



QUALITY ASSURANCE FOR ABORIGINAL MEDICAL SERVICES

PROGRAM MANAGEMENT

TERMS OF REFERENCE

QAAMS LEADERS GROUP

Overview:

The QAAMS Leaders Group provides a primary point of reference for all issues relating to the cultural appropriateness and leadership of the QAAMS Program.

Membership:

Members of the QAAMS Leaders Group must be of Aboriginal or Torres Strait Islander descent. There should be (at least) one Aboriginal or Torres Strait Islander person from each State/Territory. Leaders are to serve a 3 year term and are eligible for renomination. The QAAMS Program Management Group (including a representative of the Leaders Group) will nominate the new Leaders Group at the end of the 3 year period.

Scope:

To advise the Program Manager on the cultural appropriateness of all aspects of the QAAMS Program.

To provide the Program Manager with an on-going Indigenous viewpoint and perspective on all aspects of the QAAMS Program.

To act as cultural ambassadors for the QAAMS Program with authority for leadership within their state.

Frequency of Meetings:

The QAAMS Leaders Group will meet in person with the Program Manager at least once per year at an annual QAAMS Leaders Forum. Other meetings may be called during the year, where necessary.

The minutes of these meetings will be documented and circulated to all members of the QAAMS Leaders Group.

The Program Manager will report on these meetings (and any other contact with the QAAMS Leaders Group) in written Progress Reports to the Australian Government Department of Health and Ageing.

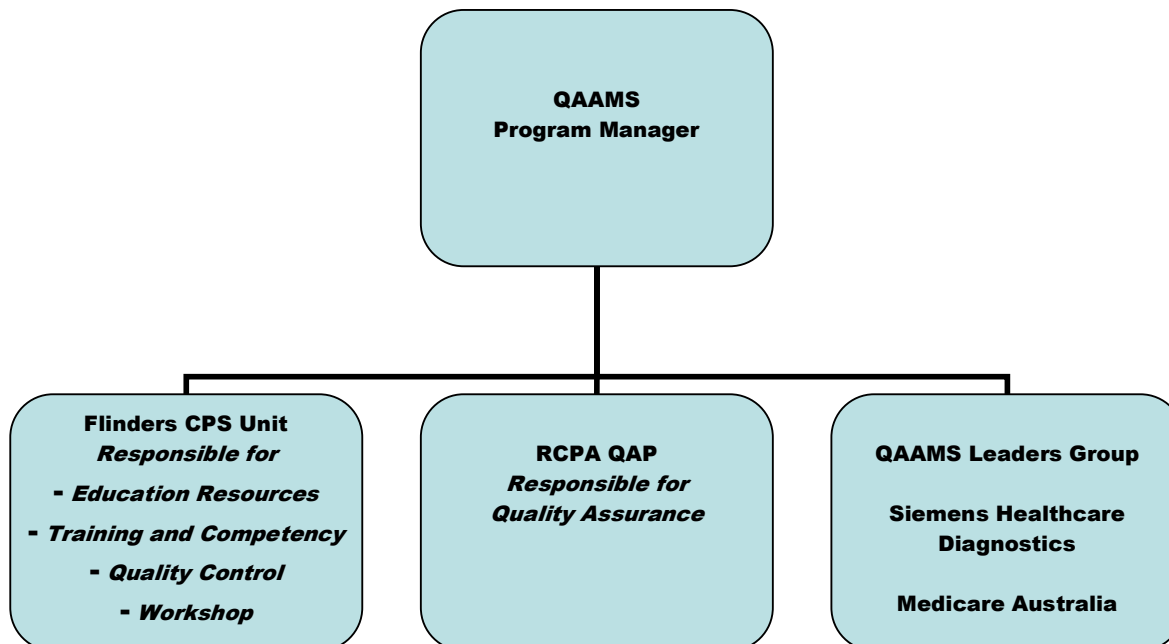
Relationship to other QAAMS Management Structures:

The QAAMS Program Management Group (QPMG), responsible to the Australian Government Department of Health and Ageing, will oversee the QAAMS Program. The QPMG will include a member of the QAAMS Leaders Group.

The QAAMS Program Manager is responsible for the day to day delivery and management of the QAAMS Program.

The QAAMS Leaders Group will report to the QAAMS Program Manager.

The flow chart for the QPMG Structure is as follows:



Roles and Responsibilities:

- To provide feedback and ideas to the Program Manager on the timing, format, content and cultural appropriateness of the Annual QAAMS Workshop
- To actively participate in the Annual QAAMS Workshop and provide support and advice, where appropriate, to participating Aboriginal Health Workers
- To provide feedback and ideas to the Program Manager on the ongoing development and cultural appropriateness of education and training resources for QAAMS
- To contribute to the regular QAAMS Newsletters produced by the QAAMS Program Manager
- To provide leadership and support, where necessary and appropriate, to Aboriginal Health Workers from participating QAAMS sites, on a State/Territory basis
- To assist the Program Manager, where appropriate, with the establishment of regional networks of QAAMS participants, on a State/Territory basis
- To advise the Program Manager on any other matter relating to the cultural appropriateness of the QAAMS Program.

Responsibilities of Members:

Members of the QAAMS Leaders Group have a responsibility to:

- As elected leaders, individually and as a group, support and advocate the principles of the QAAMS Program.
- Attend the Annual QAAMS Leaders Forum. A suitable proxy will attend if a particular State Leader is unavailable.
- Where possible attend the Annual QAAMS Workshop.
- Contribute to the regular QAAMS Newsletters produced by the QAAMS Program Manager.
- Provide leadership and support to Aboriginal Health Workers from participating QAAMS sites in their State/Territory, where necessary and appropriate.

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