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**AUSTRALASIAN HEALTH FACILITY GUIDELINES (AusHFG)  
AHIA PROPOSED REVIEW PROCESS 2009**

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**AUSTRALASIAN HEALTH FACILITY  
GUIDELINES**

**GOVERNANCE STRUCTURE AND REVIEW  
PROCESS**

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## **Draft Australasian Health Facility Guidelines (HFG) Development & Review Process 2009**

### **A. Overview**

This proposed governance structure is an initiative of the AHIA in November 2008 to streamline the Australasian HFG Review Process.

Background Information:

In response to a request made by the Chair of the Australasian HFG Steering Committee, CHAA tabled a milestone report and the 2008 revised program (v.1.4) in the 24 July 2008 Steering Committee meeting. This revised program (v.1.4) was endorsed by the Steering Committee. It indicated an extension of the 2008 program to March 2009.

In the July Steering Committee Meeting, the Chair requested that CHAA prepared a report 'Impact of 2008 current program status on 2008-10 Overall Program'. This report was tabled in HCAMC/AHIA meeting 10-12 November 2008 in Hobart for discussion. This item was also raised in the November Board of Governance Meeting. The following is the outcome of discussion and proposed actions:

- Guideline Review bottleneck was identified in the discussion. There is a need to address bottlenecks holding back the progress of guideline development. It was acknowledged that it is difficult to get the CHAA guideline / state review process working in tandem
- It was noted that the current program is highly ambitious and it is time to reassess its contents and look at ways of streamlining the process. Many HPU inch forward slowly without being finished, whilst there are inefficiencies of scale because of constant switching between HPUs, while waiting for reviewer comments. History shows that a maximum of 8-10 HPUs can be reviewed per year. This of course depends on their complexity but this number has been shown to be possible without compromising quality
- The proposed action was AHIA to coordinate state specific process in a separate forum, however this information will be provided to CHAA in order to determine a more realistic number of HPUs moving forward

In December 2008 and January 2009, the chair of the Australasian Steering Committee completed an extensive consultation processes among all AHIA Members and CHAA via a series of teleconferences and face to face meetings. AHIA proposed a new Australasian Health Facility Guidelines Review to streamline the review process.

CHAA was instructed to produce the following process map for further discussion in the upcoming 18 March Australasian HFG Steering Committee meeting.

# Draft Australasian Health Facility Guidelines (HFG) Development & Review Process 2009

## B. Description of Structure and Process

### Key Components of the Governance Structure

The role, membership and meeting frequency of each group is outlined in Section D – Description of Committee Role and Membership (Page 7).

### National Committees/Groups:

**Australasian Health Infrastructure Alliance (AHIA)** Previously known as Health Capital & Asset Managers Consortium (HCAMC) are the project funders and the overall sponsors of the Australasian Health Facilities Guidelines.

**Australasian Health Facility Guidelines Steering Committee** will approve the scope of the Health Facility Guidelines project, the content of the Guidelines and oversee the conduct of the project to ensure that it meets the defined project objectives and deliverables.

**CHAA Project Team** develop the first draft of the new/revised Health Facility Guidelines with input from individuals/groups nominated by Jurisdiction Health Departments, and co-ordinate the final production of the document for submission to the CHAA Governance board.

**Jurisdiction Specific Health Facility Guideline Project Planning Committee (PPC)** membership will include individuals with clinical, technical and health planning expertise to review the draft Health facility guideline and make comment.

