

Barwon Health Vision and Purpose 2020-25

Vision: By 2050, everyone in our Community enjoys the best health and wellbeing in Victoria.

Purpose: Provide best care, every person, every day, so that our consumers feel better.

Alignment to Strategic Priorities 2020-25

Refer: [Strategic Plan 2020-25](#)

Deliver Best Care	Invest to Improve	Ensure our Future
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1. Purpose

The Nutrition & Hydration Expert Advisory Group will oversee safety and quality in food, nutrition and hydration for inpatients and outpatients of Barwon Health and ensure systems are in place to prevent malnutrition and food-related harms through effective clinical governance and quality improvement. The Nutrition & Hydration Expert Advisory Group will provide a strategic, coordinated and multidisciplinary approach to ensure a high standard of nutrition care is provided to patients of Barwon Health facilities in alignment with NSQHS Standards 5.27 and 5.28.

2. Responsibilities

- Establish, implement and monitor compliance with nutrition policies, procedures and protocols
- Present data on the performance of malnutrition prevention and management systems, including reporting and review of nutrition-related incidents
- Monitor the overall effectiveness of systems for prevention and management of malnutrition
- Manage risks associated with nutrition and hydration, including malnutrition prophylaxis and management, dysphagia, food allergen management, and food safety.
- Direct and oversee quality improvement strategies to reduce the frequency and harm from malnutrition and unsafe food, and promote the enjoyment of food provided by the organisation to its consumers
- Identifying and administering workforce training on risk screening, prevention plans and management plans for dysphagia and malnutrition, as well as food allergens and food safety, and ensuring workforce proficiency is maintained
- Provide advice to the organisation regarding food, nutrition and hydration considerations in service planning and development
- Support consumer engagement in food provision and nutrition care

3. Composition

Membership

Chair	Manager Nutrition & Dietetics
Secretary	Manager Speech Pathology
Clinical Education and Training representative	Clinical Nurse Educator
Consumer advisor	1 representative
Food services & Domestic representatives	Director Environmental & Food Services Food Service Manager
Medical representative	Women & Children's Directorate
Mental Health representative	Manager, Eating Disorder Service or delegate

**Nutrition & Hydration Expert Advisory Group
Terms of Reference**

Nursing representative	Nurse Unit Manager – acute Nurse Unit Manager – sub-acute
Safety & Quality representative	Head of Practice Development Unit or National Standards Project Coordinator
	PSA Coordinator
	Food Service Dietitian

4. Terms of Appointment

Members remain on the Committee until they no longer hold the position on which their membership is based.

5. Secretary

The Manager Speech Pathology will act as Secretary for this Committee.

6. Meetings

a. Holding of Meetings

Meetings will be held on the 4th Thursday of the month at 2pm in a hybrid format.

b. Quorum

A majority of members shall constitute a quorum.

7. Committee Papers

An agenda that includes appropriate documentation to inform the Committee and support decision-making will be circulated 5 working days before each meeting to ensure that members have time to consider the contents.

Following approval by the Chairperson, members may place an item on the agenda with appropriate documentation. Documents to be placed on the agenda should be forwarded to the nominated Secretariat two weeks prior to the meeting.

8. Committee Minutes

The Secretary will prepare minutes of meetings and have them approved by the Chairperson before circulation to members. The minutes will be confirmed at the following meeting of the Committee.

The minutes shall be submitted to the Comprehensive Care Committee.

9. Committee Review

These Terms of Reference will be reviewed every three years or earlier if required

10. Accountability

The Nutrition and Hydration Expert Advisory Group reports to the Comprehensive Care Committee.

11. Aligned committees / specialist groups

- Comprehensive Care Committee
- Consumer Experience and Clinical Governance Committee
- Accreditation Reference Committee
- Board Safety & Quality Committee
- Food & Nutrition Safety and Quality Committee.
- Residential Aged Care Food Services Working Group
- Safe Eating and Drinking Working Group
- Malnutrition Working Party
- Patients and Residents Menu Review Committee

12. Conflict of Interest

Employees and those acting on behalf of Barwon Health must not engage in activities that involve or could appear to involve an actual, potential or perceived conflict between their personal interests and the interests of Barwon Health. Such circumstances may compromise the staff members' ability to make impartial decisions or damage public confidence in that impartiality.

Staff members must not place themselves in situations that might force them to choose between their personal or financial interests and those of Barwon Health.

If there is any doubt about whether a conflict of interest exists, the staff member must disclose the issue, in writing, to their Manager without delay. This can be done by completing a Declaration of Conflict of Interest Form.

13. Confidential & Private Information

In accordance with the Barwon Health Privacy, Confidentiality and Security Agreement, all persons, including Barwon Health employees, non-Barwon Health researchers, contractors, volunteers, students and partner organisations must ensure that the affairs of Barwon Health, its patients, clients, residents and staff, remain private, secure and strictly confidential and are not divulged to any third party, except where required for clinical purposes or by law.

14. Key Legislation, Acts and Accreditation Standards Alignment

- [National Safety and Quality Health Service Standards](#)
- [Aged Care Quality Agency Standards](#)
- [The Food Act 1984](#)

15. Guiding Documents

- [NSQHS Standard: Comprehensive Care](#)
- [Nutrition and quality food standards for adults in Victorian public hospitals and residential aged care services](#)
- [Nutrition and quality food standards for paediatric patients Victorian public hospitals](#)
- [International Diet Dysphagia Standardisation Initiative Framework](#)
- [Safer Care Victoria – Communicating Safe Eating and Drinking](#)
- [Clinical Governance Framework](#)
- [Safety & Quality Policy](#)
- [Comprehensive Care Framework](#)