

NCSP Advisory Group

Terms of Reference

Background

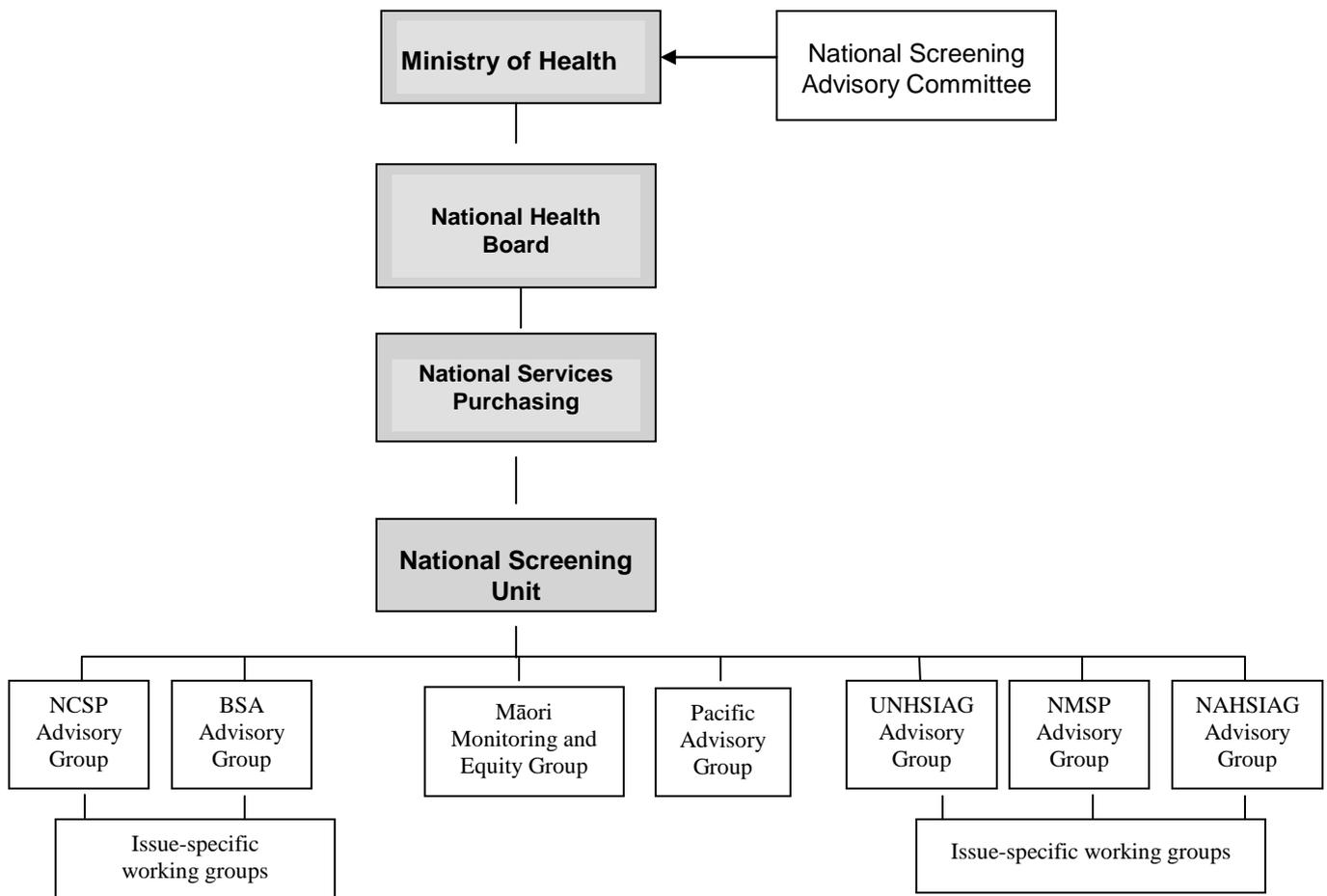
The National Screening Unit (NSU) in the Ministry of Health has a stewardship role for the National Cervical Screening Programme (NCSP), BreastScreen Aotearoa (BSA), the Newborn Hearing Screening Programme (UNHSP), the Universal Newborn Metabolic Screening Programme (NMSP) and the Antenatal HIV Screening Programme (AHSP).

The 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. Advisory groups for each screening programme were established in 2002 as well as a national screening advisory body to provide oversight of and advice on screening activities throughout the health sector. Māori, Pacific and consumer advisory groups have also provided advice to the screening programmes. Advisory groups for the NSU were further reviewed in 2008.

NSU Advisory Group Structure



Purpose of the Advisory Group

The aim of the National Cervical Screening Programme is to reduce the incidence and mortality of cervical cancer among all New Zealand women by the detection and treatment of precancerous squamous cell changes, and where possible other abnormal cervical/vaginal cell changes, through the coordination of a high quality, population based screening programme.

The NCSP Advisory Group (the Group) supports the NSU to achieve this aim and to continuously improve the quality of the NCSP by providing advice on Programme monitoring and strategic direction.

Role of the Group

The NCSP Advisory Group understands the context of the Programme and operates to:

- Review, critique and interpret the NCSP monitoring report data and make recommendations to the NSU
- Provide advice on the strategic direction of the Programme

- Provide advice from time to time on other areas of the Programme as agreed by the Group and the NSU
- 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 members who collectively will have wide knowledge and experience of the NCSP.

The membership will consist of representation from:

- Royal Australia and New Zealand College of Obstetricians & Gynaecologists
- Royal College of Pathologists of Australasia
- Royal New Zealand College of General Practitioners
- New Zealand College of Primary Health Care Nurses
- The New Zealand College of Public Health Medicine
- New Zealand Society of Cytology

- New Zealand Institute Medical Laboratory Science
- Pacific Advisory Group
- The Maori community
- Consumers

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 NSU membership will be ex officio and will comprise of the NCSP Manager and NCSP Clinical Leader, with input from NSU 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 two years with the right of consideration for re-appointment for one further consecutive term.

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

Working Arrangements of the Group

The Group will be chaired either by an elected Group member or by an independent chair selected by the NSU.

The NCSP team will provide administrative and analytical support.

Meetings are expected to be held twice a year, with teleconferences in between depending on requirements.

The terms of reference will be reviewed annually.

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*.