### Australasian Health Facility Guidelines (HFG) AHIA Proposed Review Process 2009

#### Governance Structure

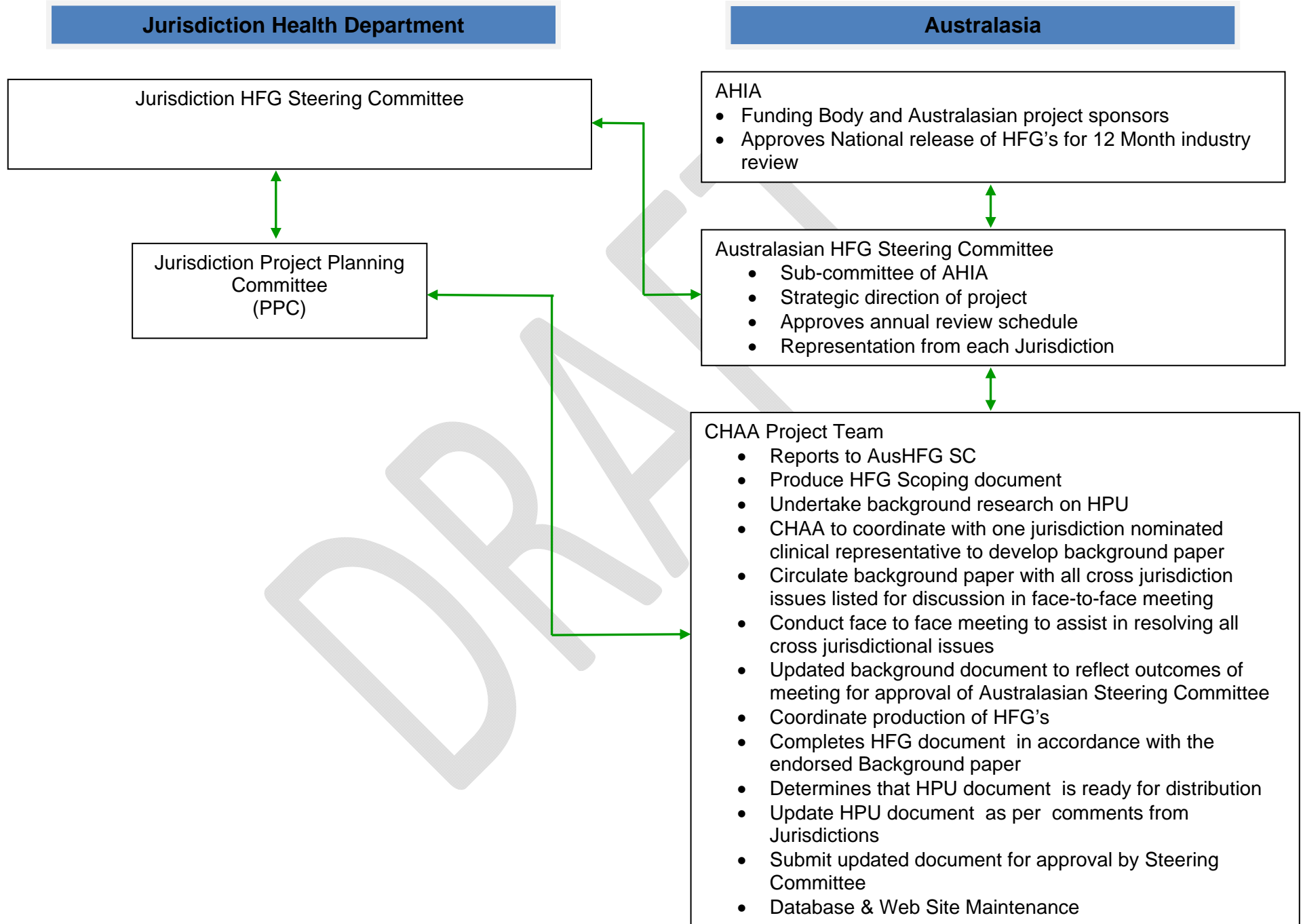
**Diagram 1:** Represents the proposed Governance Structure for the Australasian Health Facility Guidelines review and development process.

