

Terms of Reference for the NCSP Advisory Group

Background

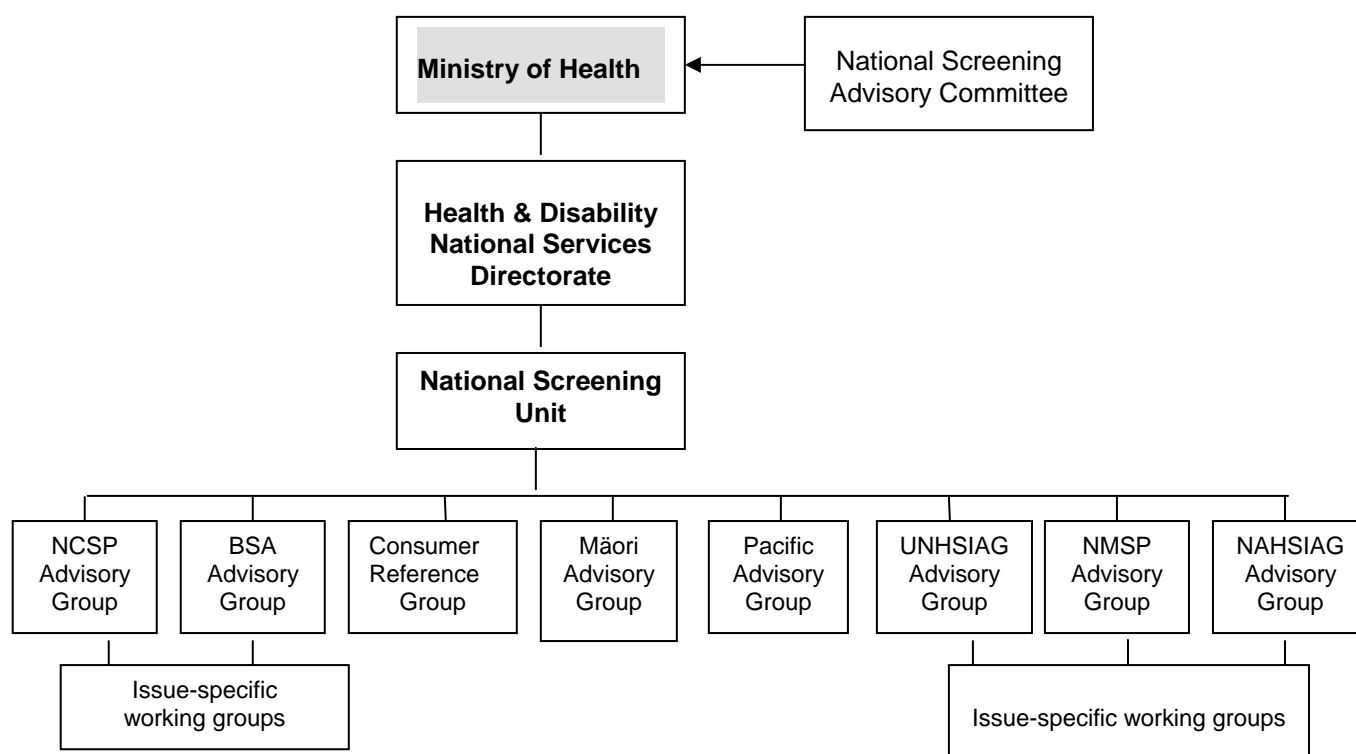
The National Screening Unit (NSU) in the Ministry of Health has a stewardship role for the National Cervical Screening Programme (NCSP), BreastScreen Aotearoa (BSA), the Newborn Hearing Screening Programme (UNHSP), the Universal Newborn Metabolic Screening Programme (NMSP) and the Antenatal HIV Screening Programme (AHSP). The NSU is also responsible for introducing the quality improvement measures for Antenatal Screening for Down syndrome.

