



RELATED POLICY

Out of Session Committee Meeting Policy 1.7

PURPOSE

The governance of the Prevocational Medical Assurance Services (PMAS) is supported by a number of committees who assist with a variety of matters including prevocational accreditation in the Northern Territory. PMAS strives to conduct business at its yearly pre-planned meetings however occasions may arise that require a prompt resolution/endorsement between scheduled meetings. An out of session committee meeting is held to assist PMAS with expediting decisions to continue achieving business needs.

PMAS staff ensure a quality process occurs and seek guidance from the PMAS Director/committee Chair on which process to use if uncertain.

SCOPE

This process applies to all PMAS committees and for the purposes of this policy “committee” will be taken to include the prevocational accreditation committee and any other working group, etc. that may be formed from time to time in order to deliver PMAS functions.

PROCESS DESCRIPTION

1. PMAS staff to contact PMAS Director and/or committee Chair to identify the preferred method of having an out of session meeting.
2. Out of session committee meetings can be via:
 - a. Telephone, video link or other means of communication with a number of committee members, being not less than the appropriate quorum stated in the committee terms of reference. Notice of at least 3 days or as required must be given to every member of the committee to link in to the meeting. Outcome will be documented and presented to the next scheduled meeting.
 - b. Circulation of a draft resolution via email only requesting each member to endorse the resolution within a specified period (minimum 3 days) or as required. Where a response has not been received within the specified time, the minutes will indicate endorsement of the proposed resolution. The outcome will be recorded along with the members email replies and minuted at the next scheduled committee meeting.

SUPPORTING DOCUMENTATION

1. *Out of Session Committee Meeting Policy 1.7*

PERFORMANCE MEASURES/KPI

1. 100% of out of session committee meetings are acted upon according to this process

Process contact officer: Quality Assurance Officer