### C. The Process

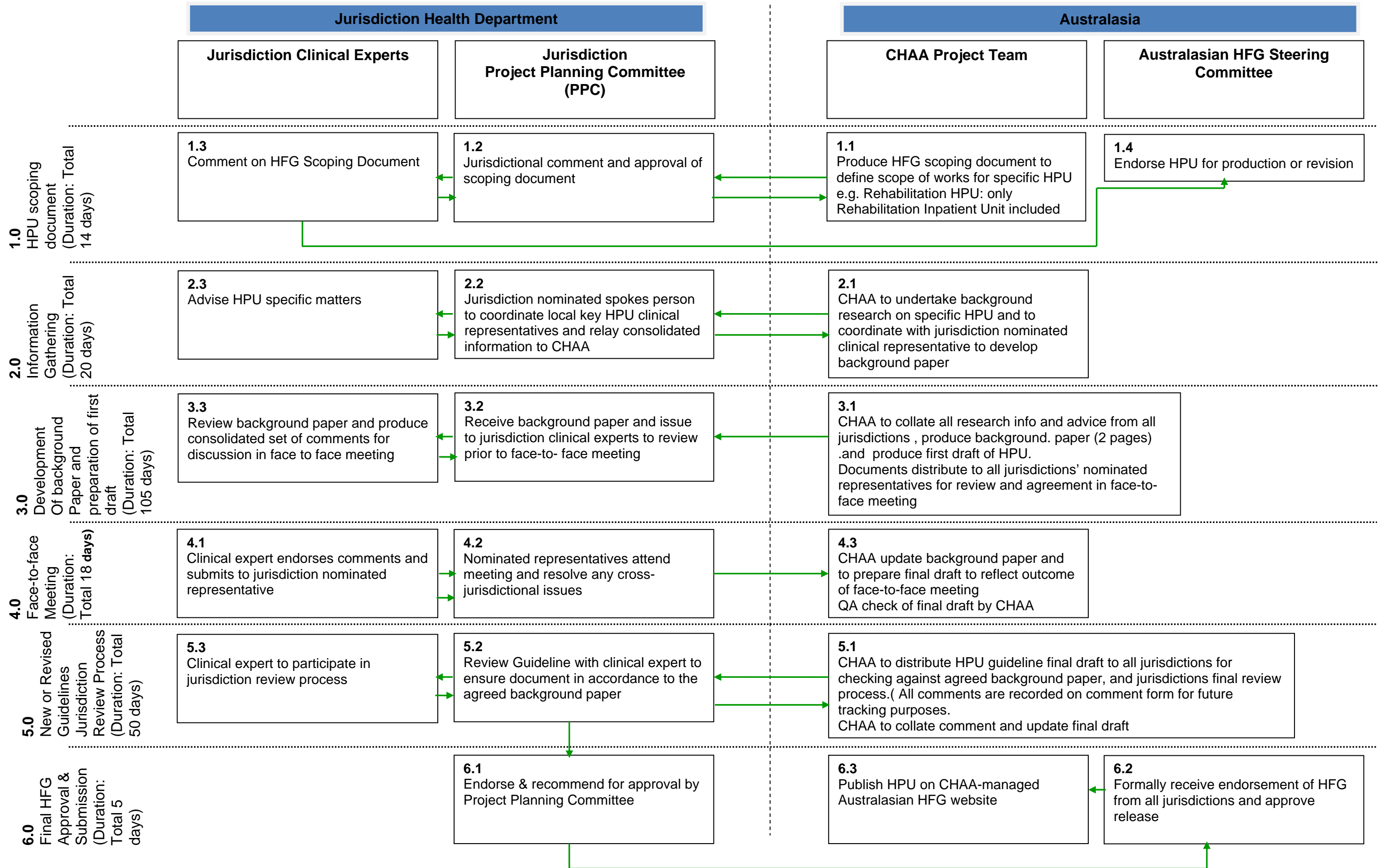
The process of Australasian Health Facility Guideline review is outlined in this section. Diagram 2 outlines the flow of information and this has been explained further with detailed comment.