The National Screening Unit is responsible for

- Providing leadership and strategic direction for the cancer, antenatal and newborn screening programmes
- Providing advice to Government regarding new screening programmes
- Ensuring nationally consistent policy and quality standards for screening programmes
- Providing national monitoring, audit, evaluation and quality improvement processes for screening programmes
- Providing educational resources for health care practitioners and consumers in relation to screening programmes
- Funding the provision of services along the screening pathways

The NSU seeks external advice from a range of sources to support its work. In 2002 a review of advisory input, in consultation with the Population Based Screening Advisory Group (disbanded November 2002), resulted in a revised advisory group structure. The revised structure includes separate advisory groups for each screening programme and the establishment of a national screening advisory body to provide oversight of and advice on screening activities throughout the health sector. There are also Māori, Pacific and Consumer reference groups also provide advice to the screening programmes.

Advisory Group Structure



Purpose of the Advisory Group

The NCSP Advisory Group (the Group) has been established by the National Cervical Screening Programme (NCSP) to support the National Screening Unit (NSU) to achieve its vision of *Saving lives, reducing inequalities, and building the Nation's health by leading the delivery of screening programmes, uncompromising in their quality and trusted by the communities we serve.*

Role of the Group

The NCSP Advisory Group understands the context of the Programme and operates at a strategic level to:

- Provide advice on and support for the strategic direction of the Programme
- Review progress towards achieving the strategic outcomes of the Programme
- Review the Independent Monitoring Reports and make recommendations to the NSU
- Provide recommendations to the NSU concerning the performance of the Programme overall
- Assist in Programme planning and prioritisation

- Identify research and development opportunities
- Help build understanding and partnership with consumer and professional groups

In turn, the group will expect that its advice will be appropriately published and implemented as far as practicable.

It is expected that members will consult widely within their own groups.

Principles

The Group will:

- Work in accordance with the Treaty of Waitangi principles of partnership, participation and protection
- Have a commitment to equity of outcome for priority and under-screened groups within the programme
- Have a well-women focus
- Use the best available evidence to inform its work
- Have a population perspective with an understanding of the principles of screening programmes
- Operate in a way that is consistent with government policies for the NCSP

Composition

The Group will be comprised of nine members who collectively will have wide knowledge and experience of the NCSP.

The membership will consist of:

- Representation from the Royal Australia and New Zealand College of Obstetricians & Gynaecologists
- Representation from the Royal College of Pathologists of Australasia
- Representation from the Royal New Zealand College of General Practitioners
- Representation from the New Zealand College of Practice Nurses
- Representation from the Australasian Faculty of Public Health Medicine
- Representation from the New Zealand Society of Cytology
- Representation from the Pacific Advisory Group
- Representation from the Consumer Reference Group

- Representation from the Maori Advisory Group

The NCSP may co-opt other members from time to time as required, to address gaps in knowledge and/or expertise, or to contribute to deliberations on specific agenda items.

The NCSP membership will be ex officio and will comprise of the NCSP Manager and NCSP Clinical Leader with input from NCSP team members as required.

The Group will report to the NCSP Manager and NCSP Clinical Leader. The Group will be informed of the outcome of their advice. The Group will be responsible for advising the NCSP, but will not carry the responsibility for whether that advice is accepted and acted upon.

Term of Office

The term of office will be for three years with the right of consideration for re-appointment for one further consecutive term.

When vacancies occur, the NCSP will be responsible for seeking nominations from the relevant group or organisation.

Working Arrangements of the Group

The National Screening Unit will select an independent chair for the Group. The NCSP team will provide administrative and analytical support.

Meetings will be held quarterly, with teleconferences in between depending on requirements.

The Terms of Reference will be reviewed annually.

The Group will work co-operatively with other NSU Advisory Groups and the National Screening Advisory committee.

Conflicts of Interest

Members should formally document their conflicts of interest and identify any conflict of interest prior to a discussion of a particular issue. The Group will determine what part the member may take in any discussion relating to this issue. Further guidance can be found in the document *Conflict of Interest Protocol for Statutory Bodies and Other Committees*.