation.

Attendance by an informed proxy is strongly encouraged if members unable to attend.

Meetings:

- **Remote Health Practice Group**

Fortnightly meetings, Mondays, 3 – 4 pm

- **Remote Health Pharmacy Group**

Monthly meetings, First Friday each month, 2:30 - 3 pm

Meetings are teleconferenced and GoToMeeting is frequently utilised to assist information sharing and refinement

Default venue for Darwin members is Palm Room, Block 4.

Default venue for Alice Springs members is Conference Room, Remote Health Building.

Administrative support is provided for meetings by the Professional Practice Admin Support Officer.

Process:

General Issues

- The Best Practice Group receives referrals from any pertinent source
- A member of the group is assigned to be the primary driver for each item that is raised, and is expected to explore issues under direction of the group
- Topics are explored with attention to stakeholder and expert consultation, and relevant literature review
- The driver for each item drafts a Communiqué, which is reviewed by the group. This document outlines the relevant information relating to the topic, and communicates the decisions and action points that are to be implemented
- Email, and other out of session communication is encouraged to ensure the timely progression of business
- Following endorsement, each Communiqué and any associated information is distributed as relevant, and is posted on the Remote Health Branch Atlas website

Standard Lists

- Review of Standard Lists for Remote Health on a periodic basis. (The Pharmacy Group routinely considers any requests for amendments to the RH Standard Drug List at every meeting)
- Updating of Standard Lists where general issues that are explored direct changes to Standard Lists
- Changes to the any Standard List are updated on the Remote Health Atlas website, with changes additionally notified to interested parties according to relevance of the change

Developed by: Best Practice Group	Page 2	Reviewed: Dec 09
Endorsed by: Remote Executive Leadership Group		
Release Date: 14 March 2006		Next Review: November 2012