**Diagram 2:** Flowchart of draft HFG review processes for Australasia in 2009.

# AUSTRALASIAN HEALTH FACILITY GUIDELINES (HFG) - Governance Structure



**Diagram 2: AUSTRALASIAN HEALTH FACILITY GUIDELINES (HFG) – Review Process 2009**  
**Duration for development of 1 HPU: Total 212 days (including CHAA 67 days + AHIA 145 days)**



## Australasian Health Facility Guidelines (HFG) Review Process 2009 – Tasks and Responsibility

Process	Task	Action	Duration	Responsibility	Sign Off
<b>1.0</b>					
<b>HPU Scoping Document Duration: Total 14 days</b> ( including CHAA 4 days + AHIA 10 days)					
<b>1.1</b> Produce HFG scoping document to define scope of works for specific HPU e.g. Rehabilitation HPU: only Rehabilitation Inpatient Unit included	1.1.1	CHAA to define the scope of works for each HPU including the purpose of the HPU	2 days	CHAA	
	1.1.2	CHAA to issue scoping document per each HPU for review by all jurisdictions		CHAA	
<b>1.2</b> Jurisdictional comment and approval of scoping document	1.2.1	Jurisdiction Project Planning Committee (PPC) nominated representative to coordinate with jurisdiction clinical experts in review and approve scoping document distributed by CHAA	10 days for 1.2 and 1.3	Relevant Jurisdiction PPC representative	
	1.2.2	Write to CHAA to confirm acceptance of scoping document or request for change if required		Relevant Jurisdiction PPC representative	
<b>1.3</b> Comment on HFG scoping document	1.3.1	Jurisdiction internal review process on scoping document by jurisdiction clinical experts. Process coordinated by nominated PPC representative	See 1.2	Jurisdiction Clinical Expert	
<b>1.4</b> Endorse HPU for production or revision	1.4.1	CHAA to collate all jurisdiction responses and revised scoping document	2 days	CHAA	
	1.4.2	CHAA to issue final HPU Scoping document and seek endorsement from The Australasian HFG Steering Committee (AusHFG SC)		CHAA	
	1.4.3	The AusHFG SC endorses the creation of proposed HPUs		AusHFG SC	

## Australasian Health Facility Guidelines (HFG) NSW Review Process – Tasks and Responsibility

Process	Task	Action	Duration	Responsibility	Sign Off
<b>2.0</b>					
<b>Information Gathering Duration: Total 20 days</b> ( including CHAA 15 days + AHIA 5 days)					
<b>2.1</b> CHAA to undertake background research on specific HPU and to coordinate with jurisdiction nominated clinical representative to develop background paper	2.1.1	CHAA to nominate representative to coordinate the development of background document on the HPU	15 days	CHAA	
	2.1.2	Background research process on the development of specific HPU: <ul style="list-style-type: none"> <li>Literature search</li> <li>Outline model of care, care methods, changes over 5 years, future changes expected, work force, technology etc</li> </ul>		CHAA	
	2.1.3	CHAA to summarise key questions relating to the physical structures and spaces for distribution to Jurisdiction-nominated representatives		CHAA	
<b>2.2</b> Jurisdiction nominated spokes person to coordinate local key HPU clinical representatives and relay consolidated information to CHAA	2.2.1	Jurisdiction Project Planning Committee nominated spoke person to coordinate with jurisdiction clinical experts in review and answer questions	5 days for 2.2 and 2.3	Relevant Jurisdiction PPC representative	
	2.2.2	Relay all answers of key questions to CHAA		Relevant Jurisdiction PPC representative	
<b>2.3</b> Advise HPU specific matters	2.3.1	Jurisdiction specific background key questions document Internal review process: <ul style="list-style-type: none"> <li>Review CHAA distributed HPU key questions document with Jurisdiction expert review group to identify and validate the jurisdiction position</li> <li>Comment on and answer specific HPU key questions for return to CHAA</li> </ul>	See 2.2	Relevant Jurisdiction PPC representative / Jurisdiction clinical expert	

## Australasian Health Facility Guidelines (HFG) NSW Review Process – Tasks and Responsibility

Process	Task	Action	Duration	Responsibility	Sign Off
<b>3.0</b> <b>Development of background paper and Preparation of first draft ( for revised HPU, HPU specific standard components to be included in first draft documents)</b> <b>Duration: Total 105 days( including CHAA 20 days + AHIA 85 days)</b>					
<b>3.1</b> CHAA to collate all research info and advice from all jurisdictions, produce background. paper (2 pages) .and produce first draft of HPU. Both documents distribute to all jurisdictions' nominated representatives for review and agreement in face-to-face meeting	3.1.1	CHAA to prepare background paper prior for distribution to all jurisdiction prior to face to face meeting. The purpose of background paper is for review and agreement at face to face meeting and includes: <ul style="list-style-type: none"> <li>• Summary of background issues</li> <li>• Collation of each jurisdiction position and rational for variable including type of evidence and research</li> <li>• To develop a consensus statement if possible</li> <li>• Maintain records of all jurisdictions clinical experts participate in the review process</li> <li>• Preparation of first draft (for revised HPU, HPU specific standard components included in first draft documents)</li> </ul>	20 days	CHAA	
<b>3.2</b> Receive background paper / first draft of HPU and issue to jurisdiction clinical experts to review prior to face-to-face meeting	3.2.1	Jurisdiction specific background paper/ first draft HPU internal review process prior to face to face meeting	See 3.2	Relevant Jurisdiction PPC representative / Jurisdiction clinical expert	
<b>3.3</b> Review background paper./first draft of HPU and produce a consolidated set of comments for discussion in face-to-face meeting	3.3.1	Jurisdiction specific background paper/ first draft HPU internal review process prior to face to face meeting	85 days for 3.2 and 3.3 ( per NSW internal process requirement)	Relevant Jurisdiction PPC representative / Jurisdiction clinical expert	

## Australasian Health Facility Guidelines (HFG) NSW Review Process – Tasks and Responsibility

Process	Task	Action	Duration	Responsibility	Sign Off
<b>4.0</b> <b>Face to Face Meeting</b> <b>Duration: Total 18 days</b> ( including CHAA 13 days + AHIA 5 days)					
4.1 Jurisdiction clinical expert endorses comments and submits to jurisdiction nominated representative	4.1.1	Jurisdiction specific background paper and HPU first draft internal review process prior to face-to-face meeting	5 days	Relevant Jurisdiction PPC representative / Jurisdiction clinical expert	
4.2 Nominated representatives attend meeting and resolve any cross-jurisdictional issues	4.2.1 4.2.2	CHAA to call face-to-face meeting, (total number of meetings is 3 per year as suggested by AHIA - final number is yet to be confirmed) All jurisdictions to attend meeting: <ul style="list-style-type: none"> <li>• Questions and issues raised in the discussion paper are discussed</li> <li>• A joint position or jurisdiction variance agreed upon and recorded</li> <li>• Should further research be required on a specific subject, CHAA will be requested to submit a research proposal for endorsement by the AusHFG SC</li> </ul>	3 days	CHAA  All Jurisdiction nominated representatives	
4.3 CHAA update background paper and to prepare final draft to reflect outcome of face-to-face meeting QA check of final draft by CHAA	4.3.1 4.3.2 4.3.3	CHAA to update final HPU Background paper for submission to Australasian HFG Steering Committee for endorsement  CHAA nominated representative to update new or revised HPU with reference to approved background paper to include all resolved issues  CHAA internal document Quality Assurance check	10 days	CHAA	

## Australasian Health Facility Guidelines (HFG) NSW Review Process – Tasks and Responsibility

Process	Task	Action	Duration	Responsibility	Sign Off
<b>5.0</b> <b>New or Revised Guidelines Review</b> <b>Duration: Total 50 days</b> (including CHAA 10 days + AHIA 40 days)					
<b>5.1</b> CHAA to distribute HPU guideline final draft to all jurisdictions for checking against agreed background paper, and jurisdictions final review process.( All comments are recorded on comment form for future tracking purposes. CHAA to collate comment and update final draft	5.1.1	CHAA to issue Final HPU document to all jurisdictions for final review	10 days	CHAA	
<b>5.2</b> Review Guideline with clinical expert to ensure document in accordance with the agreed background paper	5.2.1	Jurisdiction HPU document internal review process <ul style="list-style-type: none"> <li>Review HPU final document</li> <li>Return comments to CHAA for document update or endorse document with no further comments</li> </ul>	40 days for 5.2 and 5.3(per NSW internal process requirement)	Relevant Jurisdiction PPC representative / Jurisdiction clinical expert	
<b>5.3</b> Clinical expert to participate in jurisdiction review process	5.3.1	Jurisdiction HPU document internal review process <ul style="list-style-type: none"> <li>Review HPU document</li> <li>Return comments to Jurisdictions nominated Clinical Representative for document update or endorse document with no further comments</li> <li>Noted that all comments are recorded onto comment form for future tracking purpose and jurisdiction approval process.</li> </ul>	See 5.2	Relevant Jurisdiction PPC representative / Jurisdiction clinical expert	

## Australasian Health Facility Guidelines (HFG) NSW Review Process – Tasks and Responsibility

Process	Task	Action	Duration	Responsibility	Sign Off
<b>6.0</b> <b>Final HFG Approval &amp; Submission</b> <b>Duration: Total 5 days</b> (including CHAA -5 days)					
<b>6.1</b> Endorse & recommend for approval by PPC	6.1.1	Jurisdiction PPC nominated representative notify CHAA of approval of HPU		Relevant Jurisdiction PPC representative	
<b>6.2</b> Formally receive endorsement of HFG from all jurisdictions and approve release	6.2.1	CHAA to submit final document to the Australasian HFG Steering Committee for endorsement		AusHFG SC	Chair of AusHFG SC
<b>6.3</b> Publish HPU on CHAA-managed Australasian HFG website	6.3.1	CHAA to update database	5 days	CHAA	
	6.3.2	CHAA Quality Assurance Check on final .pdf document		CHAA	
	6.3.3	Endorsed new or revised HPUs are published on CHAA managed AusHFG website for industry use		CHAA	

## Detailed Comment

The CHAA Project Team is responsible for:

- Coordination and development of the HPU Scoping statement
- Background research process on the development of specific HPUs:
  - Literature search
  - To outline model of care, care methods, changes over 5 years, future changes expected, work force, technology etc.
- Preparation of key questions paper
- Preparation of background paper for distribution to all jurisdictions prior to face to face meeting
- Coordinate one day face to face meeting (AHIA proposed 3 times per year)
- Obtain endorsement of agreed background paper from AusHFG Steering Committee
- create new or revise HPU with reference to approved background paper to include all resolved issues
- CHAA internal document Quality Assurance check
- CHAA to coordinate HPU document review (note that only one review is proposed)

Jurisdiction Projection Planning Committee is responsible for:

- Jurisdiction internal review process on scoping document by Jurisdiction clinical experts
- Jurisdiction Project Planning Committee nominated representative to coordinate with jurisdiction clinical experts in review and answer questions
- Relay all answers of key questions to CHAA
- Jurisdiction Specific Background Paper Internal review process prior to face to face meeting
- Attend face to face meeting
- Jurisdiction HPU document Internal review process
- Review HPU document
- Return comments to CHAA for document update or endorse document with no further comments
- Endorsement of new or revised HPUs

## **D. Description of Committee Role and Membership**

### **Australasian HFG Steering Committee Membership:**

Chair of Australasian HFG Steering Committee  
Senior Facility and Service Planning representatives from each jurisdiction  
Project Manager CHAA  
Director CHAA

#### **Role:**

The Health Facility Guidelines Project Steering Group will provide strategic direction to the project and ensure that the project requirements of each of the AHIA jurisdictions are met

The Health Facility Guidelines Project Steering Group will approve the scope of the Health Facility Guidelines (HFG) project and oversee the conduct of the project to ensure that it meets the defined project objectives and deliverables. Approve initial subject matter experts to develop initial draft of guidelines

#### **Meeting Frequency:**

Minimum 4 meetings per year - quarterly  
Includes scope, methodology and monitoring role

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### **CHAA Project Team Membership:**

Director, CHAA  
Deputy Director, CHAA  
Research Fellows x 2  
Research Associate  
Research Assistant  
Administrative Coordinator

#### **Role:**

To develop the first draft of the new/revised Health Facility Guidelines and to coordinate the final production of the document for submission to the CHAA Governance board

#### **Meeting Frequency:**

Weekly